

# Staying **safe** in online groups

How to enjoy archaeology in digital spaces

## When you are taking part in a group...



- Treat people with **respect**.



- Talk with your parent, a leader or an adult you trust if you have **any worries or concerns** about the Young Archaeologists' Club group or the Council for British Archaeology.



- **Do not record** the meeting, save the chat or take photos or screengrabs of the group.



- Talk with your parent(s)/ guardians about **where you are going to be** while the group is on



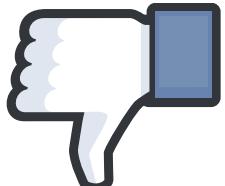
- Make sure that you are wearing clothes which would be **suitable to wear** to a face to face group e.g. they cover your top and bottom half.



- Think about how you wish to communicate. If you would prefer not to have your camera or microphone on that's ok. Do let the leader know and talk with them to find a way you can **communicate and participate** in the group.

## The leaders and helpers...

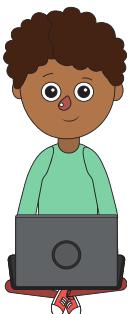
- Should treat you with **respect**.
- Should enable everyone to **participate** in the group.
- Should set a **good example** in the way that they behave and should not be rude.
- Should **not have favourite** people in the group.
- Should never speak to you or touch you **in a way that is upsetting**, or involves you keeping a secret.
- If they want to take a photograph of you, record the session or take a “screengrab” of an online group they should have **permission from you** and written permission from your parents.
- Should **help you** if there is anything you don't understand.
- Should **not be on their own with you** in online, or face to face groups. This includes break out rooms.
- Should not be friends with you on **social media** through their personal account.
- Should communicate with you **through your parents** if you are under 16.
- Should **copy in your parents** when they communicate with you if you are 16- 18.
- If they have concerns about you or your behaviour they should talk with you, they may need to talk with your parents. **They should tell you** if they are going to do this.



# Parent/Guardian

The CBA have a **digital safeguarding policy** which can be found here: [archaeologyuk.org/safeguarding-policies-and-guidance](https://archaeologyuk.org/safeguarding-policies-and-guidance)

Any activities run online will have been **risk assessed** by the leader. If you want more information or have any questions, do talk to the leader or the designated safeguarding lead whose details are on the previous page.



- Please **talk with your child** about the online group, how it will work and how they can interact with the group during it e.g. if they are more comfortable having their video off.
- Please log into and out of the online platform **using your own account**.
- Where possible, allow them to access the online group **in a communal space** or in a room with the doors left open.
- Remember, **you are responsible** for your child during the session.



If you have any questions about how you or others should or are behaving please talk with your parent or guardian, the leader of the group, or you can contact the leader for safeguarding at the Council for British Archaeology or the NSPCC helpline 0808 800 5000.

**The people responsible for safeguarding are:**

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