

"SPEAK OUT" Challenge! with Speakers Trust

Safeguarding Digital Quarter Finals

The safety and welfare of young people remains our number one priority. We have worked hard to ensure that our Digital Finals are safe, positive and affirming events for the students who participate. Wherever possible, we have retained key aspects of the live event – for example we will be inviting an audience of family and friends and the scoring will happen live.

However, we are mindful that digital events present different safeguarding concerns and have added extra layers of security – for example checking student speeches before we show them and using the latest security updates and privacy settings for Zoom (the platform that we are using). These measures should be read alongside our [Safeguarding Policy](#) which covers how our staff are DBS checked and what our disclosure procedure is.

Consent:

Our digital events will require consent from parents/guardians and from the student participants themselves. We will be gaining consent in three ways:

- 1) From parents/guardians, for their child to attend a live webinar training session to prepare them to film and submit their speeches online. This is an optional webinar and students do not need to attend in order to progress in the competition.

Consent will be collected through an email to the lead teacher

- 2) From parents/guardians, for their child's speech to be shown live at a digital final.

Consent will be collected through an online form where parental email address is mandatory

- 3) From students, to use their films at the digital final and in the future, should they progress in the competition.

Consent will be collected through an online form

All communication will go through the lead teacher. Without the consent outlined above the student will not be able to participate in the Final.

Student Films:

Students will need to follow our [guidelines to film and submit](#) their speeches to our secure Dropbox. This process includes giving us consent to use their digital content.

Our Dropbox can only be accessed by members of the Speakers Trust team, who have been subject to an enhanced DBS check.

Our film guidelines will include advice on appropriate dress, environment and speech content. Before the event, films will be screened by our staff to ensure that they do not contain inappropriate or offensive content and that they abide by the Jack Petchey's Speak Out Challenge! rules. If we do not deem the film to have met these requirements, we will give the student an opportunity to resubmit, or we will not allow them to progress in the competition.

After the event, all footage will be deleted **with the exception of** the winners and runners up. These speeches will be uploaded to the speakoutchallenge.com website and is the same process as live school-hosted events.

The Pre-Final Workshop

This is a live online workshop and is designed to boost students' confidence and prepare them to film their speeches. It is not mandatory – and students who are unable or unwilling to engage with the format will not be excluded from the competition if they do not attend. It will be hosted live by one of our DBS checked trainers on Zoom.

We have set up protocols in using Zoom to ensure this environment is safe and secure for participating students:

1. The lead teacher will receive a registration link to forward using school-approved channels for their student/s to pre-register.
2. Each student attendee is then required to pre-register subject to approval by Speakers Trust (will check with lead teacher information is correct).
3. Once approved, each student will receive a unique registration link and password to enter their assigned workshop. This link can only be used once so cannot be shared for anyone else to have access.
4. Only registered and approved students with parent/guardian consent will be allowed to enter the Zoom workshop.
5. Before a workshop, each student will be in a waiting room and checked against the list of approved and registered names before being admitted. Each student will need to only make their first name visible before admission.
6. Participating students that have not checked the box to say they will be seen on camera are still welcome to join – though the workshop is best with cameras on. We will inform the Trainer in advance if a student prefers to remain off camera.

7. Students will be muted upon entry and screen sharing will be disabled throughout the workshop.
8. Once all registered students have been checked and admitted, the room will be locked on Zoom so that no one else will be able to enter the workshop.

There will be a maximum of twelve students and they will be asked to participate and share a few lines of their speeches. Teachers are also welcome to attend themselves, though they will not participate.

The Trainer will mute or remove participants if there is inappropriate behaviour. Every workshop will be recorded and viewed by the Speakers Trust team to ensure that standards of behaviour are always being met. These recordings will be deleted after viewing.

The Digital Final Event:

The event will be held as a Zoom webinar for extra security. Attendees, including the students, their families and their teachers will need to register for the event. The link to register will be sent to the lead teacher to forward through school-approved channels of communication. Once registered, attendees will receive the password and link to join.

The event will be hosted by a professional, DBS checked “Speak Out” Challenge! Host. Only the Host and the judges can be seen and heard. All attendees will be muted and comments will be moderated by a member of the “Speak Out” Challenge! team. Comments can only be seen by the host and judges.

The judges will attend a briefing before the event to ensure that they understand the rules of scoring and that they are mindful of all present in the audience.

The 1st, 2nd and 3rd placed speeches will be posted on the [Speakers Trust Youtube Channel](#) for public viewing. The parent/guardian consent form acknowledges this publication and safeguarding measures here.