

**Guidelines for Conducting Online Activities and Sessions with
Children/Staff of Child Care Institutions
24 April 2020**

1. Ensure that a **staff is present** during the session and the **children are not unsupervised**.
2. Ensure privacy and confidentiality. No session should be recorded in any format or pictures of the children taken and circulated.
3. **Plan for or conduct activities that help to build a sense of community and positive relationships**, those that are likely to help children and the CCI staff to cope better with the circumstances they are currently in, given the COVID-19 pandemic.
4. **Inform CCI staff in advance** about the contents of the online session.
5. Identify an **adult in the CCI who could support the children emotionally or in other ways**, if any exigencies arise during or after the session.
6. **Avoid conducting activities, or including content that is likely to exacerbate anxiety or distress related to COVID-19**. If such conversations do arise, try to be positive and speak the language of fact based possibilities, as appropriate.
7. Design sessions that enable all children to **participate meaningfully, bearing in mind language, age, disability, and limits of human resources etc., to the extent possible**.
8. **Do not exclude any child from online sessions, unless there are valid reasons for the same**. Discuss this with the other CCI staff, and keep a record of such situations.
9. **Do not conduct sessions that have more than a certain number of children participating**, to the extent that the online interactive experience becomes meaningless.
10. Try to **include physical activities, music, games, art and craft and other mediums** to work with the children during these online sessions. Be prepared to adapt based on the situation, time available, and connectivity issues.
11. Plan and **conduct short sessions (even 10 minutes) with staff**, to the extent that such sessions are possible, **to affirm the staff who are working on the frontline**, to motivate and boost their morale.
12. **Advise and encourage CCI staff and health-care personnel to practice self-care**, to stay connected with loved ones and to access mental health and psychosocial support, particularly given that they may themselves be at risk of stigmatization and social exclusion arising out of fears of COVID-19.
13. **Avoid criticizing or blaming any staff for lacunae in managing the CCIs during this time**.
14. If you **observe a staff member causing harm to a child during the session, take note of it and handle that situation sensitively**. Bring to the **attention of the Person in Charge of the CCI**, should you have any **concern about children being at risk of harm, or being harmed** in the CCI.

Checklist to enable effective advance planning related to technical and other physical arrangements required for the ONLINE audio-visual interaction

1. Laptop/desktop with a web camera
2. A stable internet connection - either a LAN cable or Wifi or a Dongle
3. Speakers with a microphone (if you want to talk to a large more number of children)
4. Electrical connection and availability of electricity during at the time of the planned activity.
5. Whether the room being used for the online interaction is suitable for the activity you have planned, bearing in mind the technical issues that may come up, such as availability of electrical connection, adequate light to enable visibility, etc.
6. Whether the CCI staff supporting you in conducting the session is familiar with the technical aspects of the audio-video call. If not, spend some time with the person prior to the call in order to give necessary instructions, and to allay any fears the person may have.
7. Availability of the materials you would need for the proposed activity.