workit Online Behaviour & Safeguarding Agreement

Background

We ask all young people and employers to sign an Online Behaviour and Safeguarding Agreement (which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media).

Employers are asked to sign this document before they provide online work related learning for young people. Many of these rules are common sense – if you are in any doubt or have questions, please contact wesupport@ceg.org.uk

What am I agreeing to?

1 I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media.

2 I will not behave any differently towards young people compared to when they attend an onsite work placement. I will never attempt to arrange any meeting, without the full prior knowledge and approval of the school. The same applies to any private/direct communication with a young person.

3 I understand that any activity using school networks, platforms, internet and logins may be captured by one of the school's security, monitoring and filtering systems and/or viewed by an appropriate member of staff.

4 Live online sessions such as webinars, will only be delivered using Google Meet or Microsoft Teams. If other platforms require to be used, permission should be sought from the school.

5 I will conduct any online sessions in a professional environment. This means I will be suitably dressed and ensure that the background is as close to a workspace as possible (no bedroom furniture or personal items visible on screen). The camera view will not include any personal information or inappropriate objects and where it is possible to blur or change the background, I will do so.

6 I will not take photographs/screenshots or audio/visual recordings of the online session or of the young people. If required (for marketing purposes), I will seek consent from the school and young people participating.

7 All live online sessions will take place with a minimum of 2 staff from my organisation.

8 If I am given access to school networks, cloud platforms or other technology:

- I will use them exclusively for the purposes to which they have been assigned to me, and not for any personal use
- I will not attempt to access any young people/staff/general school data unless expressly instructed to do so as part of my role
- I will not attempt to make contact with any young people outwith the agreed online work related learning activity.

9 I will not share any information about the school or members of its community that I gain as a result of delivering online work related learning or on any platform except where relevant to the purpose of my online session and agreed in advance with the school.

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10 I will not do or say anything to undermine the positive online safety messages that the school disseminates to young people and will not give any advice on online safety issues unless this is the purpose of my online learning session and this is pre-agreed by the school.

11 I will report any behaviour which I believe may be inappropriate or concerning in any way to the school. This is for my protection as well as that of the young people. The Online Behaviour Safeguarding for Young People policy can be found under Health and Safety of the Resources section.

Further Information

If you would like to find out more information about online safety and safeguarding you'll find the links below helpful.

www.nspcc.org.uk/keeping-children-safe/online-safety/

www.npfs.org.uk/wp-content/uploads/edd/2020/05/NPFS_online_safety_E.pdf

www.cdn.ac.uk/blog/safeguarding-digital-student/

To be completed by the Employer:

I have read, understood and agreed to this policy. (Note online signatures are acceptable)

Signature/s:	
Name:	
Organisation:	
Date / time:	
Reference from email (if applicable)	

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