

Future Students - Schools and Colleges

The University is committed to providing a safe and secure environment for all students, staff and visitors who access its facilities and services. This information relates to use of online services we may offer which is being undertaken by University staff/ambassadors with young people under the age of 18.

In our work with young people we are mindful of creating a safe environment and recognise that everyone has had to change the way they work very quickly. Our guidance is based on best practice and government guidance where available. We have considered how we can apply these best practice principles in a timely and practical way.

Online Platform

We are keen to use the learning platform that young people are most familiar with from their online learning environment and happy to be invited by school/college staff to present via institution's chosen platforms. We utilise Microsoft Teams, who have their own commitment to [safeguarding and security](#). Young people can join an online webinar via Microsoft Teams via an open link, this is direct through the browser for Edge and Chrome or by downloading the Teams apps for mobile or tablet. Please note young people do not need a Microsoft account to join these sessions, they can attend as an unregistered guest. Young people do not need to have a video or microphone connection to participate.

Student Data

As schools and colleges are GDPR data controllers and are responsible for ensuring that student data is processed accordingly, we are not asking for schools or colleges to pass on any personally identifiable information to us. Webinar information will be provided to schools and colleges for them to choose to share with their learners. Where this is a privately hosted session for an institution's learners only, we allow these links to be shared within an institution. If sessions are for learners to participate in individually (e.g. signposted to externally running sessions) we will only collect minimal data from young people to be able to facilitate the webinar, they will be prompted when booking to read our [privacy policy](#).

Safeguarding

The University Policy, [Safeguarding Children and Vulnerable Adults](#) (October 2018) is applicable to the work undertaken through digital platforms. During online interactions University staff are at no point lone working with young people, there are always 2 members of staff available and school and college staff are welcome to participate. Recordings will not be made of webinars and the chat notes created within the sessions are not shared via any platforms. At the end of sessions participants are signposted to support on the University website and on thinkuknow.co.uk if they have any concerns about content. In addition, webinar links will be closed so that young people are not able to regain access to undertake unmonitored interactions after the event.

Technical Note

Participants are advised in advance that Winchester is operating in line with Government advice and staff are working from home. This means the quality of internet connections and technical hardware is variable and sessions will be audio only. Hosts also mute participants microphones and video streams so they are not seen by other participants. Chat functionality will be available during sessions so young people can communicate with University staff. Participants will only receive communications via official University of Winchester channels.

If you have any specific questions regarding the above please do feel free to contact a member of the team at schoolsandcolleges@winchester.ac.uk