

Talk The Talk – Online Workshop Safeguarding Policy and Set-up Agreement – 2020/21

Please review and action the following points to ensure an engaging and safe experience for your students.

All Talk The Talk staff will follow our own safeguarding policy, which is available upon request.

Safeguarding requirements

General responsibility

- Each online workshop will be led by a Talk The Talk trainer with a current DBS certificate which is available for reference upon request by the School
- Each Talk The Talk trainer will follow our own Safeguarding Policy, including online delivery provision, available upon request by the School
- It is the Schools' responsibility to ensure that any online delivery by Talk The Talk adheres to the Schools' own Policies in all respects to ensure the safety and wellbeing of the students, School staff and the Talk The Talk trainer attending the online workshop

Supervision requirement

1. A School staff member must be assigned to each online workshop delivered by Talk The Talk
2. The assigned School staff member:
 - a. must be logged onto and actively supervising the online workshop, for its full duration, when any students are also logged onto the same online workshop
 - b. should not be responsible for supervising more than one online workshop
 - c. must be solely responsible for admitting or removing participants to or from the online workshop
 - d. is responsible for behaviour management and supporting engagement in activities by students throughout the online workshop
 - e. should brief students with regard to appropriate behaviour and that the sessions are being moderated and recorded (if they are being recorded by the School. Talk The Talk do not record the sessions)
 - f. should not allow any personal information from learners or staff to be shared in the chat function or saved following the online workshop
 - g. must follow the School's own safeguarding policy if they have concerns over the safety or wellbeing of a young person

Online workshop set-up and management

1. The School should arrange the participating students into a number of groups equal to the number of online workshops being delivered
 - a. groups should contain 22-30 students
 - b. each group must have its own assigned School staff member

- c. a Talk The Talk trainer should be allocated to each group
2. The School is responsible for creating and setting up the online workshop 'meeting' through the Microsoft Teams application
3. Each workshop should be set-up as its own meeting, with its own distinct joining link. *E.g Four online workshops would necessitate four joining links*
4. The School is responsible for inviting the assigned Talk The Talk trainers(s) into the correct meetings
 - a. Our Programme Administrator, Sally Rhydderch, will email the member of staff who organised the booking to confirm the names and email address of the trainer delivering the online workshops, after which we ask that you invite the assigned trainer(s) to the appropriate meetings
 - b. In addition, you are asked to ensure that Richard Hull is invited to all meetings – richard@talkthetalkuk.org . This is to ensure swift support should any issues with a trainer access arise
5. All participating students should be provided with the link appropriate to their grouping or be able to join the online workshop they are assigned to through established means in MS Teams
6. To minimise the risk of cyber bullying or inappropriate content being shared. The School must ensure that the following controls are in place for each online workshop:
 - a. All student cameras are turned off globally for the duration of the online workshop and are not able to be turned on by students at any point
 - b. All student microphones are initially set to 'off', but are able to be turned 'on' by students upon request of the Talk The Talk trainer
 - c. The group chat function is enabled, but private chat function is disabled. The assigned School staff member must act as 'moderator' for any chat occurring
 - d. Students should not have functionality to be able to admit or remove participants to or from the online workshop

Additional online workshop attendees

In addition to the Talk The Talk trainer that is delivering your online workshop, we may request that other attendees be able to join the online workshop. Any additional attendees requested will have a current DBS certificate which is available for reference upon request by the School. This request will be communicated to you in advance.

These attendees will be limited to:

- An additional Talk The Talk trainer who is undergoing training on delivery of our online workshops. This trainer will observe or work in one workshop.
- One or more of the below Talk The Talk staff may join to observe the Talk The Talk trainer that is delivering your online workshop for Quality Assurance purposes.
 - Richard Hull, Director of Talk The Talk
 - Mark Farmer, Schools Liaison Director for Talk The Talk
 - Richard Edkins, Schools Liaison Director for Talk The Talk

For Further Advice and Information

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19#virtuallessons-and-live-streaming>

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid19#safeguarding-pupils-and-teachers-online>

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<https://talkthetalkuk.org/>