

Child and Adult Protection: Online Engagement Checklist¹

Getting started - setting up the activity

- Ensure appropriate staff (University community members, school staff and/or responsible representatives) are available to support the session²
- Ensure University community members involved in the engagement:
 - Have read the 'Child and Adult Protection: Best Practice Guidelines for Online Engagement' that this checklist accompanies
 - Have read the University's 'Protection of Children and Protected Adults policy', and understand the relevant procedures³
 - Understand the standards of behaviour expected from the University community when working with children and protected adults
 - Have undertaken appropriate child and adult protection training (if they are staff regularly leading or involved in delivery of activities)
 - Know how to recognise, respond to, refer and record a child and/or adult protection concern⁴
 - Know who their University Designated Officer is and how to contact them
 - Have PVG membership if needed
- Ensure all data protection steps have been followed⁵
- Ensure an up to date risk assessment is in place⁶
- Ensure your chosen platform is suitable for the engagement and that all staff involved in the set up and delivery of the activity understand fully how to use it⁷
- Ensure communications with participants, their responsible representatives and/or teachers include all necessary information about the engagement⁸

Session delivery - running the activity

- Ensure all staff are in place before beginning, including those not involved in delivery
- At the start of the activity, the main speaker should remind participants:
 - How to keep themselves safe online, and how to report concerns
 - Of session expectations and ground rules, including practical information & aims
 - Of any recording that will take place⁹
 - Of best practice when screen sharing, if relevant¹⁰
- Monitor participant list to ensure only intended participants are present
- Moderate chat to ensure a safe, positive, inclusive online space for all and to address any questions or issues that arise

¹ This checklist accompanies the 'Child and Adult Protection: Best Practice Guidelines for Online Engagement' & 'Recording Concerns' form.

² Please refer to Section 1 of the guidelines for best practice on staffing digital activities

³ http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Protection_of_Children_and_Protected_Adults_Policy_.pdf

⁴ Please refer to Section 11 of the guidelines for information on reporting concerns

⁵ Please refer to Section 2 of the guidelines for information on GDPR and use of personal data

⁶ Please refer to Section 4 of the guidelines for information on risk assessments

⁷ Please refer to Section 6 of the guidelines for information on choosing a platform, and Section 7 on the use of devices & accounts

⁸ Please refer to Section 10 of the guidelines for more information on what to include in your communications

⁹ If the session will be recorded, please refer to Section 3 of the guidelines in advance of commencing engagement

¹⁰ Please refer to Sections 8 and 9 of the guidelines for information about screen sharing and using video

- Be mindful of the needs of individual participants and sensitive to particular topics or issues that may arise during the session
- Deal with challenging behaviour or inappropriate comments immediately
- Ensure staff are the last to leave by removing all other participants or ending the meeting

Debrief - after the activity

- Staff debrief: recap successes, challenges and changes needed before future events
- Ensure any child and adult protection concerns are followed up appropriately¹¹
- Ensure recordings are saved in an appropriate place, and captioned if necessary
- Make a note of when personal data and/or recordings will need to be deleted, and set calendar reminders to schedule this in
- Share recordings with participants

¹¹ Please refer to Section 11 of the guidelines for information on reporting concerns