

# ST BARNABAS CLAPHAM COMMON

## POLICY FOR ONLINE COMMUNICATION WITH YOUNG PEOPLE

### Top Tips for the young people when taking part in electronic groups

1. Behaviour and dress code remain the same as for Friday Youth Group / Sunday Groups
2. Choose an environment which you are comfortable with when joining an electronic group, please note that Skype has a 'blur background' button which you can use, if you want
3. Please deactivate your microphone when you are not speaking and try not to speak over each other
4. Make sure that communication will not cause embarrassment to others nor yourself
5. The rights of your image, other young people's image and the Youth leader's image must be respected – it is strictly forbidden to take screenshots or videos without prior authorisation.
6. Never give out any personal information about yourself, your family or anyone else
7. If something happens that makes you feel uncomfortable, leave the group. Tell an adult you trust and, if you can, keep a copy of what it was that upset you. You can also email the church's safeguarding officer at [stbccsw4@gmail.com](mailto:stbccsw4@gmail.com)
8. Links sent to take part in a group are for the invitee only and should not be shared. Should a friend want to join, their parents should contact the Youth Leader.

### Guidelines for the youth leaders

1. The Youth Leader (YL) will seek written consent from parents to communicate electronically with the young people (YP)  
Consent should be sought for:
  - Obtaining the YP's e-mail addresses if applicable
  - Obtaining the YP's mobile numbers if applicable
  - Inviting the YP to take part in an electronic group (eg Skype)
  - Allowing the YP's contacts to be shared with the other YP
2. The YL will maintain good and open relationships with parents and carers regarding communication with them and their children.
3. The YL will only make contact with young people for reasons related to the work of the church and never just to engage in conversation.
  - a. If a YP misinterprets such communication and tries to engage the YL in conversation, the YL must end the conversation or stop replying; and, if concerned about the YP's communication, discuss the matter with the PSO.
  - b. Communication will take place only at reasonable times of the day and never late at night.
  - c. Communication will normally be
    - i. with a group not an individual,
    - ii. through a dedicated group with at least two authorised adult users.

- iii. using the highest appropriate level of security setting and restricting membership to the intended group.
- 4. The YL will only use a work account to communicate
- 5. The YL will only use age –appropriate social media
- 6. The Parish Safeguarding Officers should be copied into all communication with, in an overt copy rather than a blind copy. YP for whom consent has not be provided for their email to be shared should be in blind copy.
- 7. The YL will communicate clearly and use an appropriate tone: friendly, but not over-familiar or personal.
- 8. The YL will not share any personal information with a young person, or request or respond to any personal information from the young person, other than that which might be appropriate as part of your role.
- 9. The YL will store e-mail, texts and other messages for as long as possible. If a message contains anything which causes concern, print it out and/or retain on file/hard drive and alert the PSO.