

## Aston University STEM Saturday's UniFest

### Safeguarding Policy

During the COVID-19 pandemic, delivery across Aston University's departments has moved online. This is to ensure that Recruitment pipelines are maintained and so that our Outreach work can continue so that learners feel supported. The Student Recruitment and Outreach team have created a variety of online resources that are pre-recorded, but as we move forwards, more sessions are being delivered live in online webinars.

#### Staff\* expectations:

**\*Staff encompasses all those who are representing Aston university on an event i.e. Aston staff members, external staff taking part in an event and student ambassadors**

- Staff should understand that they are in a position of responsibility and have a duty of care towards the young people they are working with in an online capacity
- Treat all young people fairly and without discrimination
- Challenge any unacceptable behaviour and follow the escalation procedure
- Ensure the platform used allows all learners to take part regardless of access to technology, disability and environment
- Be responsible for moderating interactive elements to ensure a good experience for all
- Ensure platform used has been agreed by Aston University
- Staff should not contact attendees outside of the live event unless for legitimate work purposes i.e. sending evaluation forms. This contact should only be from an Aston email address and in line with GDPR

#### Participant expectations:

- Follow the Code of Behaviour outlined below
- Respect other participants
- Agree not to post any comments deemed disrespectful or abusive
- Take part in interactive elements
- Ask questions to get the most out of the session

#### Processes:

- At least one member of staff in live delivery sessions to hold an enhanced DBS check
- Chat settings set to moderated and turn off ability for participants to private message one another
- Ability of moderators to remove session participants and delete comments deemed inappropriate if channel is not fully moderated (Blackboard)
- Housekeeping slide to introduce and outline behaviours and expectations before every session

- Video and Microphone will be turned on for participants if they choose to and have consented in the photo consent application form
- All sessions will be recorded and recordings will only be used within the Unifest programme.
- Emails to participants sent from the generic email outreach@astnon.uk

**Best practice:**

- Send out instructions to participants to join sessions and include expected behaviour prior to the event
- Ensure housekeeping slide is displayed clearly and talked through by the moderators at the start of each session
- Ensure participants know the session is being recorded
- Encourage participants to join sessions with just their first name to limit identification to others
- Capture and record attendance in line with GDPR regulations
- Presenters to wear suitable clothing and present from a suitable location e.g. not a bedroom. Ideally have a plain background with no personal items on show
- Language used must be professional at all times
- 1-1 meetings with participants are to be avoided