

Online/Remote Training Policy

Introduction and Aims

GHQ Training Ltd (GHQ) delivers vocational qualifications across many sectors including; Business Skills, Hairdressing, Beauty and Children and Young People. Delivery during the Covid 19 pandemic will be carried out using a variety of online teaching and assessment platforms.

Roles and Responsibilities

GHQ Training acknowledges its responsibility to safeguard the welfare of the children and young people that access their training. We aim to support all learners to be able to continue with their training during this pandemic, and in order to do this we will be offering remote online sessions. We will continue to adhere to the safeguarding policy and procedures set out in our policy statement. These guidelines are an extension to that policy and should be read in conjunction with our Safeguarding and Social Media policies (these are available on our website and on One File).

All assessors and tutors running online sessions have DBS checks in place.

The assessor/tutor will be responsible for setting up the session and it must adhere to government guidance and so;

- Take place via technology in the young person's home or garden.
- This must not be the child's or any other bedroom.
- You must make it clear that attendees must always wear appropriate clothing.
- Written agreement must be sought in advance if the session is to be recorded and this permission is to be recorded in the relevant assessment plan that both assessor and learner sign.

Learners must ensure:

- You listen to your assessor as if you were at a face to face session
- You are wearing appropriate clothing.
- You have enough space around you, you must not be in your bedroom or bathroom whilst attending the session.
- You do not use Tik TOK, Snapchat, Instagram etc while taking part in a session.

If you have any concerns about this protocol, then please contact;

Donna Stuckey – Training Manager

dstuckeyghq@gmail.com

07891362522