



SAFEGUARDING GOOD PRACTICES FOR ONLINE ENGAGEMENT WITH YOUNG PEOPLE

This Online Safeguarding Checklist is curated by [Adolescent Girls Investment Plan \(AGIP\)](#). It can serve as a go-to resource for the staff/members of youth-centric and youth-serving organisations, collectives, and movements looking for knowledge-based resources to establish or strengthen their online safeguarding practices. This Checklist includes key resources on safeguarding practices from the sector that can support collective movement from ‘doing no harm’ towards ‘centring well-being’ of the young participant.

You can use this Checklist to:

- **Establish mechanisms for keeping young people safe** in your online engagements
- **Review your current online safeguarding mechanisms** from youth-centric perspectives
- Learn from the online safeguarding work of other youth-centric and youth-serving organisations
- **Practice applying the insights from resources** to your own safeguarding practices

Considering that online engagements relate to what goes on ‘offline’, several safeguarding good practices and resources mentioned here are also applicable for creating safe on-site spaces for and with young people. These safeguarding practices are categorised here as process, culture, and capacity. They are not exhaustive but have emerged repeatedly in AGIP-hosted conversations on safeguarding with adolescent girls, youth, coalition members, and industry peers.

Safeguarding good practices for meaningful engagement with young people <i>(Based on the AGIP discussions with adolescent girls, youth leaders, and girls' rights allies)</i>		
Process	Culture	Capacity Building
1. Online platform 2. Risk assessment 3. Community-based safeguarding focal point 4. Accessibility	5. Safeguarding Policy 6. Reporting mechanism 7. Power sharing 8. Resourcing sharing	9. Staff 10. Young people

Invitation to contribute:

AGIP intends to continually update this document as safeguarding best practices in the sectors continue to evolve. We encourage you to [write to us](#) with suggestions for future versions.

Notes on use:

Please feel free to use the whole or a part of this document for your organizational purposes with due credit to Adolescent Girls Investment Plan and the organizations whose resources are added here for further reference.

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SAFEGUARDING PROCESS		
Online platform	Done Y/N	Action Required
Know the latest interactive and safety features of the online platform of your event and understand how to set it up		
Activate and cross-check to ensure that all necessary safety features are in place before the session		
Allocate time at the beginning of your event to brief participants on platform navigation		
Assign at least one trained staff member as the safeguarding focal point during the online event		
Resources <ol style="list-style-type: none"> https://explore.zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf Video: Zoom Security Basics by Zoom FULL WEBINAR: Best practice safeguarding in the online era by Girl Effect Feminist Accessibility Protocol by Women Enabled International 		
Risk assessment	Done Y/N	Action Required
<i>Not just a document to be signed-off and filed away but a tool to improve safety measures</i>		
Map/co-map various types of risks that your participants, especially the young ones, are exposed to while engaging in your event		
Put safety and mitigation measures in place to address the risks identified above		
Periodically review and discuss the mitigation measures with the target audience, young people in this case		
Schedule a meeting to reflect on the event experience and review and update the risk assessment and mitigation measures for future events		
Resources <ol style="list-style-type: none"> AGIP's risk assessment template for online spaces Girls Effect's template for online and offline spaces RSH Nigeria: Safeguarding (or SEAH) risk assessment and management tool The International Child Safeguarding Standards by Keeping Children Safe 		
Community-based safeguarding focal points	Done Y/N	Action Required
<i>Online engagements are related to 'offline' experiences</i>		
<p><i>For those who do not engage with their participants (children, adolescent, other marginalised groups) directly in their communities</i></p> <p>Onboard a community-based safeguarding focal point for children and adolescent participants to:</p> <ul style="list-style-type: none"> • support with contextual learning and accessibility needs • assess and mitigate immediate safety issues that may emerge during the online engagement 		

Schedule discussion spaces for timely check-ins with community-based safeguarding focal points to understand the needs and experiences of adolescent participants better and respond accordingly		
<ol style="list-style-type: none"> 1. Safeguarding effectively in partnerships by RSH 2. Community based Safeguarding Visual Toolkit by InterAction 		
Accessibility <i>Online platforms are not yet inclusive by design</i>	Done Y/N	Action Required
Design the event to enable various formats of participation including written, audio-visual, discussion to ensure wider inclusion		
Provide agenda, presentations, pre-reads, etc. well in advance to enable preparatory work in accessible formats (Easy Read for all materials are key)		
Embed accessibility-specific measures like live caption, sign language, simultaneous interpretation based on participants' needs		
Resources		
<ol style="list-style-type: none"> 1. Online Accessibility Foundations Free Online Course by Web Accessibility Initiative 2. Feminist Accessibility Protocol by Women Enabled International (Good practices on accessibility for online events) [Must Read] 		

SAFEGUARDING CULTURE		
Safeguarding Policy <i>Not just a tick-box exercise but a living and breathing process that evolves with each engagement</i>	Done Y/N	Action Required
Safeguarding policy (online or whole as relevant) is clearly communicated to participants in a manner and language they understand		
Safeguarding policy including reporting mechanism, safeguarding focal points, code of conduct, media consent, parental/guardian consent for under 18 etc. is shared in advance and is context specific		
Gain written permission for photos and film (from guardians where participants are below 18) and ensure young people can opt-out or withdraw easily		
Organize discussion spaces ahead of the main event to discuss safeguarding aspects and other event related information		
Duty of care is mentioned clearly to share who holds the safeguarding responsibility and to what extent to avoid confusion		
Resources		
<ol style="list-style-type: none"> 1. Guidance for online child safeguarding for service providers 2. Tip Sheet: Workplace wellbeing and safeguarding by RSH 3. Data Ethics Guidebook by Informing change 4. Data Ethics Toolkit by Informing Change 		

Reporting mechanism <i>'Everyone' knows who to reach out to for support</i>	Done Y/N	Action Required
Reporting mechanism is shared with your participants in advance and in a manner and language they understand		
Reporting mechanism clearly mentions point of contact, levels of escalation, duration, and includes space for complainant to be a part in its resolution		
Reporting mechanism enables participant to use different formats of raising concerns		
Resources <ol style="list-style-type: none"> Child Friendly Complaint Mechanism by UNICEF How to set up and manage a community-based complaints mechanism by RSH 		
Power sharing <i>No meaningful participation without shared power</i>	Done Y/N	Action Required
Event facilitation is respectful towards all, especially young participants and ensures everyone has equal say and space		
Co-design the events with young people wherever issues regarding their lives are discussed		
Resources: <ol style="list-style-type: none"> Quality and Standards Framework – HCD on ASRH by YLabs Q&A Abusing power: exploring root causes and issues for safeguarding – power, privilege, gender, and intersectionality Flower of Participation by Youth Do it 		
Resource sharing <i>Both financial and non-financial support is crucial</i>	Done Y/N	Action Required
Provide financial support to young people to enable their access to engagement opportunities, especially where access is challenging and/or limited		
Provide non-financial support to young people to enable their meaningful engagement		
Resources: <ol style="list-style-type: none"> Maximising benefits: A recommended framework for Volunteerism and Compensation for Young People Safeguarding and Participatory Grantmaking 		



CAPACITY BUILDING		
Staff capacity	Done Y/N	Action Required
Staff members are trained to understand and identify all forms of abuse with special focus on added threats for young people from diverse backgrounds		
Staff members are trained in being an online active bystander		
Staff members are trained in navigating and setting up safe engagement spaces		
Staff members have easy access to reporting and response mechanisms and best-practices for setting up safe spaces		
Staff members have awareness of the organizational safeguarding policy and changes made to it		
Resources <ol style="list-style-type: none"> Online safeguarding tips and guidance by Girl Effect Being online active by standards by Glitch UK Helping to End Online Gender Based Violence for Black Women by Glitch UK SHEA and Safeguarding: E-module by Action Aid Safeguarding Matters: E-learning module by Safeguarding Support Hub Safeguarding children Practice Tools by ACU Child Safeguarding Standards and how to implement them Solidarity Circle: A feminist facilitator's guide to creating a safe space for young people 		
Young People's capacity	Done Y/N	Action Required
Hold briefing calls with young people before the event to ensure safeguarding measures are in place, communicated, and well understood. This also promotes building overall capacity to navigate engagement opportunities in a safe and informed manner		
Resources <ol style="list-style-type: none"> Online self-defense tips by Glitch and AGIP Watch how to Spot, Report & Support by Glitch UK Staying safe online by UNICEF 		

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Keen to explore safeguarding for meaningful engagement with young people?
Reach out to AGIP's Youth Engagement Officer via agip.agip@plan-international.org