

APPRENTICES
**APPRENTICE AMBASSADORS:
SAFEGUARDING
ONLINE**

**Guidance for all Apprentice
Ambassadors on attending online
events.**

Safeguarding checklist

All Apprentice Ambassadors should feel safe and confident when participating in online Apprentice Ambassador activities that represents the network. Each member should also promote welfare and safety for other members of the network.

Please review the following guidelines to support this:

Staying safe online

- Please make sure you use your professional email address when registering for training and virtual events.
- Log in details should always be sent to you by a known associate and should never be shared.
- In most cases there will be a designed backdrop when attending online events, however it is still important to check your backgrounds to make sure they are clear of photos and confidential information.
- Always make sure you use a secure Wi-Fi network.
- Please make sure that all of your other apps are closed on your laptop including emails and you only have open what you need.
- Never share any personal information about yourself online.
- Only sign up and attend events to represent the network when you have all the details you require.
- Please do not provide your personal contact details to anyone at the virtual event (e.g. social media or personal email).

Prior to an online event

- Make sure your line manager, or someone in their absence, knows you are supporting the event.
- Seek permission from your event contact before taking any photographs or digital recordings and explain what you will be using them for (e.g. media/professional use).

On the day of the event

- Sign into the platform with your correct name and using your professional email address.
- Use the Apprentice Ambassador backdrop provided on the platform.
- Follow any additional safeguarding procedures you may have been sent from the organiser for the virtual events.

Following the event

- If any of the learners viewing the event contacts you through email or social media, please do not respond. Please forward the email onto the ESFA to follow up: apprentice.ambassador@education.gov.uk
- Social media has many benefits, but it is important that everyone feels comfortable and safe using it. Please do not accept or request to follow or friend anyone on personal accounts that attended the online event on social media.
- A teacher or employer may contact you following the event, for example, regarding involvement in a future event. If you do not feel comfortable in responding, please pass this on to the ESFA as above, to the ASK partner or to your line manager for them to action. Any questions on the above, please don't hesitate to get in touch.

Contact us

You can share any concerns for yourself or others, or if you have a complaint, at any time with:

apprentice.ambassador@education.gov.uk

It will be dealt with as a matter of urgency.

The ESFA will retain all ASK event attendance logs. Please see the Apprentice Ambassador Network privacy notice for more details;

www.apprenticeships.gov.uk/influencers/become-an-ambassador.

**For more information visit:
[www.apprenticeships.gov.uk/influencers/
become-an-ambassador](http://www.apprenticeships.gov.uk/influencers/become-an-ambassador)**

