



Guidance for Schools & Colleges 2020-21



Big Challenge 2020 winner
Yo Scrunchi, Notre Dame High School

www.bigchallenge.biz



BiG Challenge 2021 (2020-2021) - Guidance for Schools & Colleges

Advice and legislation from the Government on Covid 19 is ongoing and any variations to these (rules and guidance notes) required as a result of such advice or legislation will be published on the BiG Challenge website.

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1. Introduction

1.1 BiG Objectives

The BiG Challenge is part of the Sheffield BiG programme – the city's initiative to develop enterprise and entrepreneurship across education and the community.

The BiG Challenge has 3 objectives for the young people, their schools, academies and colleges:

- **Experience** – to provide positive experience of entrepreneurship and operational business challenges
- **Opportunity** – to encourage the participants to value and consider entrepreneurial career opportunities, including self-employment
- **Embedding** – to catalyse the development of enterprise as an integral part of education in schools, colleges and apprenticeships.

The BiG Challenge is organised by Sero Consulting Ltd on behalf of the Generate strand of the programme, which is focused on young people aged 11-19 in full time education. The Steering Group is

- David Grey MBE (Chairman) - OSL Group Holdings
- Clive Lightburn – Mark Appleyard Limited
- Yvonne Asquith – Sheffield City Council
- Cheryl Plant - Pathways & Progressions Manager, Lifelong Learning - Sheffield City Council
- Linda Barton - Sero Consulting Limited
- Liz Wallis – Sero Consulting Limited

1.2 BiG Challenge 2021 (2020/21)

BiG Challenge 2021 runs from Monday 2nd November 2020 to Friday 29th January 2021

However, teams may begin prior to the start date if they so wish.

Students aged 11-19 from Sheffield schools, academies, colleges and apprenticeship schemes have the opportunity to win personal rewards for every winning entrant plus 'the BiG Prize' for the overall winning team. Students must be under 19 as at 1st September 2020.

Each team (between 1 and 6 students) will form and operate a business. Each business will be given a £25 cash investment by its school/college, as a starter towards their business objective of increasing that amount by making as much profit as possible, within the BiG Challenge time frame, employing teamwork, innovation and entrepreneurship using any legal means. Having repaid the £25 investment plus a further £5 in interest on that investment, the profits made by the teams may in any combination be retained in the business, retained by the teams or donated to their chosen charity. Please see the section on charitable donations in 1.3 below.

Each team requires a member of staff or group leader to support its entry and its activities.

The winning criteria, which will be judged in the final Business Report submitted by each team on 29th January 2021, include:

- Profit made
- The ideas and methods used
- Teamwork
- Use of external networks and resources
- Marketing and communication
- Potential beyond the time frame of the BiGChallenge
- And not least ... the fun enjoyed and enthusiasm communicated by the team

Each team's profile and its work can be recorded on the BiG Challenge website, where each team will have its own space.

1.3 Important Considerations

Even if you think you know how the BiG Challenge operates, please be aware of the following points of clarification and changes, building on the experiences of the BiG Challenges in previous years:

- **Approval of entries** – Teams will only be eligible for the competition if approved by their school or college, who will be responsible for paying the £25 investment funds to each approved team.
- **Eligible Students** – Any student may be involved in a team who is studying a course at Level 3 or below at an eligible school or college and who is aged 19 or under on 1st September 2020.
- **Returning Businesses** – The continuation of businesses involving students who entered previous BiG Challenges is strongly encouraged. Such teams will be eligible to win the overall prize of the BiG trip provided they have not participated in a previous BiG trip.
- **Charitable donations** – Teams may optionally give some or all of their profits to charity. This is a business decision that each team can make but it is important that the business is viable in its own right and does not rely on fundraising to generate business. In other words, teams will not be successful in the BiG Challenge if their business is based primarily upon fundraising for a charity whereas there is no objection to profits from a viable business being donated to charity, once earned. Teams need not decide at the start whether to donate any profits to charity, but must fulfil any promises they make to their customers. The prize for the 'Biggest Profit' will be calculated on the overall profit (minus the £30 above), regardless of how the profit is used – for example (1) donated to a good cause, such as a Charity, (2) divided between the members or (3) invested in the future of the business.
- **Statement of Accounts** – The final Business Report will include a statement of accounts using a standard format provided with the instructions for the Report. This will cover Income, Expenditure, Profit & Loss. Whilst not reducing the profit to be declared, it will also include recognition of real costs, valuing the time put into the business by the team and the resources provided by their school or college (e.g. specific overheads such as computers, copying).

- **Presentation to the Judges – Videos will not be allowed** as all or any part of presentations to the judging panel. Teams may use PowerPoint to enhance their presentations, which must be provided by email or on a memory-stick.
- **Award for Best Use Digital Resources** - This was previously judged on input to the team space allocated at www.bigchallenge.biz. However, previous years teams have produced impressive websites of their own and it's clear that the web is often central to enterprise success. Therefore the definition of the prize has been extended to embrace the overall online 'presence' of the team – which will include the BiG site AND may also involve others such as a standalone website, trading through eBay, Facebook, Instagram or other social sites such as Tumblr, Instagram, and Twitter. We all recognise the importance of safeguarding and we strongly advise each school and college to determine themselves what to encourage and how to support appropriate use of online opportunities.
- **Interim Progress Awards** – Interim progress awards will be announced via the website (www.bigchallenge.biz) during the course of the BiG Challenge 2021.
- **Trophies** – Winning teams will each receive a trophy that can be exhibited at the winning schools.

2. The Basics

This section summarises the processes you definitely need to know about as a teacher or as a team member.

You should contact your school or college BiG Challenge support desk (contact details set out in Appendix 1) if you have any problem with these processes.

2.1 Entering Teams

Application process – Applications can be made online only at www.bigchallenge.biz from Monday 2nd November 2020 until Friday 27th November 2020 even though teams may start before the start date. Any further advice regarding the process will be posted on that website.

Teams will only be eligible for the competition if approved by their school or college, who will be responsible for paying the £25 investment funds to each approved team.

2.2 Start up Funds & Profits

Here are two examples of how it works

Team 1 which makes a profit

Receives £25	+ £25
Spends £100 on various things	-£100
Sells £250 of goods or services	+ £250
Balance £125	= £125
Pays back up to £30 (£25 plus £5 interest)	- £30
<i>Final Profit for the Challenge</i>	<i>= £95</i>

Team 2 which fails to make a profit

Receives £25	+ £25
Spends £50 on various things	- £50
Sells £40 of goods or services	+ £40
Balance £15	= £15
Pays back up to £30 (£25 plus £5 interest)	- £15
<i>Final Profit for the Challenge</i>	<i>= zero</i>

2.3 Business Reporting & Website Requirements

The following 'deliverables' are expected from each BiG Challenge business team

The final business report – this will be a maximum of 10 pages and will be submitted online on or before midnight on Friday 27th January 2021.

NOTE: It is the responsibility of all entrants to maintain personal records of money earned, disbursements paid and employee costs for tax purposes where applicable.

Short listed team presentation – these teams will be invited to give a 10 minute presentation and to answer questions from the panel of judges.

Online marketing – it is expected but not compulsory that a successful business team would want to use the website and blogging facilities on offer at www.bigchallenge.biz Teams may also involve others such as a standalone website, trading through eBay, Facebook, Instagram, Etsy or other social sites such as Tumblr, and Twitter, as some successful teams did in previous years.

2.4 Judging

The integrity of the competition is paramount and therefore the decisions on the final prizes, including the overall winner, will be made by the panel of judges and the BiG programme executive team. The panel will consist of 4-6 judges including a Chairperson. Final presentations will be made to this panel.

Winners of the interim progress awards will however be selected by the BiG Challenge Steering Group.

2.5 Film, websites and other media exposure

Like any successful business, BiG Challenge teams are putting themselves in the spotlight:

- Team websites are publicly accessible
- Newspapers and radio will be interested in the story
- The Steering Group may wish to exhibit good examples of final reports Schools and colleges should therefore ensure that the appropriate parental permissions are secured.

In addition, the Steering Group has procured sponsorship for the BiG prize trip and so the overall winning team will be required to comply in a timely manner with all reasonable requests from the sponsor to attend press conferences, photographic opportunities, radio and television interviews and provide press statements etc., both before and after the winners trip. The winners' school must ensure that all appropriate parental permissions are secured.

3. The Prizes

3.1 Winners & Categories

- Each student invited to the BiG Challenge Awards Event will personally receive £50 in retail vouchers; irrespective of how many team awards they win.
- Each member of the overall winning team wins a fully funded trip to a destination to be decided upon and announced by the Steering Group. Details of the departure, duration and the itinerary of the trip shall be decided by the Steering Group. There will be no cash alternative or other compensation for any winning team members who is unable to attend the trip. Any team which has previously participated in a previous BiG winners trip shall not be eligible for this prize;
- Winners will be first, second and third overall, followed by three highly commended awards;
- Best presentation to the judging panel;
- Best website;
- Best final report;
- Biggest profit made (from the initial £25 during the period of the Challenge);
- Best use of digital resource;
- Most Innovative Product or Service;
- Made in Sheffield award for the best manufactured product.

3.2 Interim Progress Awards

An Interim progress award will be announced via the www.bigchallenge.biz website during the course of the Challenge

- ***Submit an advertising video to market your product***
 - 6 cash prizes will be awarded to teams for their marketing efforts – the judges will consider all marketing efforts and rationale behind decisions

4. The Schedule

Entries Open on Monday 2nd November 2020

Entries Close on Friday 27th November 2020

BiG Challenge Closes at 5pm on Friday 29th January 2021

Shorlisting Announcement – Date to be advised

Presentations to the Judges – Wednesday 3rd March 2021

Awards Celebrations – Wednesday 24th March 2021
(date to be confirmed)

5. The Launch

5.1 Planning

A well planned launch of any programme is critical in establishing the vision and overarching aspirations as well as clarifying the practical 'rules of engagement'. A BiG Challenge launch video will be available on the BiG Challenge website www.bigchallenge.biz together with launch slides giving step by step guidance.

It is important that managers consider necessary or beneficial local 'rules' that will maximise the value of the Challenge to the teams and the wider institution; for example:

- businesses encouraged (and discouraged – such as unhealthy food)
- method for approval of entries (many successful schools in previous years required teams to pitch to the Head Teacher or a panel formed from the SMT and entrepreneurs/school champions)
- basis for allocating teaching and / or support staff support to teams Schools and Colleges are recommended to launch the BiG Challenge as early as possible.

5.2 Approach

The launch should provide clear and succinct information for students to consider their involvement but also set an exciting context where the entrepreneurial spark of Sheffield's youth is ignited, fuelling the wider regeneration agenda.

The launch should communicate the following key messages about the BiG Challenge:

- It is an exciting, challenging and fun business development opportunity
- It's about teams making money (for themselves, for a charity or a mix of the two)
- It's about being creative and innovative and fostering their entrepreneurial talents through teamwork
- It involves celebrating progress through team websites and business reports
- Last but not least, it's a competition with significant prizes

In the previous year's BiG Challenges the most effective schools undertook a 'launch' or information sharing via a launch assembly.

When planning the launch event there are two key aspects to consider:

- **Targeting** - the school/college should consider who will be informed of the Big Challenge opportunity. Is this open to all students? Schools during previous years took a range of approaches here all with evident success.
- **Timing** - consideration of when the launch event should take place within the school year is important. Resources and entrepreneur input is available now.

Entrepreneurs play a vital role in the BiG Challenge and this can start from the launch event.

An inspiring presentation from a successful entrepreneur provides that initial impetus that schools can then build upon.

When requesting support from an entrepreneur through the School Enterprise Champion it is helpful to consider the approach you would like them to take (e.g. to talk about their own entrepreneurial experiences, personal qualities, business approaches etc.) and the format of the launch event.

5.3 Launch Resources

The following resources will be available via BiG Enterprise Champions from the start of the autumn term:

- BC2021 website for milestone dates and events
- BC2021 Powerpoint Presentation available on the website under 'Resources'

In addition, the BiG Challenge 2021 Website – www.bigchallenge.biz – is a key source of information and guidance and the Resources section is available for staff and students. Teams approved by the school or college will register through the website and this should form a constant point of reference.

6. Team Support

6.1 General Guidance

We have been asked to clarify the extent to which BiG Challenge teams should be helped by staff in schools, by friends and family, or by mentors and business professionals.

The professional principles to be applied during the competition are very similar to those involved in supporting assessed coursework for public examinations:

- a) The team must design, develop and deliver its own business
- b) The supporting adults can provide advice, guidance and encouragement, short of the point where they are taking over the team's work or interfering with the creative learning experience
- c) Unlike in the world of exams, the team may persuade its supporters to help with a range of perhaps menial tasks – but the team should always be running the business

Whilst there are additional considerations for the city's School Enterprise Champions (SECs), who support the schools and colleges to which they are allocated, they are asked to adopt a similar position when supporting the BiG Challenge in schools and colleges.

6.2 Support Models

Teams entering the BiG Challenge in previous years have achieved great success, and one of the contributing factors has been the support provided by local entrepreneurs.

School support models have proved to be successful in meeting the differing needs of teams and fitting with institutional modes of operation:

- **Entrepreneurial Support** - An entrepreneur who shares the same specialism or expertise required by teams can provide valuable support. This may be an ongoing relationship throughout the competition with regular contact.

6.3 Ideas that work

This section is designed to give you ideas of how external business support can work in your school or college.

BiG Challenge Launch Events – Enthusiastic and inspiring entrepreneurs can be used to encourage student participation in school assemblies or at smaller group events. This method proved to be very successful in previous years, especially when followed by a workshop for those students and teachers/teaching assistants who were interested in participating in the Challenge.

Dragons Den Style Events - Entrepreneurs will volunteer time to schools to act as judges and give constructive feedback to assist in improving the initial quality of entries or pre-select teams in schools who wish to limit the number of teams entering.

Workshops – Speakers will deliver workshops and seminars for larger groups of students ranging from creativity and ideas generation at the beginning of the competition process through to finance, marketing and report writing. Workshops can be tailored to the requirements of your teams at any time throughout the competition.

1:1 Mentoring – For teams that show real aptitude to continue with their business idea after the competition is over One-to-One mentoring will enable the team to be paired up with an entrepreneur with a similar business venture who will meet with them on a regular basis and guide them through the competition.

Drop in Sessions – A combination of seminar and 1:1 mentoring, drop in sessions will allow 1 entrepreneur to see a number of teams in short appointment slots allowing each team to focus particularly on the issues they are facing and gain hints and tips from entrepreneurs with expertise in specific areas.

Staff Mentoring – There is clear evidence that the most successful teams in previous years were those that received the most support from their school/college.

7. Value Added Possibilities

7.1 Qualifications

Schools and colleges have identified a number of relatively short awards that could be used to complement and consolidate the experience gained in undertaking the BiG Challenge.

Colleagues are however reminded that the principal purpose of the BiG Challenge is to experience enterprise and to act entrepreneurially for real. It is not intended to be and should never become a platform for pressing more awards into the crowded school or college experience.

Nevertheless, there will be opportunities with some learners to link activity and achievement with accreditation in a way that will be genuinely rewarding.

7.2 Ongoing Business Development

The BiG Challenge should not end with the closing Team Report, not even with the Awards Celebration or the winners' trip. This competition is about the challenge of creating businesses that grow and morph into new things, and inspiring young people to keep on making money so they develop their entrepreneurial potential to the max.

We hope some teams and individuals will therefore want to receive ongoing and specialised support beyond the end of the BiG Challenge.

Schools and colleges should contact the School Enterprise Champions as the first line to access ongoing support beyond the BiG Challenge.

Support from previous BiG winners and from business students in our colleges and universities is also welcomed. Anyone wanting to help should contact their School Enterprise Champions whose contact details are set out in Appendix 1.

Appendix 1 – School Enterprise Champion Links

A 'BiG School Enterprise Champion' will act as the primary point of contact between each eligible school/college and the BiG Challenge Steering Group

Their contact details are as follows:

Cheryl Plant

E: Cheryl.Plant@sheffield.gov.uk

Linda Barton

E: linda.barton@sero.co.uk

Appendix 2 - Rules of BiG Challenge 21 (2020-2021)

Definitions

“the Awards Event” means the event at which the winning teams are awarded their prizes;

“the Challenge” means the BiG Challenge 2021 (2020/2021);

“returning business” means a business or a significant proportion thereof which, at or prior to the date on which a team enters the Challenge, was being run in the BiG Challenge 2020 (BC13) or another context, by at least one of the members of that team;

“the Guidance Notes” means the BiG Challenge 2021 (2020-2021) Guidance for Schools and Colleges produced by the Steering Group;

“the rules” means these rules and any additions or amendments thereto made by the Steering Group;

“school/college” means education and training providers and 16 to 19 educational institutions;

“School Enterprise Champion” means the school enterprise champion allocated to the relevant school/college, and “the Steering Group ” means the Chairman and Programme Manager of BiG and the School Enterprise Champions all as listed in the BiG Challenge 2021 (2020-2021) Guidance for Schools and Colleges, together with Sero Consulting Limited;

Eligibility

1. Subject to their agreement to participate, the schools/colleges eligible to enter the Challenge are:

All Saints RC School
Bents Green School
Birkdale School
Birley Community College
Bradfield School
Chaucer Business and Enterprise College
Don Valley Oasis (Attercliffe)
Ecclesfield School
Firth Park Community Arts College
Fir Vale School
Forge Valley Community School
Handsworth Grange School
High Storrs School
Hinde House 3-16 School
King Ecgbert's School
King Edward VII School
Longley Park Sixth Form College
Meadowhead School
Mercia School
Newfield School
Notre Dame RC School
Outwood Academy City
Parkwood Academy
Seven Hills
Sheffield College – City, Hillsborough, Peaks, Really Neet Colleges
Sheffield Engineering Centre
Sheffield High School
Sheffield Park Academy
Sheffield Springs Academy
Silverdale School
Spring Lane College
Stocksbridge High School
Tapton School
UTC Sheffield - City Centre and Olympic Legacy Park campuses
Westbourne School
Westfield Sports College
Yewlands Technology College

2. Each eligible school/college may enter as many teams into the Challenge as they wish.

Age Group

3. The Challenge now comprises one age category and is open to all students, from eligible schools/colleges listed above, aged from 11 years up to and including post 16 (i.e. up to level 3 in Sheffield colleges and school 6th forms and be 19 years old or under as at 1st September 2020.)

Teams

- Teams shall consist of between 1 and 6 members.

Entries

- Team entries must be submitted electronically by schools/colleges from Monday 2nd November 2020 and by no later than midnight on Friday 27th November 2020. Entries received after that time will only be accepted at the discretion of the Steering Group. Entries must contain the name and contact details of at least one member of staff supporting the team.

Upon receipt of a valid team entry the Steering Group will issue a username and password to the school coordinator who will then give those to the team together with the £25 start up cash. Teams can begin working on the Challenge at any time at their discretion and the period of the Challenge shall end at midnight on Friday 29th January 2021.

Delivery

- During the period of the Challenge all teams will seek to increase the initial amount of £25 by as much as possible by developing a profitable business using teamwork, innovation, entrepreneurship and only legal means. The first £30 of any profits made from the initial amount should be repaid by the team to the school/college. All profits or a proportion of profits may be donated to charity at the discretion of each team.
- All teams shall submit their final report by no later than midnight on Friday 31st January 2020. Late submission will only be allowed at the discretion of the Steering Group. All reports shall be presented electronically by entry onto the BiG website.
- All teams short-listed shall make a presentation of their project to the judging panel at a venue in Sheffield at a date to be confirmed. All presentations may include PowerPoint slides but no video content.

Prizes

- Awards for first second and third places, followed by three highly commended awards, will be made, subject to teams achieving a quality standard acceptable to the judging panel. The judging panel may make additional awards at their discretion. There will also be cash prizes for progress during the period of the Challenge, to be awarded to teams at the discretion of the Steering Group.
- Prizes will be awarded to teams for each of the following categories:
 - Overall winning team – fully funded trip to a destination to be decided upon and announced by the Steering Group, for all overall winning team members. Details of the departure, duration and the itinerary of the trip shall be decided by the Steering Group. There will be no cash alternative or other compensation for any winning team members unable to attend the trip. Any team who have previously participated in a previous BiG winners trip shall not be eligible for this prize;
 - Best presentation to the judging panel;
 - Best online marketing;
 - Best final report,
 - Biggest profit made (from the initial £25 during the period of the Challenge);
 - Best Website
 - Best returning business;
 - Best use of digital resources;
 - Best digital product;
 - Made in Sheffield award for the best manufactured product.
- Each member of a team shortlisted to attend the Awards Event will receive retail vouchers to the value of £50, limited to one £50 voucher per student.

Media, Website and Sponsors

- It is the responsibility of all participating schools/colleges to monitor content added to the BiG Challenge website by their teams and for the conduct of the team members generally with regard to the use of the BiG Challenge website and any associated facilities. Notwithstanding the above and the overall obligation on schools/colleges to administer the Challenge in accordance with these rules the Steering Group shall operate and retain control of the BiG Challenge website and the Steering Group reserves the right to remove any content from it which it deems to be inappropriate and to exclude access to any persons

responsible for placing such content onto the website.

- The Steering Group will also procure video and photographic records of all aspects of the Challenge, copies of which will be placed on the BiG Challenge website, and the Steering Group shall retain the copyright in all such material. Schools/colleges are required to obtain consents (where required) from team members and/or their parents for all teams who enter or attend any events relating to the Challenge and for teams names, photographs and copies of final reports to be used for promotional and publicity purposes and for advocating best practice.
- The Steering Group has procured sponsorship for the BiG winners trip and so the overall winning team will be required to comply in a timely manner with all reasonable requests from the sponsors to attend press conferences, photographic opportunities, radio and television interviews and provide press statements etc., both before and after the winners trip. By entering the Challenge the winners' school agrees to comply with all such reasonable requests from the trip sponsors and to ensure that all appropriate parental permissions are secured and that team members' passports are valid and have at least six months validity remaining.

General

- By entering the Challenge all schools/colleges, teams and team members agree to comply with and be bound by these rules. The Steering Group may disqualify any school/college and its team(s) if it reasonably suspects that they are in breach of these rules, or that their conduct in relation to the Challenge is fraudulent or unlawful.
- The Steering Group reserves the right to add to or amend these rules to the extent required to ensure the success of the Challenge. The Steering Group also reserves the right to change or cancel the Challenge at any stage if circumstances arise which are beyond its control. In all matters relating to these rules, and any additions or amendments thereto, the decisions of the Steering Group shall be final and binding.
- The members of the judging panel, and any replacement member, shall be appointed by the Steering Group. All decisions made by the judging panel shall be final and binding.
- Schools/colleges must appoint at least one member of staff to have overall responsibility for and to administer the Challenge in accordance with these rules. Schools/colleges shall be responsible for ensuring the suitability of activities undertaken by its team(s) whilst

competing in the Challenge and shall also be responsible for child protection and safeguarding and all risk assessments and Health & Safety issues, including those associated with the prize trip for the overall winning team and compliance with all rules, regulations and laws relating to internet trading and the use of social media, including but not limited to those relating to age limits. All activities must be legal, must adhere to schools/colleges own health and safety policies, and must not jeopardise the safety or well being of team members or the general public.

- Neither the Steering Group nor Sheffield City Council nor its subcontractors shall be liable for any injury, loss or damage to persons or property arising directly or indirectly from the Challenge.

Appendix 3 - Dos and Don'ts for Working with Young People

This guidance for entrepreneurs and business people supporting young people in BiG Challenge has been kindly prepared by Business & Education South Yorkshire.

It is important that the experience is positive and beneficial for all concerned and that all parties feel confident in their working relationship, but at the same time are aware of a number of basic requirements relating to child protection and health and safety.

This guidance is to assist those giving their time with some basic do's and don'ts. If you are in any doubt about any guidance within this document or any other issues not covered please seek guidance, in the first instance from your School Enterprise Champion (see Appendix 1).

Working with Young People on the BiG Challenge

- Activities taking place within the BiG Challenge will always involve a teacher.
- Arrangements involving young people should always be made through the named teacher for the particular school.

Health and Safety

- If you are proposing to take a young person or group of young people to your place of work or any other venue then please consider in advance that a Health and Safety or Risk Assessment may be required.

Behaviour & Relationships

- Do not provide any young person with your personal contact details, such as mobile phone number, e-mail address or home address.
- All communication and arrangements should be made through a member of teaching staff.
- You should do all you can to ensure that your own and any of your employees relationships with young people are appropriate to their age and gender and do not give rise to comment and speculation. Attitude, behaviour and language all require care and thought.
- Relationships should remain professional and avoid becoming too familiar. You should not allow any “horseplay” which may cause embarrassment or fear.

Environment

- It is advisable to limit the possibility of placing yourself in a situation where you are isolated or working alone with a young person. If there are times when one to one contact is unavoidable, this should be in a public area or in a room with the door open enabling occupants to be visible and audible outside the room.

Physical Conduct

- On occasions when touch is required to guide the arm or hand of a young person during a task or whilst training to carry out a technical or manual operation should be kept to a minimum and should be used in a manner that is appropriate to the situation.

Travel

- Travel alone with a young person should be avoided.
- In the rare circumstances where it is unavoidable then it is good practice for the young person to be seated in the rear passenger seat ensuring that a seat belt is worn at all times. On such occasions, ensure that a third party is aware of the intended destination and check-in times are agreed and registered. It is good practice to make available a mobile telephone in the event of a breakdown or emergency situation arising.
- Do not transport a young person in any vehicle if the appropriate insurance is not in place.

Disclosure

- A student may confide information that could raise concern for their physical or emotional safety. If this arises, the individual must speak to their School Enterprise Champion who should share this concern with the school contact / College contact.

Disqualification

- You are required under the Criminal Justice and Court Services Act 2000 to declare if you are disqualified from working with children.

Disclosure and Barring Service (DBS formerly CRB) Checks

- In some circumstances a DBS check may be necessary before working with young people. However this is unlikely to occur as a member of staff will be present at all events/meetings and a DBS check is only required if you will be in school more than 4 times in a 30 day period. If you are being asked to undertake a task where this is appropriate you will be advised by the School Enterprise Co-ordinator or School Enterprise Champion.