**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
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| * No screen shots or taking pictures without permission
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| * 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.
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| * At the end we will be asking for some feedback from you, so if you can please stay till the end
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| * It's alright if you need to nip to the loo etc
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| * 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
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| * Thank yous and feedback to be sent to role models
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| * Next week’s invite sent to youth workers
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| * 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
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| * If appropriate we will use the register to inform the youth worker of the young person about the issue
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| * 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.
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| * We will follow the [your organisaiton] safeguarding policy if a disclosure is made
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| * The meeting is password protected
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| * All participants must be admitted from a waiting room
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| * 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
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