Venture Marketing Group Limited
What Career Live? & What University Live?
Virtual Events Safeguarding Policy

Introduction

Venture Marketing Group Limited ("We") are committed to protecting the young people who use our services. The purpose of this policy is to provide users, teachers, parents, and exhibitors with the overarching principles that guide our approach to child protection in general, and our approach to child protection when using online video conferencing platforms in general.

Note: this policy should be used in conjunction with the Venture Marketing Group Limited Privacy Policy, available separately.

Workshop Format And Content

Venture Marketing Group Limited (VMGL) uses the 6Connex platform to provide our online careers events for What Career Live? & What University Live?. The platform uses a chat function so users can communicate directly with VMGL's team and with representatives of VMGL's partner businesses. Zoom is a widely used video conferencing platform, and a service that VMGL pays for. In the case of online workshops and presentations, students are invited to sign into Zoom meetings via the 6connex platform and utilise live video and audio. Online workshops will generally be attended by a limited number of students (maximum up to 100 per session), in partnership with our network of schools and colleges around the UK.

In these sessions, any of the following things may happen:

- Members of the VMGL team or exhibiting companies ("the Host/s") will talk through a presentation covering: background on a certain industry or business; training on interview technique; training on preparing a personal statement; details and training on how students can apply to attend work experience days; training on how to apply for apprenticeship and internship positions at one of our partner companies and other content geared towards developing the employability skills of students aged 16-19.
- Students will be encouraged to ask questions via a live chat app, in which their messages will be visible to the rest of the attendees. They will also be able to send private messages to the Host/s.
- Students' video and audio feeds will not be visible to anyone. During live presentations hosted via Zoom, they can submit questions using the chat function. Questions accepted by the host can be viewed by other attendees.
- Hosts may share their screen with the workshop's attendees at any time in order to show presentations or video content. They can also send files (e.g. presentation slides or activity sheets) via the live chat function, which students can open on their computers.
- Zoom's online "polling" feature will be used to ask multiple choice questions to the group to gauge their thoughts on a range of subjects. The responses are anonymised and this data is not recorded anywhere by VMGL.

Safeguarding Measures

The following measures will be used in all sessions to ensure that young people are protected while taking part in our virtual event:

- First and foremost, abusive or inappropriate behaviour by students, staff, or any other attendee to the workshop will not be tolerated and the offending person will be immediately removed from the session and potentially referred to the appropriate authorities.
- Students will be advised that they should not take screenshots or photographs of their screens on their smartphones. Any relevant presentations or worksheets can be provided in digital format.
- At minimum, one VMGL host will be present in all presentations and workshop sessions.
- Users will not have the ability to chat to each other, only VMGL staff and exhibiting companies through a public or one-to-one chat.

Behaviour

VMGL's commitment to protecting the young people in our virtual events includes protecting students from others who may seek to engage in abusive or inappropriate behaviour. We are well aware that online platforms which offer video and audio functionality are open to many varieties of abuse, and VMGL are clear that we have a zero-tolerance policy to abusive or inappropriate behaviour. The following activities are considered abusive or inappropriate and will result in banning from the VMGL and 6Connex platform and all future online or in-person events.

- Posting abusive or inappropriate messages in public chat
- Sending abusive or inappropriate messages to the host via live chat
- Attempting to address or contact other students or staff outside of the workshop

Recording & Data Management

VMGL uses Zoom's Cloud Recording function to create a record of all live presentations and workshops. However, students should be assured that recordings only store the image of the speaker - so usually the host or anyone who might be answering a question.

You can read more about VMG's handling of data in our full Privacy Policy.

Reporting An Incident

At VMGL we want all students to feel that they are in a safe, comfortable, and professional environment when taking part in any of our events, including those held online. If any student, teacher, parent, or staff member feels that anything has taken place such as those detailed above, they should feel free to contact us directly at fulfilment@vmgl.com

We will respond to all messages within one working day and, if necessary, involve the relevant authorities as soon as possible.