Workit — Online Behaviour & Safeguarding of Young People

We want young people to be safe and responsible when using Workit, so we've outlined the behaviour and procedures that you should follow when using Workit and participating in online work-related learning with employers.

1 Live Online Work-related Learning

You should follow these guidelines

- Only participate in activities which are delivered on approved school portals and platforms. Microsoft Teams or Google Meet via GLOW are generally acceptable. Other platforms may be used and you should check with your school before taking part.

- Ensure that you follow your school's online policy.

- Get permission from your school to take part in a live online work-related activity during school hours.

- Only use school equipment or school approved equipment when taking part in a live online work-related activity within school.

- Provide the minimum amount of personal information when registering on external sites.

- Ensure that an adult is in the room or close by when taking part in a live online work-related activity.

- Be ready to join the session on time.

- Behave and dress appropriately online. The following activities are considered abusive or inappropriate and will not be tolerated and will result in you being prohibited from any future online events.
  o Posting abusive or inappropriate messages in public chat.
  o Sending abusive or inappropriate messages to the online host.
  o Using abusive, insulting or offensive language.
  o Sharing inappropriate images via chat or as a background.
  o Trying to make contact with other participants outside of the online session.

- Conduct video learning in an appropriate and quiet space. If from home:
  o sit with your back to a wall to reduce how much of your surroundings are visible on camera
  o try not to use your bedroom, but if this is unavoidable ensure your background is blurred.

- In general mute your microphone and turn off your camera when taking part. Only unmute your microphone if you wish to ask a question and online chat facility is not available.

- Never give out your personal details online e.g. your full name, address, date of birth, mobile number.

- Never share passwords or other sensitive information e.g. GLOW password, Workit password.

- Stop participating if any content or behaviour is inappropriate and report this to your teacher.

2 Third Party Sites

Workit provides a wide range of resources to support your work-related learning and links to various external websites.

We ensure links to the content are relevant and are suitable for young people. These links are included for a number of reasons, including:

- for information on job profiles

- for further relevant information or other key source material

- for useful practical information

- for access to appropriate work-related activities.

We have no control over the nature, content and availability of these sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

If a link is broken or content is no longer available you should report it to us using the online form.

3 Useful Links

If you'd like to find out more about online safety have a look at some of the links below.

https://www.saferinternet.org.uk/advice-centre/young-people/resources-11-19s

https://ineqe.com/safeguarding-hub/

https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/

https://www.thinkuknow.co.uk/

4 Acknowledgement

Thank you to our local authority partners who shared their online information and advice and for allowing us to adapt it for this safeguarding policy.