



LONDON CAREERS FESTIVAL

28 June – 2 July 2021

Short guide for Teachers

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 your pupils who are accessing the online events. Your school/college will have its own safeguarding policy and procedures about online working and learning, and you should make sure that you apply these, as necessary, during the LCF.

Short guides have been written for parents and carers, primary school children, secondary school and post-16 pupils. These guides are designed to help pupils prepare for the LCF sessions and to be aware of how they will be conducted, along with how pupils 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 a success and, most importantly, enabling pupils to gain maximum benefit.

Fundamental principles for teachers

- ✓ Pupils have been advised to make sure that they are well-prepared for LCF sessions. You are asked to support your pupils, as may be necessary, in their preparations. This could include preparing pupils for what questions they could ask in the sessions, any jargon they might hear, how to think about whether the roles and careers sound right for them.
- ✓ Please ensure that you, or a member of staff from the school/college attends the online session with the pupils so that you can support pupils and ensure that the session is conducted professionally. The online LCF should be treated in the same way as a face-to-face event and you should accompany and support pupils in the same way as would be expected on a physical trip. A member of the LCF team will also be present online for each session.
- ✓ If you are concerned either with the content of the session or a pupil, you should use the private chat function to decide between you and the pupil how this should be managed.
- ✓ Each session will start with video and microphone functions switched off by the session host. Once the session starts, the session host will make sure that all attendees know how to turn on these settings. The host will cover other basic functions of the media platform that may be required during the session. Each session will also start off with some basic 'housekeeping' and ground rules.
- ✓ All sessions will be recorded for evaluation and safeguarding purposes. If pupils have elected not to have their face recorded, they should leave their camera turned off for the whole session."
- ✓ Some pupils may elect to have a parent or carer with them to support them. This is ok.
- ✓ Pupils have been advised that they should dress in the same way as they would if they were to attend an LCF session in person. If a pupil is inappropriately dressed, you or the LCF team member will need to decide whether the pupil should continue to attend the session, or the pupil may need

to access the session by audio only. In such circumstances, the pupil should be advised via the personal chat function and the session host will need to be asked to either turn off their video function or remove the pupil.

- ✓ You should be in a room that has a neutral background and where there are no controversial or personally identifiable pictures.
- ✓ Some pupils may have suffered adverse childhood experiences (ACE). You need to be attuned to the possibility that a pupil's reactions may be because of a connection with ACE. Should this occur, you should use the private chat function to talk directly to the pupil to support them and offer them advice as to whether to continue their session. If a pupil decides to remove themselves from the session, it is essential that you contact the pupil as a follow up to make sure that they are ok.
- ✓ Pupils have been asked not to use the private chat function and to use only their first name to identify themselves.
- ✓ You will need to maintain a keen eye on the use of the open chat function to ensure that it is being used properly. Where this is seen not to be the case, action must be taken by you and/or the LCF team member. In an extreme case, a pupil may need to be removed from the session. In such a case, the session host will need to be asked, via the private chat function to block the pupil's attendance. In the most extreme case, you or LCF team member may ask that the session is halted temporarily so that this can be actioned.
- ✓ Similarly, if a pupil is demonstrating responses or behaviours that give rise to concern, you should use the private chat function to talk to the pupil about this. In an extreme case, a pupil may need to be removed from the session. In such a case, the session host will need to be asked, via the private chat function, to block the pupil's attendance. In the most extreme case, you or LCF team member may ask that the session is halted temporarily so that this can be actioned.
- ✓ If a pupil discloses information that makes you concerned about their safety, this must be treated as a safeguarding concern and local procedures must then be applied.
- ✓ While every care is taken to prevent unauthorised attendance and/or hacking, you 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, pupils should be advised of this action (if possible) and contact should be made with each of the pupils afterwards to explain why it was necessary to close the session and to check that the pupil did not experience any adverse reactions.

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

www.londoncareersfestival.org.uk