

Online Safeguarding Position Statement

This position statement will apply for the **Midlothian Science Festival Schools Programme** from **Monday 11th October to Friday 29th October 2021** inclusive.

The purpose and scope of this position statement is to:

- protect the young people who participate in the Midlothian Science Festival Schools Programme from online harm
- provide schools and contributors of the Midlothian Science Festival Schools Programme with a code of conduct that:
 - guides working together online
 - details the mitigation strategies which must be put in place to reduce the risk of potential harm

This position statement applies to schools (pupils and teachers) [hereinafter referred to as PARTICIPANTS] who participate in the Midlothian Science Festival Schools Programme and to staff & students from the University of Edinburgh and partner organisations [hereinafter referred to as PROVIDERS] who will deliver the programme.

We will seek to keep the young people who participate in the Midlothian Science Festival Schools Programme safe by:

- creating a [Safeguarding Position Statement](#) where Participants & Providers have clear guidelines of how to work online safely and have a clear mechanism for sharing concerns
- highlighting the importance of valuing, listening to and respecting everyone involved in the Midlothian Science Festival Schools Programme through adopting a [Code of Conduct](#) for Participants & Providers
- sharing our [Safeguarding Position Statement](#) and [Code of Conduct](#) with Participants & Providers via email and having a copy available to [download online](#).
- providing effective information and support for Providers of the Midlothian Science Festival Schools Programme through a [Working with Schools Online](#) and [Meet the Scientists Researcher Guide](#) documents (sent by email) and support from the MSF Schools Programme Manager
- providing a named person for Participants & Providers to contact throughout the duration of the Festival, the named person will be the *Midlothian Science Festival Schools Programme Coordinator*.
- taking practical steps to provide a safe online environment for Participants of the Midlothian Science Festival Schools Programme
- recording, storing and using information about bookings professionally and securely, in line with data protection legislation and guidance



Risk Assessment

Online risks:

Conduct risk	<ul style="list-style-type: none"> • Participants and/or Providers sharing too much information about themselves. • Participant Pupils being bullied, harassed, abused, groomed or exploited.
Contact risk	<ul style="list-style-type: none"> • Participant Pupils being contacted outside the session with intent to harm them through bullying, grooming, exploitation or abuse. • Threat to Participant Pupil identity and threat to privacy.
Content risk	<ul style="list-style-type: none"> • Participant pupils being exposed to age-inappropriate material or content during an online session.

How will we manage these risks?

- By asking all Midlothian Science Festival Schools Programme Participants and Providers to agree to a code of conduct for their online interactions throughout the programme (see below).
- By requiring the Participant Teacher to remain **present during the online session at all times** and be fully responsible for facilitating the interaction with Providers i.e. chat-box/ mic. This ensures that there are always two adults present in an online session.
- There will be no 1:1 online interactions between Providers and the Pupil Participants taking part in the programme.
- No confidential, sensitive or personally-identifiable information should be discussed or displayed.
- Providers will not share their email address or personal social media accounts with Pupil Participants during, or after the session. If pupils have further questions, the Participant Teacher can send them to the Provider.
- When a Participant Teacher makes a booking with a Provider the names of the Participant Pupils should not be disclosed (the only information needed to make a booking are school name, class, number of pupils).
- Where possible the Participant Teacher should set-up the online session via their approved school platform and only invite the Providers using their organisation email address.
- For sessions that are organised by the Provider:
 - Participant Teachers must use their Midlothian staff email address (e.g. J.Bloggs@mgfl.net) to book the session, Providers will not accept bookings from non-staff emails
 - Participant Teachers **must not under any circumstances share the session invite link** with any other person. If a colleague wants their class to join the session, they must make their own booking with the Provider
 - Providers must organise their session through their organisation's approved platform(s)



The Midlothian Science Festival Schools Programme Code of Conduct

All Participant Teachers and Providers will be asked to agree to the [Code of Conduct](#) ahead of the Midlothian Science Festival Schools Programme. It will be shared by email to all participating schools and with University of Edinburgh staff & students and individuals from partner organisations who contribute to the programme.

Code of Conduct

The Midlothian Science Festival Schools Programme team, University of Edinburgh staff and students, external partners involved with the programme and Midlothian teachers are here to help Midlothian's young people get the most out of the Midlothian Science Festival Schools Programme. I will co-operate with them to achieve this.

- I understand that I can contact the Midlothian Science Festival Schools Programme Manager (Jayne Quoiani jayne.quoiani@roslin.ed.ac.uk) if I have any concerns, at any time.
- I understand that everyone participating in the Midlothian Science Festival Schools Programme has a wide range of backgrounds, skills and experiences.
- I agree that all people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- I will use inclusive language and include all pupils equally.
- I will support the pupils to engage with the online session as much as they can.
- I will not share log-in details for any online sessions.
- I will not take screenshots of online activity, or record session content, without prior permission being given by the class teacher and Provider, I will not share images/video captured without the consent of all involved.
- I will do my best to make the Midlothian Science Festival Schools Programme friendly, fun and inclusive for everyone.

You are not required to sign this document. By participating in the Midlothian Science Festival Schools Programme, you acknowledge that you agree to these terms.

