



## **LONDON CAREERS FESTIVAL**

**28 June – 2 July 2021**

### **Guide for parents and carers of primary-aged children**

This short reference guide has been written to complement the information about this important event, accessible via [www.londoncareersfestival.org.uk](http://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 want parents/carers to feel confident about their children being fully engaged in this exciting festival.

#### **Access to and the use of online platforms**

This year, all live activities will be conducted using various media platforms, for example (but not exclusively), Zoom, Skype, Microsoft Teams. Access to these platforms will be by invitation only. Other resources and links can be accessed without booking. The invitations will be managed by your child's teacher, or a specially designated teacher from your child's school. As you would expect, the teacher will be working strictly to the school's safeguarding policy that includes guidance on access to and the use of media platforms.

The media platforms will be accessible via different ways. For example, they may be accessed by a live link that would be shared via email, in a worksheet, or via the Virtual Learning Environment (VLE) such as Moodle, Google classroom or Share my Homework. Schools will use your child's individual school email account (if they have one to access online learning) for invitations and access to events. If your child does not have an individual school email account, parents will need to advise the school of a personal email account that can be used, if this has not already been set up.

So that you can be assured about your child's use of the media platform to access an event, we have asked schools to ensure that each session will have one of your child's school teachers present online as well as a member of the London Careers Festival (LCF) team. The teacher will have a role to facilitate your child's engagement in the session and ensure that all attendees conduct themselves professionally and appropriately. There will be no need for personal information, for example, email or home addresses to be shared or requested during the session.

Parent and carers need to know that the Festival sessions will be recorded and that the recordings will be retained by the organisation presenting the session in line with their retention policy. These recordings will be used for their own monitoring and evaluation as well as for safeguarding purposes. Each session will start with the video off and the microphone muted. This will be pre-set by the session host. Once the session starts, the session host will make sure that your child knows how to turn these settings on. Parents who do not want their child's face recorded are asked to email Fatema Chowdhury of the LCF team ([fatema.chowdhury@cityoflondon.gov.uk](mailto:fatema.chowdhury@cityoflondon.gov.uk)) at least three days in advance of the scheduled session.

#### **How should I prepare my child and what will s/he need?**

We want every child and young person to be given the gift of realising they have a choice over how and what sort of career they may want to pursue. This should start at the earliest opportunity so that children

can use their developing and naturally inquisitive minds to help craft their future interests and options. To help with this, all sessions will follow the Fusion skills framework. This framework sets out a set of 12 skills that employers have told us are fundamental to the world of work now, and in the future. We believe that it is never too early to start developing these skills. More information about the framework can be found via the following hyperlink: <https://www.cityoflondon.gov.uk/services/education-learning/schools/Documents/transferable-skills-in-the-workplace.pdf>

All online sessions will be led by an employer and a host. Each session will be attended by children who meet the age requirements that are stated in the booking process.

If your child is accessing the LCF from school, it will be expected that the school will make all the necessary preparations. However, not all primary school-aged children may be at school to access the LCF. Therefore, the following checklist may be useful:

- ✓ Ensure that you and your child have read the pre-session information so that your child is well prepared and feels confident to take part if s/he wants to, and is able to get the most out of the session.
- ✓ All sessions will be recorded for evaluation and safeguarding purposes. If you do not want your child to have their face recorded, they should leave their camera turned off for the whole session.
- ✓ You should prepare your child in the same way as you would if s/he were to attend an LCF session personally. For example, s/he should be dressed appropriately and should not be eating a meal or snack during a session!
- ✓ Your child will need a quiet space for the session and access to a computer/laptop/iPad/phone with an internet connection. Where possible, we would recommend the use of computers/laptops.
- ✓ The sessions will be interactive, so a webcam and microphone will need to be connected so that your child can be seen, heard and ask questions.
- ✓ Your child will need to have a pencil and/or pen and paper at hand.
- ✓ Make sure that you check all the IT works well beforehand to prevent any technical glitches at the last minute, and that your child knows how to use the basic functions of the media platform. These can be, for example, how to use the raising hand function or the chat function to ask a question. Do not worry if you do not know these things – each session will start with checking that attendees know how to use the main functions. Be at hand in case of any IT glitches during the session.
- ✓ It is best that your child sits in an 'open' space (for example, a kitchen or living room) where an adult can come and go freely. A bedroom should only be used in exceptional circumstances and, if so, the door should be left open.
- ✓ A neutral background is best, with no personally identifiable objects and no controversial pictures.
- ✓ It is not essential that you sit with your child during the session. Our experience in the past is that, often, children will work best independently when there is not someone listening or watching nearby. However, some children may prefer their parent/carer to be with them and this is ok.
- ✓ Your child should only use their first name as their personal identifier.

**If you have any queries or need more information, please do not hesitate to contact the LCF team by email: [lcf@cityoflondon.gov.uk](mailto: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**

[www.londoncareersfestival.org.uk](http://www.londoncareersfestival.org.uk)