



LONDON CAREERS FESTIVAL

28 June – 2 July 2021

Short guide for LCF Session Presenters

This short reference guide has been written to complement the information about this important event, accessible via www.londoncareersfestival.org.uk. While the City of London Corporation has taken every effort to ensure that this event is conducted with the utmost professionalism and applies the highest standards of safeguarding, we hope that this brief guide will help you support students who are accessing the online events. Each organisation should have their own safeguarding policy and procedures about online working and learning with young people, and you should make sure that you apply these, as necessary, during the LCF.

An additional safeguard to all sessions is that we have asked a teacher and an LCF team member to be present at all sessions. Both the teacher and LCF team member have their own organisation's safeguarding policy and procedures that can be applied should the need arise.

Short guides have been written for parents and carers, primary school children, secondary school pupils and post-16 students. These guides are designed to help students prepare for the LCF sessions and to be aware of how they will be conducted, along with how students should conduct themselves while online. In your preparation for the LCF events, you should be familiar with these guides. They will help you in your essential role to contribute to making the event and the LCF a success and, most importantly, enabling students to gain maximum benefit within a safe and positive learning environment.

Fundamental principles for session presenters

- ✓ Session presenters are expected to conduct themselves online in the same professional way as they would if they were running face-to-face sessions.
- ✓ In the same way as we are asking all students to dress appropriately and as they would if they been attending in person, we are asking session presenters to adopt the same standard.
- ✓ Neutral backgrounds and no identifiable information or controversial pictures should be within the video screen scope.
- ✓ Exercising professional boundaries is expected of all adults during LCF sessions.
- ✓ Only first names are to be used by students. Session presenters/teachers/lecturers and LCF team members will need to make sure that personally identifiable information is not shared during sessions.
- ✓ Session presenters will need to ensure that their use of language is appropriate to the age of student attending and that the content of the session is fully accessible for all abilities within the age group.
- ✓ Session presenters are to ensure that they carefully check who is attending their sessions and that no access is admitted for anyone who has not previously registered and therefore can not be identified as a young person from the appropriate age category. Session presenters may wish to make use of the waiting room function where appropriate to manage this.
- ✓ Session presenters are to start the session with video and microphone functions switched off, unless previously agreed with an LCF team member. The management and operation of these functions will be the responsibility of the session leader.

- ✓ Each session will need to start with an introduction to check out that students know how to use the relevant online functions and/or raising a hand to ask or to respond to a question so that they can take full advantage of the session. Any other 'housekeeping' message will need to be presented during this introduction. These messages will include not using the chat function for personal chatting and for students to be advised of the role of the attending teacher/lecturer and LCF team member.
- ✓ If bandwidth restrictions impede the full use of the video function for some students, session presenters will need to consider switching the session to audio only for all or some of the session and advise students of this.
- ✓ As all sessions will be recorded for evaluation and safeguarding purposes, some students may have elected not to have their face recorded. Sessions presenters will be given a list of these students in advance of each session. Session presenters must ensure that the video function remains switched off for these students.
- ✓ Some students may elect to have a parent or carer with them and this is ok.
- ✓ Some students may have suffered adverse childhood experiences (ACE). Session presenters/teachers/lecturers and the LCF team members need to be attuned to the possibility that a student's reactions may be because of a connection with ACE. Should this occur, the teacher/lecturer and the LCF team member should use the private chat function to talk directly to the student to support them and offer them advice as to whether to continue their session. If a student decides to remove themselves from the session, the teacher/lecturer or the LCF team member will contact the student as a follow up to make sure that they are ok.
- ✓ In an occasion arises where you and/or the teacher/lecturer/LCF team member are concerned about the conduct of a student, you should use the private chat function to decide how best to resolve this. In the most extreme case, it may be necessary to either remove the student from the session or halt the session temporarily while the matter is being resolved.
- ✓ Session presenters should not take any information that could be used to contact a student outside the session. If there is a justifiable need for such a contact, this should be managed with the student's teacher/lecturer or an LCF member.
- ✓ If a student discloses information that makes you concerned about their safety, this must be treated as a safeguarding concern and local procedures must then be applied by the teacher/lecturer/LCF team member.
- ✓ While every care is taken to prevent unauthorised attendance and/or hacking, session presenters/teachers/lecturers and LCF team members need to be fully prepared should this happen. The protocol to follow is that the session should be closed immediately while the issue is being addressed. In such circumstances, students should be advised of this action (if possible) and contact should be made by either the teacher/lecturer or the LCF team member with each of the students afterwards to explain why it was necessary to close the session and to check that the student did not experience any adverse reactions to the issue.

If you have any queries or need more information, please do not hesitate to contact the LCF team by email: lcf@cityoflondon.gov.uk. A member of the LCF team will be only too happy to help.

London Careers Festival 2021: Connecting pupils to the world of work online

<https://www.londoncareersfestival.org.uk/>