

## **LCF Safeguarding Guide for Under 16s- 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 you prepare for a session?**

- ✓ Ensure that you have read the pre-session information so that you are well prepared and feel confident to take part if you want to and are able to get the most out of the session.
- ✓ All sessions will be recorded for evaluation and safeguarding purposes. If you do not want to have pupils' faces recorded, they should leave their camera turned off for the whole session.
- ✓ You 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.
- ✓ Some sessions will be interactive, so a webcam and microphone may need to be connected so that you can be seen, heard and ask questions.
- ✓ You 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 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.

### **Teacher to do list:**

- Attend with your pupils onto the webinar.
- Help engage your pupils to the webinar e.g., encouraging them to write in the chat.
- Alert an LCF staff member of any problems you are having during the sessions.

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)

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

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

