



Safeguarding Policy Statement of Kinetika Bloco

1. Statement of policy

Kinetika Bloco has a duty of care to safeguard from harm all children, young people and adults at risk that access the activities we deliver. This policy details the legal requirements, organizational procedures and good practice as applicable to all Bloco members of staff. This policy is compliant with requirements contained in relevant legislation¹ and will be updated on an annual basis or as and when changes to legislation or good practice take place. The current policy was approved by Kinetika Bloco's board of trustees in June 2017 and updated April 2020.

The aim of this Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of Kinetika Bloco
- allow all staff /volunteers to make informed and confident responses to specific child protection issues.

2. Definitions

A **CHILD** is defined, by the Children Act 1989, as a person under the age of 18 years. It should be noted that Kinetika Bloco regularly uses the term 'young people' to refer to persons in the upper age ranges of this bracket (who may not think of themselves as 'children') however for purposes of this policy the term CHILD shall be used for all persons under the age of 18 years.

A **ADULT AT RISK** is defined as a person who is aged 18 years or older and who is: living in residential accommodation; receiving domiciliary care in his/her own home; in a prison, remand center, young offenders' institution or secure training center; is receiving a welfare service or a service that is targeted at disabled people or people with mental health needs.

A **PARTICIPANT** is defined as children or adults at risk (age 8-25 years old) who participate in Kinetika Bloco activity and to whom this policy is in reference to

A **MEMBER OF STAFF** is defined as meaning all paid or unpaid staff and volunteers engaged by Kinetika Bloco, including full and part time staff and freelance artists. This definition includes freelance practitioners and artists who are the front-line of our programme of work with participants.

A **DESIGNATED WORKER** is defined as a member of staff with specific responsibility for producing/managing a programme of work for, with or by children and/or adult at risk²

¹ Policy is compliant with the following legislation: Working together to safeguard children 2015; Human Rights Act 1998; Criminal Justice and Court Services Act 2000; Protection of Children Act 1999 and the Police Act 1997; Data Protection Act 1998; Disability Discrimination Act (DDA) 1995; Safeguarding Vulnerable Groups 2006 Sexual Offences Acts 2000 and 2003; Equality Act 2010

² In most cases this individual will be a specified Project Manager on the Kinetika Bloco team however on occasion this may be a Freelance Artist who has been given responsibility to lead a project. This individual will have responsibility for adhering to specific procedures contained within this policy.

A **LADO** is a Local Authority Designated Officer responsible for providing instruction in the event of an allegation of abuse or suspicious behaviour made against a Kinetika Bloco member of staff. Kinetika Bloco's LADO is:

Andrew Zacharides
020 7926 4679 or 07720 828700– LADO@lambeth.gov.uk

A **DSCO** is an organisation's Designated Safeguarding of Children Officer with overall responsibility for safeguarding. Kinetika Bloco's DSCO is the first point of contact for anyone who wishes to discuss safeguarding concerns. The DSCO is:

Tamzyn French, Kinetika CEO
07795142535 - tamzyn@kinetikabloco.co.uk

If for any reason the DSCO is unavailable or cannot be contacted any concerns/issues should be referred to **Kinetika Bloco's Trustee for Safeguarding:**

Nicholai La Barrie
07944 460557 - nicholai.labarrie@gmail.com

3. Training and Recruitment

All members of staff or volunteers who may come into contact with participants, including Bloco young leaders over 18 years of age, will be subject to an Enhanced Disclosure checks by the Disclosure and Barring Service (DBS). No unsupervised access to participants is to be allowed until the results from the DBS are obtained. Advice should be sought prior to recruiting someone with a criminal record or record of other offences. A valid DBS is one which is dated within the last 3 years.

Kinetika Bloco shall obtain two references for any new posts. The referees will be asked specifically about the applicant's suitability to work with children and adults at risk. Upon receiving satisfactory references Kinetika Bloco shall issue a Contract of Employment (for permanent members of staff) or a Contract for Services (for freelance practitioners). A copy of this policy, will be sent to permanent and fixed term staff with their contract. In signing the contract, the person confirms that they have read and understood the Safeguarding Policy. Non-compliance with policies may be grounds for invoking Kinetika Bloco's Disciplinary Procedure

As part of their general induction, new staff and volunteers will be familiarised with this Policy and Procedures document, as well as other policies such as Health and Safety. The CEO and those working closely with participants will be provided with regular Child Protection Training through Me Learning to include Safeguarding Children Levels 1 and 2

4. Procedures for delivery of activity with Participants

The Safeguarding Policy applies to all those who work with or for Kinetika Bloco, including Trustees, Employees, Trainees, Volunteers and Work Experience placements. Safeguarding is everyone's responsibility and depends upon effective joint working between all staff and agencies that we may work with. The policy must be read by all staff on their initial engagement with Kinetika Bloco and training will be provided regularly. It is the Designated Worker's responsibility to ensure adherence to the below procedures for each activity:

4.1 Professional relationships:

All Member of staffs should maintain a professional relationship with participants. Members of staff should demonstrate exemplary behaviour and best practise in order to protect themselves from any false allegations. It is never appropriate for any member of staff to develop an intimate relationship or personal friendship with a participant who is in the care of Kinetika Bloco.

4.2 Safe Touch:

Kinetika Bloco operates a 'safe-touch policy' however, all staff should understand what is appropriate and only touch participants when prior consent is given. There are occasions when physical contact with a participant is necessary, for example to demonstrate how to use a musical instrument, or how to perform a dance move. We also want participants to feel valued and part of the family and appropriate touch is a part of this however it should always be given with the following caution:

1. Always ensure there are other adults or responsible participants around
2. Never show favour to individual participant
3. Never touch a participant in the area between the waist and mid-thigh or near the chest
4. Never touch a participant in a way that could be mis-interpreted as being anything other than friendly appropriate adult-child support
5. Hugs should be short and side by side and instigated by the participant, never by the member of staff
6. Never kiss a participant
7. Tickling is not appropriate
8. For participants with disabilities or special educational needs who need additional physical help always ensure they are informed and comfortable with any necessary physical contact. Do not do for them what they can do for themselves.
9. There may be participants in our care who have backgrounds where there has been inappropriate physical contact, or even emotional, physical or sexual abuse. These participants will be confused about adult-child contact and will need very sensitive support and care.

4.3 Emergency procedures for physical intervention:

Member of staff have a 'duty of care' to all participants. If a participant is becoming a danger to him/herself or others, we cannot do nothing. Our first line of approach will always be verbal, using a variety of de-escalation techniques, interventions and instructions. Where these have not worked, there may be the need to intervene physically to stop someone putting themselves or others in danger. Examples of these could be:

- An angry participant about to hurt someone or themselves
- A serious fight
- A participant damaging venue property

Where this might happen the intervention must be using minimal force, and only enough to stop the incident. The participant must be made aware of what is going to happen if the situation does not stop.

In an escalating or dangerous situation, reasonable, calm and considered responses could be:

- Blocking a participants path
- Holding, pushing or pulling away from the incident
- Leading by the arm
- Guiding a participant away with hand in centre of the back

Such an incident must be reported fully in writing to the Designated Worker at the first opportunity, preferably the same day and never more than 24 hours after the incident.

4.4 Ratios:

Ratios of member of staff to participants will vary depending on the activity and age, as agreed by the Designated Worker at the time of planning the activity and completing the risk assessment. The suggested ratio in line with NSPCC guidance would be for children aged 9-12 years old 1 adult to 8 children; for children aged 13-18 years old 1 adult to 10 children. We will never work with children under 8 years old outside of a school environment.

4.5 Participation:

A register will be taken at the start of each session and parents/guardians will be informed if any expected participants are not in attendance. A group code of conduct will be shared with the group. Evacuation procedures and any venue related procedures will be explained to all member of staffs and participants at the start of the session.

4.6 Young Leaders or Performers:

Kinetika Bloco will never pay a participant for a performance. On some instances of smaller or more intensive performance events the participant may be given some expenses to cover travel or lunch. Young Bloco Leaders who lead sessions with our professional team will be over compulsory school age (as defined by section 8(3) of the Education Act 1996) (i.e. as a general rule up to the last Friday in June in the school year in which they have their 16th birthday).

5. Procedures for Communication with participants:

Online technology continues to advance and change the way people communicate and interact on a daily basis. Kinetika Bloco uses social media to promote our activity and communicate with our participants. These forms of digital media and communication provide great benefits, however they can also pose potential safeguarding risks. The risks include potential for cyber bullying, grooming, exposure to inappropriate content.

5.1 Email:

The Designated Worker will be the primary contact points for all communication with participants. Contact will be made through Kinetika Bloco email addresses with participants directly and with parents copied in. Group emails will always be blind copied so that the email addresses are not visible to other recipients.

5.2 Facebook:

Facebook is currently seen as the way participants can be contacted easily and quickly. Facebook contact will be directed through the Kinetika Bloco Facebook Page and Event Pages for different activities. Facebook Messaging is permitted between participants and the Designated Worker within Office Hours only or on performance / activity days as they occur.

All staff and volunteers should ensure they adopt a clear differentiation between their personal and professional profiles on Facebook. No member of staff at Kinetika Bloco should request to befriend a participant on Facebook, they should only accept a participant's friend request if they are prepared to behave appropriately online and think before they post. Their conversations online should follow normal conventions of safe behavior as laid out in this safeguarding policy. They should not post anything that will compromise themselves or Kinetika Bloco and they should ensure that their messaging is in line with Kinetika Bloco values. If it is considered that a Member of staff does not follow these guidelines they will be required to delete their Kinetika Bloco contacts.

5.3 Whatsapp:

Whatsapp is a particularly effective form of communication for young people and is used widely by our participants. Whatsapp groups will be formed during Kinetika Bloco Summer School or major projects for each section of the band and the CEO and Project Manager will be included in each group to monitor and remove, when necessary, any content. Parents mobile numbers will be included in these Whatsapp groups to ensure safe lines of communication.

5.4 Phone and Text Messaging:

Reminders to young people through phone calls and text messaging is very much part of how young people currently communicate and is a quick way of ensuring that we can help young people attend activities or find out about any alterations at short notice. They are particularly necessary when we deliver activities that

include travel outside of London. Kinetika Bloco will allow calls and messaging between the Designated Workers and young people during office hours or on performance / activity days as they occur.

5.5 Face to Face:

Face to face discussions with individual participants will be required on occasion. Any such discussion should take place in an open space where other members of staff are present. Members of staff should never be alone in a room with only one participant and should ask another member of staff to be present if they require a face-to-face discussion with a participant. If a private or particularly sensitive conversation is necessary when other participants are present, ask them to wait elsewhere rather than expose them to the conversation.

5.6 Photography and video-recording:

Parental/guardian consent for photography and video recording of any participant will be obtained through Medical / Parental consent forms. Photographs and video will be stored in a designated folder accessible by the Kinetika Bloco Office Staff only.

5.7 Online activity sessions:

Due to the outbreak of Coronavirus (COVID-19) in March 2020 some of our activity has to take place in online platforms. These forums will be underpinned by the full safeguarding strategy and we have laid out specific details about the format of the sessions and the safeguarding that has been put in place to ensure the online platforms are as safe as the 'real-life' environments. See Appendix 3 for full guidelines.

6. Recognising signs of abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect them by inflicting harm, or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child, children or adult at risk. In order to effectively protect all participants all Kinetika Bloco members of staff should be familiar with the key signs and indications of abuse, which are detailed below:

6.1 Physical abuse

An important indicator of physical abuse can be where bruises or injuries are unexplained, or the explanation does not fit the injury. A delay in seeking medical treatment for a child or adult at risk when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on participants with different skin tones or from different racial groups and specialist advice may need to be taken. Patterns of bruising that are suggestive of physical child abuse include:

- Bruises that are seen away from bony prominences;
- Bruises to the face, back, stomach, arms, buttocks, ears and hands;
- Multiple bruises in clusters;
- Multiple bruises of uniform shape;
- Bruises that carry the imprint of an implement;
- Cigarette burns;
- Adult bite marks;
- Scalds.

Although bruising is the commonest injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness should be seen promptly by a doctor. Behavior changes can also indicate physical abuse:

- Fear of parents being approached for an explanation;
- Aggressive behavior or severe temper outbursts;

- Flinching when approached or touched;
- Reluctance to get changed, for example wearing long sleeves in hot weather;
- Depression; or withdrawn behavior;
- Running away from home.

6.2 Psychological Abuse

Includes emotional abuse, threats, deprivation of contact, humiliation, intimidation, coercion, verbal abuse, isolation or withdrawal from services

Emotional abuse can be difficult to measure, and often children and adults at risk who appear well-cared for may be emotionally abused by being taunted, put down or belittled. Emotional abuse can also take the form of them not being allowed to mix/play with other children. The physical signs of emotional abuse may include:

- Failure to thrive or grow;
- Sudden speech disorders;
- Developmental delay, either in terms of physical or emotional progress.
- Changes in behaviour which can also indicate emotional abuse include:
- Neurotic behaviour e.g., sulking, hair twisting, rocking;
- Being unable to play; or fear of making mistakes;
- Fear of parent being approached regarding their behaviour;
- Self-harm.
- Frequently frightened
- Persistent emotional ill treatment adverse effects on the child or adult at risk's emotional development

6.3 Sexual Abuse

Adults who use children and/or adults at risk to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the children or adult at risks behaviour which may cause you to become concerned, although physical signs can also be present. In all cases those who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously. The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal areas;
- Bruising or bleeding near genital/anal areas;
- Sexually transmitted disease; vaginal discharge or infection;
- Stomach pains;
- Discomfort when walking or sitting down.

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour (e.g, becoming aggressive or withdrawn);
- Fear of being left with a specific person or group of people;
- Having nightmares;
- Running away from home;
- Sexual knowledge which is beyond their age or developmental level;
- Sexual drawings or language;
- Bedwetting;
- Eating problems such as overeating or anorexia;
- Self-harm or mutilation, sometimes leading to suicide attempts;
- Saying they have secrets they cannot tell anyone about;
- Substance or drug abuse;

- Suddenly having unexplained sources of money;
- Not allowed to have friends (particularly in adolescence);
- Acting in a sexually explicit way towards adults.

6.4 Neglect

Neglect is a passive form of abuse in which a perpetrator is responsible to provide care for a victim who is unable to care for himself or herself, but fails to provide adequate care. Neglect has some of the most lasting and damaging effects on young people and adults at risk. Neglect can be a very difficult form of abuse to recognize. Neglect includes ignoring medical or physical care needs, withholding of medication or adequate nutrition and failure to provide access to appropriate health, social care or educational services, discriminatory abuse – including racist, sexist and other forms of harassment.

The physical signs of neglect may include:

- Hunger, sometimes stealing food from others;
- Constantly dirty or smelly;
- Loss of weight, or being constantly underweight;
- Inappropriate dress for the conditions.

6.5 Radicalisation

The grooming of children or adults at risk for the purposes of involvement in violent extremist activity is child abuse. It is the responsibility of all professionals and volunteers working children and adults at risk to be aware of the risk factors and indicators for radicalisation and to be alert to the possibility that a participant they are in contact with could be being groomed for involvement in extremist activities. Any concerns should be reported to the DSCO who will seek advice from the Prevent Co-ordinators/Lead of the local authority prevent@lambeth.gov.uk. However, if there is immediate cause for concern, then a referral to children's social care should be made.

7. Dealing with safeguarding incidents or concerns

A safeguarding incident/concern will generally fall into one of three categories, each of which will be dealt with in the section below:

1. Dealing with an incident/concern about a participant's welfare
2. Dealing with a disclosure made by a participant
3. Dealing with an incident/concern which involves bullying

It should be noted that the reporting of safeguarding incidents or concerns should be dealt with in a way which is distinct from general Health & Safety incidents and concerns. For information on Health and Safety procedures please refer to Kinetika Bloco's Health and Safety Policy. It should be noted that there may be occasions when an incident or accident requires a member of staff to adhere to both Health and Safety and Safeguarding procedures.

7.1 Dealing with a safeguarding concern

All members of staff who come into contact with participants have a responsibility to raise any concerns they have about their welfare with Kinetika Bloco's DSCO. It is not the responsibility of members of staff to make a judgement as to whether a concern is severe or not nor is it the responsibility of members of staff to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns by making contact with Kinetika Bloco's DSCO who will then take further advice from Lambeth First Contact Team (see page 9 for details). A concern is distinct from a disclosure from a child or adult at risk and is likely to manifest itself following observation of their behaviour or as a result of hearing them say or do something which would raise a concern (e.g. a member of staff may notice bruise marks on specific areas of a participant).

7.2 Dealing with a safeguarding disclosure of information from a participant

Kinetika Bloco members of staff should be aware that they may be required to deal with a direct or indirect disclosure of information from a participant which raises concerns about their welfare. A disclosure may happen directly (i.e. they explicitly say something which informs you that they are at risk) or indirectly (i.e. they use language/words which implicitly suggest that they are at risk). If a participant discloses abuse, remember that this may be the beginning of a legal process, as well as a process of recovery for the participant. Legal action against a perpetrator can be seriously damaged by any suggestion that the participant has been led in any way. In the event of a disclosure a member of staff should take the following steps:

- 1. LISTEN** - Listen carefully to what is said by the participant and ask questions for clarification only. Members of staff should avoid asking any questions that suggest a particular answer or which may lead the participant to answer in a particular way. Allow the participant to continue at her/his own pace and reassure them that they have done the right thing in telling you.
- 2. INFORM** - Inform the participant that the information that they have disclosed will need to be shared with others. It is important to inform them that information will be dealt with sensitively but for their own safety cannot remain confidential. Tell them what you will do next and with whom the information will be shared.
- 3. RECORD** - Record in writing what was said, using the participants own words, as soon as possible. Please note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
- 4. CONTACT** - Contact the DSCO immediately to discuss the disclosure. As per the previous section the DSCO will be responsible for making a decision about whether the disclosure warrants a referral to the LADO.

As per safeguarding concerns, there exists a responsibility for all members of staff to act on any disclosure by making contact with Kinetika Bloco's DSCO who will then take further advice from Lambeth First Response Team.

7.3 Dealing with an incident / concern which involves bullying

Any incidents involving bullying should be reported to and dealt with by the relevant DESIGNATED WORKER who should seek to use an informal approach to resolve the situation in the first instance. This individual should discuss with the DCSO if it is necessary to speak to both sets of parents/guardians regarding the incidents and if it is necessary to give a verbal warning to the perpetrator. If the bullying cannot be resolved by the above steps mentioned then the participant has the right to make a formal written complaint to Kinetika Bloco about the bullying. The complaint will be fully investigated and they will be supported throughout this process.

8. Referral decision making process:

It is the responsibility of Kinetika Bloco's DSCO to act upon any safeguarding concern raised by a Kinetika Bloco member of staff by seeking further advice from Lambeth's First Response Team. They can be contacted as follows:

London Borough of Lambeth First Response team
0207 9263100 / out of hours 0207 9265555
dutymanager@lambeth.gov.uk

The nature of each safeguarding concern will vary significantly and therefore it is the DSCO'S responsibility to seek advice and instruction from the Local Authority regarding next steps. The DSCO will be responsible for involving relevant members of staff in this process and to document the process in writing. Throughout

the referral process the DSCO will be responsible for providing daily written updates to the Kinetika Bloco Trustees.

Information will also be shared with the safeguarding lead of the venue in which the incident occurs if relevant, eg, the school DSCO.

If an incident/concern is not deemed by Kinetika Bloco's DSCO to be a Safeguarding concern then it will not be reported to the London Borough of Lambeth First Response Team however it will be the responsibility of the DSCO to record the conversation that has taken place with the member of staff and for forwarding a written report to Kinetika Bloco's Safeguarding Trustee. It is important to note that if for any reason the member of staff deems the DSCO's decision not to make a formal referral as a matter of concern then he/she should speak directly to Kinetika Bloco's Safeguarding Trustee.

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Please see Appendix 1 for reporting safeguarding concerns flowchart.

9. Allegation of abuse against Kinetika Bloco Member of staff

There may be instances when a safeguarding incident/concern involves an allegation against a member of staff. The procedure for dealing with a safeguarding allegation against a Kinetika Bloco member of staff is distinct from the procedure that should be used for dealing with a concern about a participant. Often it will be required to deal with both situations concurrently however it is important that these are understood as separate processes to protect both the member of staff and the participant.

If for any reason a member of staff has concerns about another member of staff's behaviour which may impact upon the safety and/or welfare of a participant then it is the member of staff's responsibility to report this to the DSCO. The DSCO will then carry out an initial investigation in accordance with Kinetika Bloco's Disciplinary and Grievance procedures. Kinetika Bloco is legally required to alert the LADO to all cases where it has been investigated and established that a person who works with children or adults at risk has:

- a.) Behaved in a way that has harmed, or may have harmed, a child or adult at risk;
- b.) Possibly committed a criminal offence against a child or adult at risk;
- c.) Behaved towards a child or adult in risk in a way that indicates s/he is unsuitable such work.

The LADO will instruct the DSCO on procedure and what information may be shared with the person who is the subject of an allegation. The DSCO and LADO will decide, in consultation with the Police and/or any other relevant agencies, what may be shared in situations that may possibly lead to a criminal investigation. Subject to advice from the LADO, and to any consequent restrictions on the information that can be shared, Kinetika Bloco will, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome.

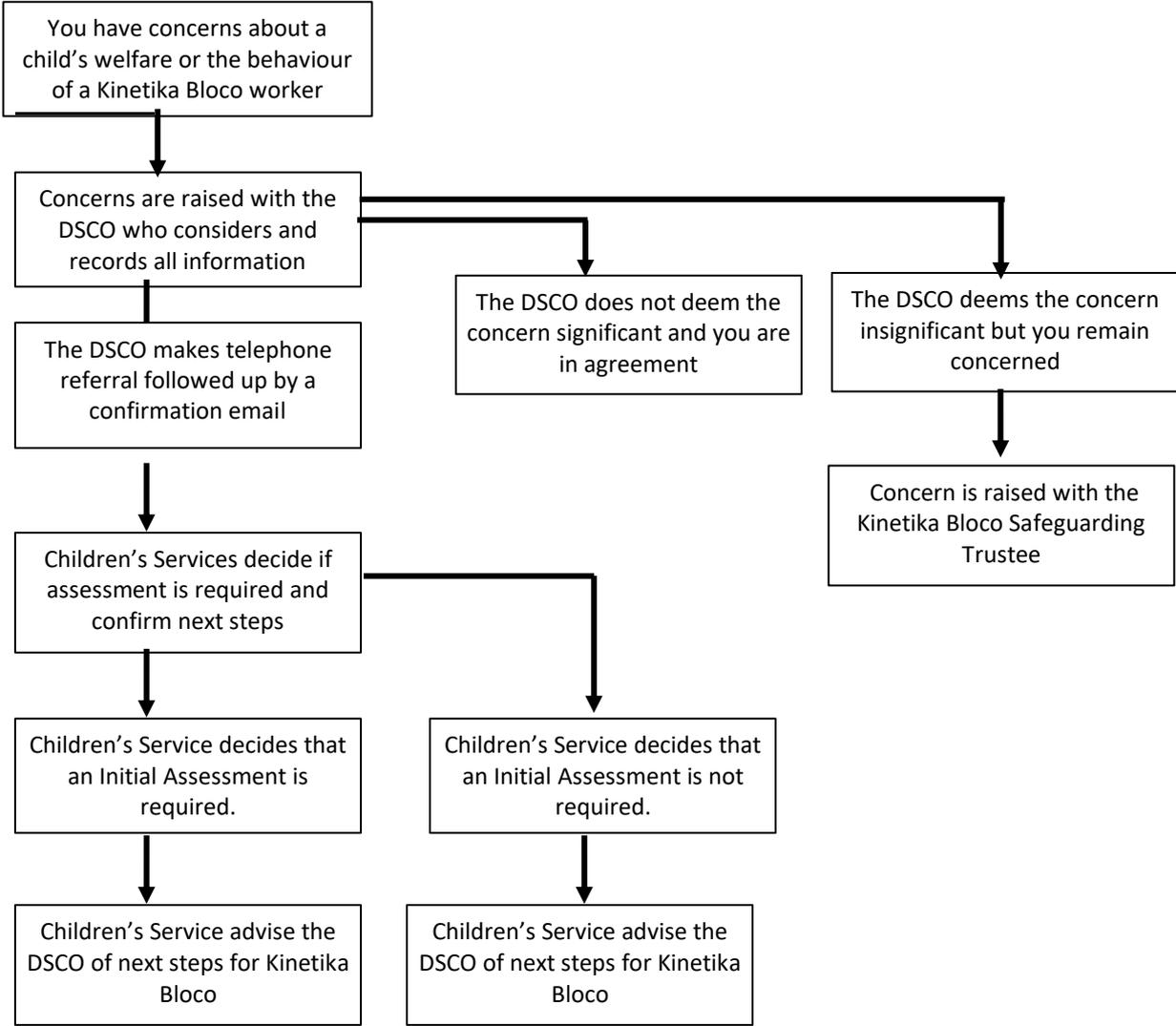
Kinetika Bloco will ensure that the accused member of staff will be treated fairly and honestly and helped to understand the concerns expressed and processes involved. They will be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process.

10. Legal Framework:

Working Together to Safeguard Children 2013 only applies to children and young people until they reach the age of 18. Any incidents or concerns relating to a young person of 18 years and over, even if still at school, are not covered by the Local Safeguarding Children Boards or their procedures.

(It is important to be aware that following amendments to the Safeguarding Vulnerable Groups Act 2006, by the Protection of Freedoms Act 2012, adults are no longer deemed vulnerable because of their personal attributes, characteristics or abilities. An adult is considered 'vulnerable' if they receive a health, personal or social care service from a professional. Personal services would include, for example, help with financial matters, feeding, washing or dressing.)

APPENDIX 1: REPORTING SAFEGUARDING CONCERNS



The DSCO is responsible for ensuring that an accurate record is retained at every stage.

Contact DSCO below:

Tamzyn French – Kinetika Bloco CEO
07795142535 tamzyn@kinetikabloco.co.uk

**If for any reason the DSCO is unavailable or cannot be contacted all issues should be referred to Kinetika Bloco Safeguarding Trustee
 Nicholai La Barrie**

APPENDIX 2: ADDITIONAL INFORMATION

If you are worried about sharing concerns about abuse with a senior colleague, you can contact the following directly:

The police 999
NSPCC Helpline 0808 800 5000
Childline 0800 1111

Websites with further information on Safeguarding:

NSPCC - <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

Bullying - <https://www.childline.org.uk/info-advice/bullying-abuse-safety/>

Online and mobile safety - <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/>

Worries about the world - <https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/>

APPENDIX 3: ONLINE GUIDELINES

Safeguarding guidelines for online communication

Kinetika Bloco during this time of coronavirus (COVID-19) wants to be able to continue to provide activity and support for our young people and some work for our team. Therefore, we are planning to create content and lead sessions online for our young people to take part in. Because this is a new area for us, we have laid out a few guidelines below, for young people and for our team to ensure that we provide a safe 'online' environment in the same way we provide a safe 'real-life' environment. Please refer to our full Safeguarding Policy if you would like to see our entire statement on safeguarding. This document just lays out a few things we have put in place and a few things to think about for the current online activity.

Our guidelines for keeping KB activity safe:

- Kinetika Bloco will use ZOOM for the majority of activities. We have a Kinetika Bloco Zoom account and meetings will be scheduled by one of the office team – Tamzyn, Shayanna, Aneira or Keiran. If you receive a meeting scheduled by anyone else, it's not an official Bloco activity.
- The majority of activities will be groups hosted by one of the office team.
- For the Leadership Programme Keiran may carry out smaller interview sessions but we will provide a team member or request a parent to be present for these for accountability.
- We will share this information with parents of all those under 18 years old, and we will also share the dates and times of sessions with parents, so they are aware of the activity that is taking place.
- We have enabled a waiting room on ZOOM and all those people who join the meeting will be vetted into the meeting in order to ensure the only people present are those who should be there.
- We have disabled chat access on our ZOOM calls, if anyone sends a message within the session it will go to everyone, to stop people messaging 1-2-1.
- We have disabled screen sharing on our ZOOM calls so only the Host is able to share their screen, preventing participants from accidentally sharing random content
- We have disabled the 'join before the host' option, so the session will only begin, and participants will only be allowed in from the virtual waiting room once the staff member is present.
- ZOOM does not show people's personal details on the video call, so no one is able to get anyone's details.

Guidelines for you when you join an online activity:

- Remember you are on video – lots of people can see what you are doing, so don't do anything you wouldn't do in front of someone face to face!
- Wear appropriate clothing, we don't all want to see you in your pj's or too much of your skin!
- Be in an appropriate place to participate in or lead the activity – we also don't want to see you in bed. And think about what is behind you – is it appropriate for everyone to see?

- If you are under 18 you should let your parents know what you are joining online and if it is one of the rare smaller activities, they should be in the room at the same time
- ZOOM has breakout rooms so we can carry out different sectionals on the one call, you will need to follow the Host's instructions to join the correct sectional once you are on the call

How to get the best out of an online activity:

- Make sure you have no background noise so that everyone has clear sound. If you are just listening put your sound on mute and then unmute when you want to talk.
- Try not to speak over other people, wait your turn, you can even put your hand up so the host can make sure they get to you. Or use the chat function to get the hosts attention.
- Sometimes it works better if you use headphones to get clearer sounds
- Have the light or window in front of your face rather than directly behind you – gotta get that lighting right!
- Just be normal, you're not on YouTube, you're not on a film set, just engage in the activity, look at the people talking, try not to get super distracted with how you look, and have fun!