



GIRL ON FIRE

21. Online Delivery And Digital Safety

Owner: Course manager/DSL | Conditional: online or hybrid sessions

Use an approved platform with access controls, appropriate privacy settings, waiting rooms/passwords where available, and host control of screen sharing and participant removal. Do not publicly post joining links for closed groups. Brief participants on names, backgrounds, confidentiality, recording and safe chat behaviour.

Children's accounts and communications must meet platform age rules and agreed carer arrangements. Staff use GOF accounts, avoid private unsupervised child messaging and moderate breakout rooms according to risk. Provide accessible alternatives and explain any camera requirement; do not impose cameras routinely where privacy or disability creates a barrier.

For sessions involving heightened risk, agree how to establish a participant's location and emergency contact proportionately, explaining the purpose and retention. Respond to distress, threatening messages, intrusive attendees or inappropriate content promptly. Remove immediate threats, preserve relevant evidence securely and follow safeguarding/emergency procedures. Do not copy harmful material unnecessarily.

Record only where a documented purpose and lawful basis exist and participants have been properly informed. Use access-limited links, approved retention and separate publicity permission. Offer a workable alternative where appropriate. Review digital incidents and platform suitability.