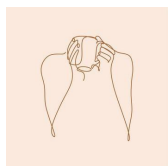


GOOD PRACTICE GUIDANCE FOR ONLINE ACTIVITIES WITH GOLDDIGGER TRUST

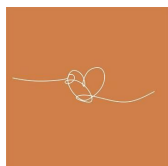
Here is a list of things to know and do before engaging in our online support. It is so important for us at Golddigger Trust to work both safely and effectively online with young people. We want to make sure the environment is as comfortable as possible, so that we can talk honestly and openly, also we want to make sure that everyone involved is kept as safe as they can be. Just like our groups and 1:1 sessions we run in schools, centres and our own Golddigger Trust building, we will need a consent form filled in by a parent or guardian. Additionally, here are some ways in which we can still enable safe, innovative work to take place:

BEHAVIOUR

Online sessions can be a bit strange compared to sessions in real life so a few guidelines around behaviour can help everyone to feel comfortable and know what to expect.



Be Present: We all should sign into sessions on time and set aside the time to be there for the whole time. It's helpful if we don't disappear off, just as we wouldn't in a normal group session (but if you need the loo, or if you accidentally get cut off please just come back/sign back in as soon as you can so you miss as little as possible). Both the Golddigger Trust team and young people need to take responsibility for finding an appropriate place for a video chat.



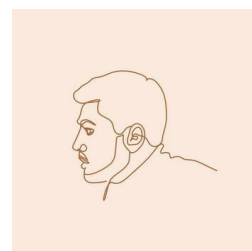
Be Kind: We all should use respectful language and be mindful to listen to each other. In online sessions some people's microphones/voices are quieter than others so we should give time and space for everyone to have their say.



Be Dressed: We should all wear appropriate clothing. It's fine to be relaxed, especially in the comfort of your own home, but wearing things we would be happy to be seen out and about in (not too revealing, not PJs) will keep it less awkward.

LEADERS

Our sessions with young people will always be led by the members of staff from the Golddigger Trust team. All our team's names and photos can be found on our website and all our team are DBS checked. Occasionally we may invite another adult to be part of running your sessions, for example when they have a particular skill they're good at...



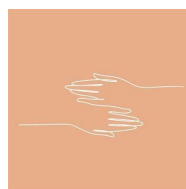


... for teaching for a workshop, but they'll always be running the sessions with at least one member of the Golddigger Trust Team. Normally there will be 2 members of the Golddigger Trust team in your sessions. This is the case whether it is a group session or a 1:1 session.

MENTORING 1 : 1 SESSIONS

We still call our mentoring sessions 1:1 sessions because the conversation happens between you and your mentor. There will be another member of the Golddigger Trust team in the session, just for safeguarding reasons. They'll be listening in to check you're safe but won't usually join in your conversation.

It is up to you if you want there to be a parent nearby. We've got 2 of our team in your session so that you don't need to have an adult with you if you'd rather not.



GROUP SESSIONS



You'll be able to see everyone at the start of the session, chat and message the host of the call (You may be asked to do this for some of the activities e.g. a game or to answer questions) You won't be able to message other members of the group. The Golddigger Trust leader (host) will have the ability to mute and block anyone if they are sharing or displaying anything unsuitable or illegal.

PROFILES AND DEVICES

The Golddigger Trust team will avoid using their own personal accounts for their video chats, voice calls or social media messages. Video sessions should always be hosted by one of the Golddigger Trust team with their first name, followed by Golddigger Trust, so it is clear who is leading the session. See last page for the specific accounts we use.



AGE APPROPRIATE APPS



We try to respect the minimum age requirements for video chat enabled platforms. We will always try not to invite young people to register for apps, software or platforms which are not age-appropriate for them. (If we unknowingly do this, please let us know!) There may be some programs where you will need to use your parents' account, with their permission e.g. Zoom. But we would not expect you to have your own account on any app which is restricted for an older age group.

RECORD KEEPING

We always make sure a written record is kept of all 1:1 video calls and write a summary of group sessions. We won't record (film) the sessions, unless we believe there is a really strong reason to. If we believe this is needed we will ask you (and where necessary, a parent/carer) and the recording is stored securely in line with our usual safeguarding rules. (If a young person is either in local authority care or has a child protection or children in need plan, we will need additional consent from social workers, which we must organise before the session is recorded.)



OPTIONAL FILMING



Occasionally we may ask young people if they would be willing to have sections of their session recorded for creation of resources, publicity, or social media projects. The permission for this would be covered by the general consent form you will have filled in and is always voluntary... we would always ask if you actually want to take part!

SAFEGUARDING REPORTING

We'd like you to have the link to the [Child Exploitation & Online Protection Centre \(CEOP\)](#). This is so that young people can report anything they are concerned about with regards to the behaviour of a worker toward them. We'd also like parents to be aware of these details, just in case, and also to have the email address of our Safeguarding Officers. To contact the Golddigger Trust Safeguarding Team, please email safeguarding@golddiggertrust.co.uk or call 0114 327 1191 and ask for the on-call Safeguarding Lead should you, or they, have any concerns.



We'd also like you to have the links below in case you need to get in touch with someone in an emergency. The team at Golddigger Trust are not available 24/7 and cannot respond to urgent messages, so please use the contacts below should you need other support, as well as continuing with activities at Golddigger Trust.

Kooth: Online counselling support and further advice for young people. Young

Minds: Text support for young people. Text YM to 85258.

Childline: Call 0800 1111, or visit site for online chat or email.

This Good Practice Guidance sits alongside our main Safeguarding Policy which you can [find on our website](#).

REGULAR REVIEW

We periodically review these guidelines to check we are still working as best we can to keep you safe. We welcome your comments or suggestions to make our online safety the best it can be.

Please email info@golddiggertrust.co.uk to get in touch.

GOLDDIGGER TRUST ACCOUNTS

We want you to be sure it is really us you are communicating with in your sessions so here are the list of names and accounts we will be using.



Golddigger Trust's mobile number is: 07594 104051



Golddigger Trust are responsible for the following Facebook pages.

<https://www.facebook.com/GolddiggerTrust>

<https://www.facebook.com/wearemadeofmore>

<https://www.facebook.com/imthegirliwanttobe>



Golddigger Trust team will use the Instagram account

[@golddiggertrustwellbeing](#) for posts, stories and reels and

[@golddiggertrust](#) for charity news. Golddigger Trust team cannot use these accounts for giving support via message and will direct you to other support. See previous page for these details.



The Golddigger Trust team also host videos on their [Wellbeing channel](#) and charity news is on the main [Golddigger Trust channel](#) on Youtube.