

## Online Safeguarding Policy

Hounslow's historic houses, Boston Manor House and Hogarth's House, recognise that virtual engagements with our audiences present different challenges and ways of working than in-person visits. We have taken several steps to reduce the risks of engaging with us online.

### We will

- Provide you with the name and account information of the designated facilitator for your session in advance.
- Take steps to safeguard virtual meeting spaces. These differ across platforms but include steps such as invitation only meetings, password protect meetings and locking sessions.
- Ask that a teacher/responsible adult is present for the duration of any interactive sessions with children.
- Ensure all our facilitators engaging with children have a DBS certificate. You can request to see proof of this certificate prior to your session.
- Take care to manage behaviour; while acknowledging that when working with children, any issues of misbehaviour remain the responsibility of the teacher/responsible adult.
- We will take every step to reduce risks; however, in the event of an incident we will follow London Borough of Hounslow's reporting procedures.

### We will not

- Record any session without explicit prior consent.
- Ask for any child's personal or contact information.
- Take any photos or videos of the session without explicit prior consent.

### We ask that you

- Inform us of any of your safeguarding policies within which we can work.
- Do not record or photograph the session without explicit prior consent.\*
- Discuss any specific concerns you have with us in advance of a session.

## Contact details

### **Boston Manor House**

Kate Kulka, Learning Manager and Volunteer Co-ordinator  
Kate.Kulka@Hounslow.gov.uk

### **Hogarth's House**

Beth Bryan, Learning and Engagement Manager  
Elizabeth.Bryan@Hounslow.gov.uk

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\* Some schools want to take their own photos of the session (with parental consent) and share them on the school's social media account. This is permitted, but we do still ask that you get the facilitator's consent before sharing if he or she is in the image.