

### **TheVirtualBabysitter Safeguarding Guidelines for virtual sessions – June 2021**

In these strange and uncertain times, here at TheVirtualBabysitter (“TVB”) we believe in embracing innovative ways of staying connected and communicative. That said, we are uncompromising when it comes to the safety and welfare of the children and our employees.

After much research and consideration of the available platforms, Zoom has been selected as the primary communication interface for TVB’s virtual services. Our use of Zoom has been configured in a way that ensures access is secure: all access will be password-protected and the meeting host (TVB employee(s)) will have full control over who is admitted to any virtual session. This measure has been introduced to ensure that all participants are effectively safeguarded while they access online sessions remotely.

Should you wish to use a different platform, please let us know prior to your session so that we can make any necessary arrangements.

### **Code of Conduct**

For TVB sessions held over Zoom, or any other pre-arranged platforms, the following will be observed by participants and TVB employees:

- Employee(s) and participants must use appropriate language and treat each other respectfully at all times. Employee(s) and participants must ensure that sessions are attended with a background that does not reveal any personal, explicit or sensitive information. Further, sessions must be attended in an appropriate location, i.e. sessions must never take place in a bathroom/washroom.
- Employee(s) will have full control over the use of any chat or messaging feature on the communication interface.
- Employee(s) and participants must be dressed appropriately at all times during the session.

### **Recording of Content**

TVB may take video and photographic footage of participants attending any session. Appropriate footage which does not compromise the safety or security of any participant may be used by TVB for the purposes of promotion and marketing. Please inform TVB prior to the session if the participants do not want their images used for these purposes.