



## Virtual Work Experience Protocol and Safeguarding Guidance

The following guidance document has been produced to ensure all stake-holders involved in the Virtual Work Experience (VWEX) program are clear on the expectations and support the safeguarding of all.

### Employer Engagement:

- All 'live' employer engagement will take place on line, using the schools Microsoft Teams platform which includes the use of Zoom for video conferencing.
- Where live interaction on the Zoom platform are used all conference calls are recorded.
- All employees who engage in access to the platforms should be mindful of their actions, acting in a professional manner at all times.
- It is good practice to ensure the background of any video conference is free of any materials which should not be shared and that there are no interruptions.
- At all scheduled times of engagement a member of school staff will also be present to support the dialogue.
- Engagement outside of these times should also be kept to a minimum and where any private messages are received from a student, this should be reported to Mr Hughes, Assistant Headteacher.

### Student Engagement:

- Students are reminded that at all times they are representing the school and their behaviour should be positive, in keeping with the learning environment.
- Students should follow the provided timetable of events and be punctual to all activities taking place.
- Students should engage in dialogue with the company via teams and also Zoom. Where Zoom is used students must think about their etiquette.
- Students are reminded that they have previously signed the school's use of ICT and Technology document, that all conversations on Microsoft Teams and Zoom are recorded for safeguarding purposes.

### Parent/Guardian Engagement:

- Parents and Guardians should be reassured that the Virtual Work Experience has been designed with the safety of all at the forefront of the program.
- Parents and Guardians should be supportive of the schools aim in providing a week of Virtual Work Experience, and ensure that their child engages with the program in a positive, mindful and respectful way.
- Parents and Guardians who may have any concerns relating to the program can contact Mr Hughes, Assistant Headteacher via email [M.Hughes@epchs.co.uk](mailto:M.Hughes@epchs.co.uk)



## Detailed Company Safeguarding Advice

The aim of this advice is to provide all learners in the care of an organisation with appropriate safety and protection. It should be noted that Safeguarding of children is everyone's responsibility.

Children and young people have a fundamental right to be protected from harm. The protection of children and young people is a shared community responsibility. As an employer challenge facilitator for the Virtual Work Experience (VWEX) programme, Ellesmere Port Catholic High School has a responsibility to inform you of the following principles of child protection. The following scenarios are unlikely to happen but due to the seriousness of the subjects, we must have procedures in place to deal with these situations.

1. You may find yourself in the position whereby a young person, who is placed within your VWEX Team, discloses that they are suffering from abuse in one form or another. This could be in the form of Physical, Emotional, Sexual Abuse or Neglect. If you find yourself in this delicate situation, it is essential that you record this in writing including, the time, date and details of the allegation and where it was discussed.
2. At no stage should you ask any questions as this may jeopardize any legal proceedings that may be brought if the case goes to court. It is vital that you reassure the young person but do not promise confidentiality at any stage of the process.
3. Once this has been done, contact **Mrs Jayne Jones, Designated Safeguard Lead at Ellesmere Port Catholic High School** who will make immediate arrangements and inform you of what to do next. If out of normal school hours, please contact Mrs Jones via email at **JJO@email.epchs.co.uk**.
4. It is an offence under the Sexual Offences Act 2003, for any person in a position of trust, to enter into a sexual relationship with a person under the age of 18, even if it is consensual. This is commonly known as an 'abuse of trust' and must be communicated to all your staff members in the organisation
5. Victimisation / Harassment at work can take many forms. This can include unwelcome physical, verbal or non verbal conduct e.g. bullying, 'sending to Coventry', sexual advances, physical contact, verbal via jokes, gossip, graffiti, obscene gestures etc. it is vital that the young person who is placed within your company is not subjected to any form of harassment.
6. In the exercise of their functions, including work placements, schools/colleges/educational establishments must have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty.
7. Young people must not be exposed to views that conflict or undermine fundamental British values including those, which might incite others to unlawfully discriminate against ethnic or gender groups or encourage them to commit acts of violence. The fundamental British values are described by Ofsted as:
  - Democracy
  - The rule of Law
  - Individual Liberty
  - Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

**PROTECTING AND SUPPORTING A CHILD OR YOUNG PERSON CAN BE A DIFFICULT TASK.  
IF YOU ARE WORRIED OR CONCERNED ABOUT A CHILD OR YOUNG PERSON IN YOUR CARE:  
DON'T GO IT ALONE .... INFORM THE RELEVANT PERSON .... SEEK ADVICE AND GUIDANCE**