

### Safeguarding Live Online Events

1. When recording videos and livestreaming events, make sure to film in a neutral area where nothing personal or inappropriate can be seen or heard in the background.
2. Set up work accounts for any platforms used. Staff and volunteer trainers must never use personal accounts for training.
3. Ensure all guests who are invited to the event have booked on prior, which acts as consent to joining the video training.
4. If further communication is needed with a guest on the course, for example, to discuss the learning outcomes or part of the training they received this must be done by using a work phone or email account.
5. Guests attending online events must be made aware at the time of booking that their name will be visible to other guests online.
6. Guests attending online events must be made aware at the time of booking that the event will be recorded for training and publicity purposes. If an individual does not consent to this then they must inform Acorn at [info@acornchristian.org](mailto:info@acornchristian.org) so that their image/voice will not be used.
7. When guests book on to online events, they are giving consent to joining an online meeting, among other people where they will be seen and heard unless they choose to restrict these elements on their own device. Acorn is not responsible for restricting or removing audio and/or visual elements of individuals involvement. This must be clearly stated in the terms and conditions when booking.
8. Acorn will keep a record of the personal data of all who book on to the event for its financial records, for seven years. This personal data will not be shared with third parties and will be used for auditing purposes only.
9. It must be made clear to guests at the start of an event that any information shared among peers that is of a confidential nature is to be kept confidential. However, if there is a cause for concern of an individual's wellbeing, the leader of the event may seek safeguarding advice in line with its safeguarding policy.
10. Acorn may involve co-hosts to run its events, who will be either a) Acorn staff, or b) Acorn volunteers; all who have been trained to Acorn's standard to lead in the area that they are required to lead.
11. The host of the event may use 'break out' rooms for group discussions and prayer. Acorn must ask all guests to be respectful of others in their group, but Acorn are not responsible for the actions of others. If a guest has a grievance with another guest, they can write to Acorn to discuss the matter at [info@acornchristian.org](mailto:info@acornchristian.org).