



Guidance or online provision

Puku B works with schools, children and families as part of its activities. These include: crafts, demonstrations, lessons, online, storytelling, workshops.

The purpose of this guidance is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with guidance when working with children in formal and informal settings
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices. The policy statement applies to all staff, volunteers, children and young people and anyone involved in Puku B's activities.

Procedure

Summaries of the procedure or online sessions:

Schools

- school sessions will be contacted through school staff members
- school staff members will be responsible for sharing the link with those learning from non-school locations
- all session members will join through a waiting room system
- session members who join from outside the classroom will join with their microphones muted and video turned off
- session members who join from outside the classroom will participate through the chat system unless otherwise indicated by the school staff
- school staff members are responsible for maintaining discipline for their pupils
- any participant responsible for abuse of any kind will be removed from the event

Informal/home

- all session members will join through a waiting room system
- participants who join home sessions must have an adult present
- home participants will join with camera off unless in a prearranged closed group session
- any participant responsible for abuse of any kind will be removed from the event