

## **LCF Safeguarding Guide for post-16 students- Virtual**

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, you are asked to read and abide by this safeguarding document.

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

All webinars will be conducted using various media platforms, for example (but not exclusively), Zoom. Access to these platforms will be by invitation only. Other resources and links can be accessed without booking.

### **How should I prepare for a session?**

- ✓ Read the pre-session information so that I am well prepared and will feel confident to take part and be able to get the most out of the session.
- ✓ You will need to have something to write with and paper at hand to take notes.
- ✓ Make sure that you check all the IT works well beforehand to prevent any technical glitches at the last minute, and that you know how to use the basic functions of the media platform.
- ✓ If pupils are joining individually, they should only use their first name as their personal identifier. If you are joining as a class, please use the school's name as the identifier.
- ✓ You must not take any screen shots of other young people who are attending the session.
- ✓ Use of the chat facility is to be limited to chatting with or messaging the session host/presenter.
- ✓ If you leave the session before it has finished, you may not be able to return to the session.
- ✓ It is important that you treat the facilitators of sessions and other young people in the session with courtesy and respect. You may be removed from a session if your behaviour is not of the standard that would be expected in a face-to-face context.
- ✓ The session is for you to learn about careers, feel inspired and ask questions. So, please do join in the conversations and interactive elements of the event.

### **Where do I go if I have any queries or need more information?**

We want you to enjoy the London Careers Festival and be able to make the very best use of the sessions that you sign up to. If you have any queries, please do not hesitate to contact our LCF team by email: [lcf@cityoflondon.gov.uk](mailto:lcf@cityoflondon.gov.uk).

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

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

