**Video Conferencing Safeguarding**

**Consider the following suggestions as considerations or as a checklist: ​**

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* **Only using platforms agreed by your organisation to communicate with young people​**
* **Prohibiting 1:1 video conferencing with young people ​**
* **Requiring 2 staff to be present/logged into the calls​**
* **Agreeing when and where meetings will happen in staff homes​**
* **Ensuring household members from overseeing/overhearing confidential information​**
* **Enforcing a specific dress code for staff/adults​**
* **Maintaining professional language and behaviour​**
* **Recording the length, time, date and attendance of any calls​.**
* **Avoid recording calls as they require full consent, which can be withdrawn at any time​**
* **Locking the meeting before beginning so no unknown members can join​**
* **Removing any participants who are not following these guidelines​**
* **Using the waiting room option to control who enters the meeting​**
* **Not advertising the meeting ID or password​ publically**
* **Ending a call if staff witness/hear anything of concern, following your own organisations safeguarding procedure**