**Running a role model session guide**

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| 16:45 | Team Meet and Briefing | Team and role models to ensure that everything is sorted for the event, check any necessary tech |  |
| 16:58 | Waiting Room Opened | Tech to allow participants in from the waiting room | Tech |
| 17.00 | Introduction | Host to welcome participants, go over guidelines, ask participants to register, introduce topic and role models | Host |
| Tech to start recording | Tech |
| Chat to take the register | Chat |
|  | Icebreaker | Icebreaker activity to introduce topic | Host |
| 17.15 | Role Model activity/speaker 1 |  | RM 1 |
| 17.40 | Break | Comfort break with a challenge on the screen | Host |
| Tech to share screen with challenge and timer on it | Tech |
| Welcome back from host | Host |
| 17.45 | Role Model activity/speaker 2 |  | RM 2 |

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| 18.10 | QnA | Host to lead a QnA taking questions from YP on audio or chat | Host |
| Chat to flag any questions that the host has missed | Chat |
| 18.20 | Goodbyes | Thank everyone for attending, invite feedback and tell them about next week's session | Host |
| Participant survey on a poll | Tech |
| 18.30 | Finish | Tech to remove any participants that aren’t team and role models | Tech |
| 18.30 | Team Debrief | Team and role models to have a quick debrief on how the session went |  |
| 18.45 | End Event |  |  |

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| **Guidelines to share with participants at the start of each session** |
| * Please respect other participants and our role models |
| * No screen shots or taking pictures without permission |
| * We will be recording, so if you aren’t happy to be on the recording please turn your camera off and/or change your name |
| * If you are able to turn your camera on please do, but don’t worry if you’d rather not |
| * We are going to mute you all so there isn't any background noise, but if you want to speak just unmute - if you are struggling message the chat |
| * If you don't want to speak, just post in the chat |
| * We are taking a register, please message CHAT now with your full name and the youth organisation you are from. |
| * At the end we will be asking for some feedback from you, so if you can please stay till the end |
| * It's alright if you need to nip to the loo etc |
| * If you need to talk anyone about the things that have been said please message one of the team in the chat |

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| **After the event** |
| * Register to be written up and sent to youth workers |
| * Thank yous and feedback to be sent to role models |
| * Next week’s invite sent to youth workers |
| * Team to debrief and make any changes |

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| **Safeguarding** |
| * YW&Gs will be invited to message any member of the EmpowHER team during the session if they need to talk about an issue |
| * If appropriate we will use the register to inform the youth worker of the young person about the issue |
| * If a spoken conversation is needed the team member will invite the young person to speak in a breakout room. This conversation will be recorded - if the young person doesn't consent to it being recorded then the team member will not go into a breakout room alone with them. |
| * We will follow the [your organisaiton] safeguarding policy if a disclosure is made |
| * The meeting is password protected |
| * All participants must be admitted from a waiting room |
| * A member of the team will have the role of ‘tech’ and will be able to remove any participants if necessary |
| * The meeting will be recorded, but participants will be given the chance to turn their camera off and/or change their name if they prefer |