



**YOUTH  
WITHOUT  
LIMITS**

## Online safeguarding guidance for parents and carers

This is an information sheet for parents / carers of young people who attend The Duke of Edinburgh's Award (DofE) Young Leader training programme. It aims to provide you with information regarding safeguarding online.

### The Duke of Edinburgh's Award and safeguarding

We at the DofE are committed to safeguarding the children and young people we work with, regardless of how we engage with them. We have undertaken safeguarding risk assessments for the online apps we will use with young people. These assessments have enabled us to put in place safety measures that will protect young people when they're online with us.

If you would like to see a copy of our safeguarding risk assessments, please contact [safeguarding@DofE.org](mailto:safeguarding@DofE.org).

### What you need to know as parents or carers

#### How we safeguard your child

The DofE will safeguard your child while they are online with us by:

1. Undertaking a detailed safeguarding risk assessment of the apps we use.
2. Ensuring that staff running sessions have up to date DBS / PVG checks and have undertaken safeguarding training.
3. Maintaining a minimum of two staff on each online session.
4. Ensuring that parents/carers and young people understand the different safeguarding implications for delivering training online through information and guidance documents.
5. Ensuring that young people taking part in online sessions are aware of the behaviour expectations or rules for taking part.
6. Having robust procedures in place for monitoring who is joining an online session.
7. Sending invites to session on the day to minimise the opportunity for them to be shared in advance of the session.
8. Turning off certain features on the apps we use when they are not needed.
9. Our programme matches the DofE programme ages with young people from the age of 14 – 24 taking part. In the main room we always have a DofE member of staff present. We use breakout rooms during the sessions and have a minimum of 3 young people in breakout rooms and a member of staff checking in during the session.
10. Continuing to adhere to our safeguarding policy (if you would like a copy of this please contact [safeguarding@DofE.org](mailto:safeguarding@DofE.org)).

Please take the time to also read pre-online session information for young people we



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have created for young people as this will give you an insight as parents/carers into our behaviour expectations for your child.

### **Online apps**

The DofE have undertaken research into the different apps and online platforms available that we could use for online training to enable us to continue to train our young people. The one we have decided to use is called Adobe Connect. Further information can be obtained from the Adobe website. By completing the permission form you are giving permission for the child in your care to use this package.

### **Things to consider when setting up and using Adobe Connect**

#### **Setting up the space at home for taking part in online activities**

We've provided the young people with instructions on how to set up their space before they join us online. For instance, we strongly recommend that they are not in their bedrooms and do not have any personal items on display in the background, so that their location is not identifiable.

#### **Turning functions off if they aren't required**

For some of our online activities your child might need to use the video and audio functions of Adobe Connect. For example, we may ask them to have their video on at

the start of the training session to identify them and then ask them to turn their webcam off. We follow the same approach with their microphone.

#### **Supervision when your child is using Adobe Connect**

Some parents/carers may want to supervise their child when they're online. We encourage you to be in the vicinity while the training is taking part.

#### **Your child's clothing during video calls**

We've made it clear in the young people's code of conduct that they must dress appropriately for online video calls. We understand that young people are at home and in their comfortable clothes, however we ask that young people do not wear their pyjamas or revealing clothing for our online training. If they are wearing unsuitable clothing, a member of staff will ask them to get changed before they enter the session with the rest of the group. If they do not agree to this, they will not be permitted to join the session.

#### **Behaviour agreement and setting boundaries**

The DofE will send your child code of conduct information and joining instructions prior to the session. It is important that you and your child read this document as it outlines our behaviour expectations for them when they take part in activities.

**Thank you for taking the time to read this guidance document. We hope that it has been helpful.**

**If you have any questions or would like additional information please contact [YoungLeaders@DofE.org](mailto:YoungLeaders@DofE.org)**