

## **Section 4.6 Working Online with Young People/ Digital Programmes**

### **This policy should be referred to alongside the above Communications and Use of Images Policy**

- Permission will be sought by YOUTH THEATRE IRELAND from parents/ guardians of all participants aged 18 and under for their involvement in online programmes/ activity. Permission will be sought for use of each individual app and/or social media site proposed to be used for the online programme/ activity. Clear guidance will be given on levels of engagement, dates and times of online sessions, and requirements of the young person participating for example how they will receive session links and invitations.
- When planning online programmes YOUTH THEATRE IRELAND staff will consult with participants to check that they are comfortable using selected app/online platform and whether they are experiencing any barriers to participation such as weak broadband access, limited access to equipment, a limitation that impacts their ability to interact via screen such as visual impairment. All efforts will and should be made by YOUTH THEATRE IRELAND staff to prioritise inclusion when designing online programmes/activities.
- If any young person or a parent/ guardian of a young person participating in a YOUTH THEATRE IRELAND online programme or activity has an issue or concern regarding their involvement, YOUTH THEATRE IRELAND staff should ensure they have access to the work email of the Project Lead or the Youth Theatre Ireland mobile phone number so that the matter can be addressed as soon as is possible.
- YOUTH THEATRE IRELAND will not require young people to have an account to participate in video sessions on applications such as Zoom.
- Video sessions should be hosted from an account held and managed by YOUTH THEATRE IRELAND only.
- YOUTH THEATRE IRELAND staff will ensure that video sessions are password protected and can only be joined by invitees.
- YOUTH THEATRE IRELAND will avoid recording meetings except in exceptional circumstances where recording the meeting is necessary for the content of the programme (e.g. recording a theatre performance made online) If recording a meeting is necessary, staff should store the recording securely on YOUTH THEATRE IRELAND equipment for a specified period of time in line with YOUTH THEATRE IRELAND'S data retention policy. Permission will be sought from the young person and their parent/ guardian (where the young person is aged 18 or under)
- YOUTH THEATRE IRELAND staff will make themselves familiar with the features of any app selected for online working in advance and will provide clear guidance for young people, their parents/ guardians and youth theatre leaders (where relevant) on the safe use of the app prior to working online. When choosing the App(s) that work best for the group and the specific activity, YOUTH THEATRE IRELAND will, with the information available, have regard to the appropriateness of each platform from a safeguarding point of view.

- YOUTH THEATRE IRELAND staff will create an online group contract with the young people participating in the online activity in the same way they would do offline. This should include any expectations around rules/ codes of conduct, how the group will treat each other, inclusion, dressing appropriately, positive feedback- see section 4.2 on Group Contracts. This can be a working document and can be updated accordingly as the project continues by the staff members in consultation with the group.
- The same adult to young people ratios and procedures apply online as they would in the physical space - see section 4.4 on Ratios
- Any person employed by YOUTH THEATRE IRELAND to carry out relevant work and engage with young people online is required to be fully vetted prior to commencing work. See Section 5 on Recruitment
- If a YOUTH THEATRE IRELAND staff member has a child protection or welfare concern whilst working online with a group, they should follow the standard procedures and report to the DLP in the usual way- see section 1.3 and 1.4 of this policy.

## **Section 4.2 Group Contracts (excerpt)**

### Additional Responsibilities of Participants when Participating Online

#### **Using Live Chat and Workshops through Zoom/other video-conferencing apps:**

- When selecting your screen name never use your full name, first names will do.
- Make sure people you are living with know you are on a live video chat. Do not include them in the chat unless requested to by YOUTH THEATRE IRELAND staff for a reason specific to the programme.
- Be on time for online sessions
- In order for you and the group as a whole to benefit as much as possible from the online experience of working with us we would encourage your full participation in video/zoom sessions. This will include having your camera turned on and interacting in that way with the facilitators and the rest of your peers. If, for any reason this makes you feel uncomfortable or you face challenges around this please let us know and we will accommodate/ support you with whatever you need whilst taking part in the activity.
- Wear appropriate clothing, even on parts of you that you think won't be seen.
- Remember it is easy to misinterpret things online.
- Please contact a Youth Theatre Ireland staff member if you feel worried about anything, using contacts provided at the start of the programme.
- Do not record or take photos of anything without the consent of others.

## **Making and Submitting Videos**

- Do not use your full name.
- Avoid filming anything that might disclose too much personal/sensitive information about you and your daily life/ routines.
- Do not film anyone else under the age of 18.
- Wear appropriate clothing.

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