**Top Tips for Online Delivery**

**These are some of the things which have helped us work effectively online. Each idea may have implications for safeguarding (e.g. one-to-ones in breakout rooms), so assessing plans against organisation’s guidelines is important.**

* Recognise the importance of social connections for workers and young people alike and be clear about why you delivering online. Ask your participants and workers what they need.
* Structure sessions to allow for small group (1 leader / 3 or 4 participants) and one-to-one chats (think about your safeguarding procedures for this), giving participants the opportunity to introduce topics which are worrying them.
* Talk to staff about safeguarding guidelines, so everyone is confident in sharing and reporting concerns.
* Short and direct activities work well. About 30 mins at a time works well.
* Simple activities which are open, so people can take them in their own direction, take them to the level they are comfortable at.
* Sessions don’t have to be filled with talking – if a small group wants to work on an activity quietly for a while this is beneficial.
* Verbal activities like creative writing work well – but think about how to support different literacy levels, e.g. use share screen to scribe for someone as they talk through their ideas.
* Arts / craft activities can work well as long as people are prepped with materials (even pencil, paper & a flat surface to lean on needs prepping).
* Art twinned with a mindfulness exercise works well.
* If a leader has advanced software on their computer, sharing screen and taking direction from participants also works well. For example; music production, photoshop, film editing. They are getting an insight into what a programme can do, and deciding if they would like to learn it in the future.
* On the flip side, introducing software for everyone to download and use in a session is very challenging. Different devices, operating systems and ability levels make this a non-starter in a mixed group.
* Sharing favourites works well – music, images, films etc. Using share screen / audio and turn taking to discuss and feedback.
* For longer sessions - add a ‘games / social session’ later on for those who have had enough of the activities.
* Storing work in an accessible online space is beneficial – somewhere young people can access outside of session time, to find their work or add content they have done independently. We have used Miro (online whiteboard) and Google docs/drive. For those not confident to upload their work we use Whatsapp for participants / parents to photograph work and send so we can store it.
* Keep checking in with participants – non-verbal cues are more or less gone, so make sure you ask direct questions about how the sessions are going, what they want more of and just generally how they are.
* Make sure you have disabled private messaging between participants.
* Suggest siblings access the session on different devices, or attend different sessions if possible.
* Offer a Zoom induction for people new to it. It takes time to learn the controls, camera set up, different tools and features.