

# **Guidelines**

for safe activities during COVID-19 outbreak

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The UK Government has set out its plan to return life to as near normal as we can, for as many people as they can, as quickly and fairly as possible in order to safeguard livelihoods, but in a way that is safe and continues to protect our NHS.

This means you must:

- Stay at home as much as possible
- Work from home if you can
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly

**You must not leave home if you or anyone in your household has symptoms.**

*You can check the latest Government guidance at <https://www.gov.uk/coronavirus>.*

Members, volunteers and staff should avoid face to face activity unless it is necessary and meets UK Government advice. Our members, volunteers and staff are supporting our communities and continuing to finding new ways to do this online, by phone and in other ways too. It's important that when we're organising any new activity that we remember our responsibility to ensure that they are delivered safely and in accordance with our safeguarding policy, procedures and guidance.

The Labour Party believes that it is unacceptable for anyone to experience abuse of any kind, in any circumstances, including through social media and other online activity. Children, young people and adults who may be at risk of abuse have a legal right to protection from all forms of abuse. We have a duty of care to ensure that this remains the case throughout all contact that they have with us.

You can find guidance below on how you can ensure that your member activities during the COVID-19 outbreak are as safe as possible, risk assessed and delivered in a way that protects children, young members and adults who may be at risk of abuse.

## Video Conferences

Zoom and video conferences have become increasingly more popular due to the Covid-19 outbreak. They allow us to see and socialise with our family and friends without putting ourselves or others at risk.

CLPs are now able to use Microsoft Teams to conduct their meetings online. These meetings, and any other video conferences, are best delivered where the videos of key individuals are highlighted, rather than all members. They should have a moderator who can organise questions and member contributions. This reduces the risk to members, such as children and adults at risk, who may join by video.

### Advice and guidance when conducting video conferences

- Highlight via an all members' email before the meeting that if young members under eighteen take part in a Zoom or video conference, they should not do this from their bedroom. It is best to take part in a family area, such as the living room, with parents nearby.

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- Advise young members to blur their background so that they remove anything that identifies them or where they live.
- Recommend to young members that when joining a call with a handle or username, they should only use a nickname or first name, rather than their full name.
- Advise members that they can leave at any time if they feel uncomfortable.
- Remember some members may not want to have their video or microphone switched on during the call.
- Remind members that video and audio calls may be recorded, so they should always think carefully when contributing to discussions.
- **Ensure all conducted video calls should relate to Labour Party activity.**
- **Guarantee all members understand that one-on-one video calls with children and adults at risk are strictly prohibited.**

You can find out more about keeping your video meetings safe and secure on Zoom here: <https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf> and on Microsoft Teams here: <https://docs.microsoft.com/en-us/microsoft-365/security/top-security-tasks-for-remote-work?view=o365-worldwide>

## WhatsApp/messaging

WhatsApp and other social messaging apps can pose significant safeguarding risk to children and adults at risk. The Safeguarding Unit recommend that this is not used in order to communicate with volunteers/members as these cannot be externally monitored. If it is to be used it should be set as a broadcast function rather than a group where individual's contact details are visible.

The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and the member, volunteer or elected representative.

- Volunteers and members should **never** store young members' contact details on their phone.
- Volunteers and members should **never** engage in general conversation with children and young members via message as part of their role in the Party.
- Therefore, any people included in a WhatsApp group **must** be over the age of eighteen.
- All communications must be sent through our volunteer management platform Organise.

## Social media

The use of social networks such as Facebook, Twitter and Instagram can have a positive impact on members and their ability to engage in political debate.

We should be alert to the potential risks and dangers that online activity can pose to children, young people and adults at risk. We must ensure that any digital or online communication meets the standards set out in the Safeguarding Code of Conduct and the Labour Party Social Media Policy. You can find copies of the party's safeguarding procedures and guidance at [labour.org.uk/safeguarding](http://labour.org.uk/safeguarding).

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## Selfie videos

If using selfie videos from members under the age of eighteen, you will need to record that you have their permission. The best way to obtain this permission is in writing.

You can use the Labour Party Photography and Video Permission form which we have changed for specific use during COVID-19. You can find an updated version on the safeguarding section of the party website.