

LCF Safeguarding Guide for Under 16s- In-person

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.

Venue

All events from Monday 3 July through to Wednesday 5 July will take place at Guildhall.

How should you prepare for a session?

- ✓ Pupils should read the pre-session information so they are prepared and will feel confident to take part and be able to get the most out of the event.
- ✓ Aim to arrive 15 mins before the start of your session.
- ✓ 'Attendees for ALL SESSIONS must have a valid ticket (Teacher tickets will have the number of pupils attached to them noted by the organisers. Only the teacher ticket will need to be presented).
- ✓ Pupils must stay with their schoolteacher at all times.
- ✓ Pupils should alert their teacher or an LCF staff member of any problems they have.
- ✓ You must not take any photos of other young people who are attending the event.
- ✓ No food or beverages can be consumed onsite at the Guildhall
- ✓ 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 in line with this.
- ✓ The session is for you to learn about careers, feel inspired and ask questions. So, please do join in all the conversations and interactive elements of the event.

Teacher to do list:

- ✓ Please show your valid ticket at registration desk.
- ✓ Stay with your pupils the whole time.
- ✓ Choose your lunch space (recommendations for these are included within the information pack that you will receive prior to the festival).
- ✓ Alert a LCF staff member of any problems you have.

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.

www.londoncareersfestival.org.uk

