

DSO Online Events Protocols

V1. 5th July 2020

1. Introduction

The purpose of these protocols is to outline the key principles under which DSO intends to operate online events. These protocols should minimise risks to ensure the safety of all the participants.

2. Participants

We ask participants, parents or carers of participants attending an event to observe the following recommendations:

- The participants should be made aware of acceptable online behaviour; this is what is also accepted in public.
- All invitations to join our events will be sent to parents/carers or participants; the log in details should not be shared.
- Participants should be dressed appropriately.
- Ideally, sessions should take place in a room where there are no distractions or too many other people.
- Please be aware of anything you have in the background that you would not want shared with others.
- Parents/carers or participants may only take photos or video recordings if consent is given by a participant or responsible adult.
- For detailed information you can also visit the UK Council for Internet Safety [UKCCIS Education For A Connected World](#)

3. Organisers

If DSO is hosting an online event, a member of DSO must be present for the duration of the video call.

If DSO is not hosting the event and the event involves children, the professionals managing the event must be DBS checked.

The person responsible for hosting the session must create a password which should only be sent to the parents/carers or participants who are registered. There are some open events, for DSO adult members, where the call details can be put on the DSO Facebook page.

A reoccurring meeting can use the same meeting ID and password, however if you feel the password has been compromised you must create a new password.

Ideally the host should maintain a 'waiting room' functionality and approve requests for participants to join the sessions.

A participant should be immediately removed from a meeting if inappropriate behaviour takes place - this is to safeguard the individual as well as the other participants.

4. Concerns

If anything happens that you feel uncomfortable about, the person should follow DSO's safeguarding policy and report it to our designated safeguard lead, Amanda Foulds 07769 707855.

****If an individual is in immediate danger, please call the emergency services on 999.**