

LikeToBe fully recognises its responsibilities for safeguarding and child protection.

Introduction

The aim of this policy is to ensure:

- all pupils are safe and protected from harm.
- safeguarding procedures are in place to help pupils to feel safe and learn to stay safe.
- adults in the school community are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and child protection.

Expectations

All staff are:

- familiar with this safeguarding policy and have an opportunity to contribute to its review.
- alert to signs and indicators of possible abuse.
- able to record and report concerns as set out in this policy.

The LikeToBe platform adheres to the latest online safeguarding guidelines as published by the DfE in March 2020. DfE guidance is in italics below.

1) Webinars and recordings are recommended where possible as opposed to live delivery interaction (we recognise this is a challenge for delivery partners delivering personal guidance, however modes of delivery should be given careful consideration)

All content on the LikeToBe platform is pre-recorded and edited to ensure content is relevant and safe.

2) Where possible try to avoid 1:1 situation – involve a parent or facilitator

The LikeToBe platform has no direct email or messaging capability between students and employers. Questions and interaction takes place via an open forum which is filtered and moderated.

3) All staff and young people must wear suitable clothing, including anyone else in the household

All recordings with delivery partners or employers are project managed by the LikeToBe team to ensure suitability of location and technical resources.

4) Any computers used should be in appropriate areas, for example, not in bedrooms, Consider the background that the young person will see on video

All environmental factors are considered during the management of the recording of an interview to ensure the appropriate measures are in place.

5) If communicating with students online, make sure the platform you are using is suitable for their age group. Also check the privacy settings.

The Q&A facility where students and parents interact with the employers and professionals on LikeToBe is fully moderated to protect both the employer/partner and young person. There are no direct messaging between users and students can unsubscribe from career related newsletters.

Student information is GDPR protected, so no information is shared with anyone else. We protect and encrypt all email addresses and will never post email addresses or phone numbers of our users. We may use student information which is included in their LikeToBe profile to suggest employers and job opportunities that they may be interested.

6) Sessions should be kept to a reasonable time

All broadcasts are limited to 5 - 15 minutes where possible to maximise engagement.

7) Language must be professional and appropriate, including that of any family members in the background

If students are filmed and included on the platform, then LikeToBe will coordinate the filming and editing to ensure we follow the above guidance.

8) Where appropriate delivery partners should seek advice from school and college data controllers to reassure themselves that any teaching and learning software and platforms are suitable and raise no privacy issues, or raise cases against the provider terms and conditions (for example using consumer products for business purposes)

The LikeToBe team will check the suitability of any content (software, video or third party platforms)

9) Providers should seek parental permission to contact young people directly, agreeing protocols for contacting beneficiaries with the school or college first. A Designated Safeguarding Lead (DSL) should be available at the school or college. An example consent form can be found here <https://learning.nspcc.org.uk/research-resources/templates/example-consent-form/>

LikeToBe recognises that if a student is selected to participate in any social media or promotional activity, parental permission will be sort via the Designated Safeguarding Lead.

10) Webinars and live broadcast should be recorded where possible to maintain a record of the activity

Webinars and live broadcasts on the LikeToBe platform are recorded and stored in a protected area for 12 months. In addition, the forum messages are also recorded and stored securely in an excel format for evaluation if necessary.