**standard 1**

creating and maintaining safe environments

**guidance for indicator 1.9**

**1.9B Template 1 : Sample Online Procedure**

[INSERT NAME OF CHURCH BODY] encourages ministry with children and young people online, if it is safe for children and the adults who work with them. Our paramount concern is the safety and welfare of children. We will put in place all measures to ensure that children are not placed at risk whilst participating in ministry online. We want this ministry to be fruitful and beneficial, not challenging or dangerous. The Church ministry at all times will respect the dignity of children.

[INSERT NAME OF MONITOR (this person is appointed by the Church Authority on an event basis)] has been appointed to oversee this ministry online.

Any intention to engage with children online must be discussed with [INSERT NAME OF SAFEGUARDING COORDINATOR] before approval from the Church authority is sought on an event by event basis.

[INSERT NAME OF CHURCH AUTHORITY] will determine if the purpose of the online ministry is safe, and in line with the ethos of the Church body.

In order for us to create a safe environment online the following will be adhered to:

* All adults engaging online will have been recruited in line with [INSERT NAME OF CHURCH BODY] procedures to meet indicator 1.1 of the Church’s Child Safeguarding Policy.
* All adults will have read, understood and agreed to follow our online code of behaviour (use of language; boundaries; use of personal computers etc).
* Specific consent will be sought in writing from children and their parents/carers for participating in online ministry; this cannot be general consent but specifically for the purposes of a specified ministry.
* Children will be informed who to talk to if they are worried about anything which they have seen or been exposed

to online.

* Personal information about the adults and children who are involved in this ministry will be stored in line with the Church body’s data protection policy.
* The Ministry lead, in consultation with the safeguarding co-ordinator, will ensure that content, including photography and imaging, is in line with best child safeguarding advice.
* The Ministry lead will ensure that the location and dress code is appropriate: the online ministry should take place in a location which is private but safe for the child and appropriate clothing is worn; it will not be facilitated in bedrooms or where cameras can see other people who are not part of the ministry.
* In line with the Church body’s risk assessment procedures and data protection procedures, all technology and social media platforms will be assessed prior to their use in online ministry.
* Any allegation, suspicion, concern or knowledge of child abuse will be reported in line with the Church body’s

reporting procedures.

* The lead person in the ministry should check on a regular basis that children feel comfortable during the meeting

online.

* Upon conclusion of the online ministry, a review should take place to ensure that at all times risks were identified and managed and to evaluate whether the social media platform used, was fit for purpose.

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