Online Safeguarding Code of Conduct for Staff

UCL Access and Widening Participation Office

June 2020

This Code of Conduct outlines the principles that all staff should follow to work safely with young people online.

We ask that you:

– Read and adhere to the UCL AWPO Online Safeguarding Policy.

– Have attended child protection training and hold a clear enhanced DBS check if you are working in an Administrator role requiring access to participants' contact details.

Online sessions

– If you are a Presenter, please plan the structure of your session to allow for safe interaction and to keep any discussions on topic where appropriate.

– If you are an Administrator for a session, please familiarise yourself with the moderation instructions for the platform.

– If you are leading the session, please remind participants of housekeeping arrangements and their code of behaviour.

– If you are on video during the session, please make sure that the session is taking place in a neutral area where nothing personal can be seen and that there is nothing inappropriate in the background. You can blur your background or use a UCL background.

– Before sharing your screen, please ensure that there is nothing inappropriate or that identifies you on the screen/internet pages/browser history.

Contact with young people

- You should never be the only staff member in an online session with one participant or a group of participants. If this happens by accident (e.g. the other staff member loses signal), and there is no member of staff available to join you immediately, please end the session.

- Do not share any personal or contact information. If a participant tries to contact you outside the platform, please report this to the AWPO Designated Safeguarding Officer, except where the communication is to a UCL staff email address and falls into the scope of your role.

Behaviour and safeguarding concerns

- Please address any challenging behaviour or inappropriate comments from participants immediately. This may involve an Administrator muting or removing the participant from the platform, either temporarily or permanently.

- If you are an Administrator, please continually monitor interaction to check it is appropriate and relevant, and to deal with any sudden changes or upsetting developments.

If you have concerns about the wellbeing of a young person, or about the conduct of a participant or a staff member, you must report it as soon as possible using our Concern or Incident Reporting (CIR) form. The form and our full child protection policy are here: www.ucl.ac.uk/widening-participation/child-protection-and-safeguarding.