

Safeguarding Protocol for the Promotion of Online/Virtual Events (April 2021)

The number of virtual and online events available for students to access has increased significantly due to Covid-19. We have introduced the following safeguarding protocol to be followed when promoting such virtual events.

Safeguarding protocol for the promotion of online/virtual events

Initially and on review of the online event, if the timeframe allows; event organisers should be sent the following safeguarding checklist to complete:

https://forms.office.com/Pages/ResponsePage.aspx?id=1u3qfje_FUCP6Rn7wsAtVUWUIG8zWUNGukbxfO5yUYFUOUNCR0pKUzRROFo3RFRTTjNET1c3WUVBQS4u

If completed with all answers as 'yes', 'correct' or 'confirmed', the event, and full information related to the event (including registration links) can be promoted directly to students.

Alternatively;

If review of the timeframe does not allow for the completion of the checklist, the provider is unable to complete the checklist prior to the event date, or they cannot answer 'yes', 'correct' or 'confirmed' to all of the questions in the checklist, the following protocol should be followed:

1. Full details of the event, including registration links should be sent to parents via the school post.
2. The Safeguarding note below (or a relevant adapted version) should be included in the communication.

Safeguarding note

When taking part in online events, it is important that students are always mindful of online safety. Whilst an appropriately trained adult will be present in each virtual meeting, not all representatives presenting will have an enhanced DBS as this is not a requirement as part of their job role. Presentations are recorded; as such, please be aware that any username used during the event may be visible to new viewers. It is recommended that full names are not used as usernames (either a combination of first initial and surname, or first name and initial of surname is preferred). There is an opportunity to engage with event representatives and to ask questions during events such as these; all communication should take place via the prescribed chat functions, and only during the event itself. Students accessing the sessions should be extra vigilant about disclosing any further personal, identifiable information.

3. A redacted version of the communication, that does not include any registration links is then sent to students directly.
4. This communication should include a note that full information and details on how to apply has gone to out to parents/carers via School Post – and that students should speak to their parents/carers if they'd like to find out more and register.
5. To ensure that the opportunity is accessible to those students whose parents may not have access to email, students should be provided with the name of a staff member that they can speak to if interested in attending the event.

Example:

“Full event information and details on how to register has gone out to parents via the school post. Please speak to your parents/carers if you would like to register. Alternatively, please speak to Ms Larbey-Douglas”

6. The safeguarding note below should also be included with the communication to students:

Safeguarding note:

When taking part in online events, it is important that you are always mindful of online safety. It is recommended that full names are not used as usernames (either a combination of first initial and surname, or first name and initial of surname is preferred). There is an opportunity to engage with event representatives and ask questions during events such as these, all communication should take place via the prescribed chat functions and only during the event itself and students accessing the sessions should be extra vigilant about disclosing any further personal, identifiable information.

Post communication:

If a student(s) contact the named staff member regarding registering for the event, said staff member must call the student’s parent/carer, read them the safeguarding note and confirm that they are happy for their child to register, prior to sharing full details with the student.

Full example of protocol:

- For parents via School Post:-

Dear Parents and Carers

Cambridge University Hospital (CUH) Virtual Insight Programmes

CUH are offering a range of [virtual events](#) aimed at providing an insight into NHS, science, health and medical careers.

[Full details](#) of each event, as well as information on how students can apply is attached.

Some of the events take place during school time, so if your child is successful in securing a place on a programme, please inform [Mr Patrick](#) and [Ms Larbey-Douglas](#) or [Mr Thomas](#) who will advise whether their attendance is possible, according to ongoing tests or other timetabling clashes.

Safeguarding Note

When taking part in online events, it is important that students are always mindful of online safety. Whilst an appropriately-trained adult will be present in each virtual meeting, not all those NHS representatives presenting will have an enhanced DBS, as this is not a requirement of their job role. The format of the virtual meetings means that participants’ usernames are visible to other participants during the event. Presentations are recorded and sometimes re-used for other events, so your child’s username might also be recorded in this format. It is therefore recommended that full names are not used as usernames (either a combination of first initial and surname, or first name and initial of surname is preferred). There is an opportunity to engage with event

representatives and ask questions during events such as these; all such communication should take place via the prescribed chat functions and only during the event itself. Students accessing the sessions should be extra vigilant about disclosing any further personal, identifiable information.

- For students via tutor notices and the CATalogue:

Cambridge University Hospital (CUH) Virtual Insight Programmes

CUH are offering a range of virtual events aimed at providing an insight into NHS, science, health and medical careers.

The events are an opportunity for you to find out first-hand about specialities and roles within the science field (such as Biochemistry, Genetics, Pathology, Audiology, Clinical Engineering and Cardio-physiology), Midwifery or Medicine.

Full information of each programme has gone out to parents/carers via School Post. If you would like to apply for one of the programmes, please speak to your parents/carers for information on how to apply. Alternatively please speak to [Ms Larbey-Douglas.](#)

Safeguarding note:

When taking part in online events, it is important that you are always mindful of online safety. It is recommended that full names are not used as usernames (either a combination of first initial and surname, or first name and initial of surname is preferred) as these can be visible to other participants via the 'chat' function. The event may also be recorded, so your username would also be visible in the recording. There is an opportunity to engage with event representatives and ask questions during events such as these. All communication should take place via the prescribed chat functions and only during the event itself; students accessing the sessions should be extra vigilant about disclosing any further personal, identifiable information.