

***SCHOOLS AND COLLEGES PLEASE NOTE, THIS HAS BEEN CIRCULATED TO SUPPORT OUR EXTERNAL FUNDED PROVIDERS – IN YOUR OWN SETTING YOU SHOULD CONTINUE TO OPERATE WITHIN YOUR INSTITUTIONS POLICY AND FOLLOWING DfE GUIDELINES.**

Covid-19 Safeguarding Guidance for Delivery Partners

In these unprecedented times The Careers and Enterprise Company acknowledges that practice and partnership delivery work may evolve and take different forms.

Virtual delivery and contacting young people require additional planning to ensure both young people and delivery partners are appropriately safeguarded. We remind you to review your policies and adhere to statutory safeguarding guidance.

This guidance is provided to support your practice and procedures, particularly where new methods of delivery may be required.

Good practice for virtual meetings

- 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)
- Where possible try to avoid 1:1 situations - involve a parent or facilitator
- All staff and young people must wear suitable clothing, including anyone else in the household
- Any computers used should be in appropriate areas, for example, not in bedrooms, Consider the background that the young person will see on video
- If communicating with students online, make sure the platform you are using is suitable for their age group. Also check the privacy settings.
- Sessions should be kept to a reasonable time
- Language must be professional and appropriate, including that of any family members in the background
- 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)
- 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/>
- Webinars and live broadcast should be recorded where possible to maintain a record of the activity

The Department for Education have released the following safeguarding guidance for schools and colleges during the Covid-19 situation. It is useful for providers to be aware of the content and use to contextualise alternative services:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>