

GirlTECH PLUS

VOLUNTEER GUIDE

A Tech & Digital careers experience event aimed at young women aged 16-18 choosing their next steps into further education.



VOLUNTEER HOME PAGE

➤ Day Schedule

Workshop Schedules

- Accenture
- Aire Logic
- Enlivio Health
- Lhasa
- Netcompany.
- Quickline

➤ Health and Safety.

➤ Safeguarding

➤ Safeguarding Contact

➤ Working With Young People

➤ Conversation Hints & Tips

➤ Feedback

➤ Social Media Guide

➤ Ahead Partnership Website

Day Schedule

2026

08:45 – 09:00	School Arrival	Lecture Theatre
09:15	Girl Tech Plus Launch Inspirational Speaker	
09:30	Workshop Rotation 1	See workshop schedules
10:15	Workshop Rotation 2	
11:00	Break	
11:15	Workshop Rotation 3	
12:00	Lunch	
12:40	Welcome Back	G1-G4 <u>OR</u> Kitchen
12:45	Speed Networking Preparation	
13:15	Speed Networking	
14:15 – 14:30	Closing Event	Lecture Theatre

Accenture

Workshop Day Schedule

Accenture workshops will be taking place in the **Lecture Theatre** on the Ground Floor

Times	Event
09:30 - 10:15	Workshop 1 - Leeds City College
10:15 - 11:00	Workshop 2 - Lawnswood School
11:10 - 11:15	BREAK
11:15 - 12:00	Workshop 3 - Elliot Hudson College
END OF WORKSHOPS	
12:00 - 12:40	LUNCH - ROOMS G1-G4



Aire Logic

Workshop Day Schedule

Aire Logic workshops will be taking place in the **Kitchen** on the **Second Floor**

Times	Event
09:30 - 10:15	Workshop 1 - Elliot Hudson College
10:15 - 11:00	Workshop 2 - Leeds City College
11:10 - 11:15	BREAK
11:15 - 12:00	Workshop 3 - Lawnswood School
END OF WORKSHOPS	
12:00 - 12:40	LUNCH - KITCHEN

Enlivio Health

Workshop Day Schedule

Enlivio Health workshops will be taking place in **G1/G2** on the Ground Floor

Times	Event
09:30 - 10:15	Workshop 1 - UTC Leeds (Group 1)
10:15 - 11:00	Workshop 2 - Elliot Hudson College
11:10 - 11:15	BREAK
11:15 - 12:00	Workshop 3 - Leeds City College
END OF WORKSHOPS	
12:00 - 12:40	LUNCH - ROOMS G1-G4

Lhasa

Workshop Day Schedule

Lhasa workshops will be taking place in **S4** on the Second Floor

Times	Event
09:30 - 10:15	Workshop 1 - Lawnswood School
10:15 - 11:00	Workshop 2 - Garforth Academy
11:10 - 11:15	BREAK
11:15 - 12:00	Workshop 3 - UTC Leeds (Group 2)
END OF WORKSHOPS	
12:00 - 12:40	LUNCH - KITCHEN



Netcompany

Workshop Day Schedule

Netcompany workshops will be taking place in **S7** on the
Second Floor

Times	Event
09:30 - 10:15	Workshop 1 - Garforth Academy
10:15 - 11:00	Workshop 2 - UTC Leeds (Group 2)
11:10 - 11:15	BREAK
11:15 - 12:00	Workshop 3 - UTC Leeds (Group 2)
END OF WORKSHOPS	
12:00 - 12:40	LUNCH - KITCHEN



Quickline

Workshop Day Schedule

Quickline workshops will be taking place in **G3/G4** on the Ground Floor

Times	Event
09:30 - 10:15	Workshop 1 - UTC Leeds (Group 2)
10:15 - 11:00	Workshop 2 - UTC Leeds (Group 1)
11:10 - 11:15	BREAK
11:15 - 12:00	Workshop 3 - Garforth Academy
END OF WORKSHOPS	
12:00 - 12:40	LUNCH - ROOMS G1-G4

Health & Safety

- In the event of a fire, please make your way to the nearest fire exit, where you will be escorted by a Lhasa colleague. We are **not** expecting a fire drill today. The fire assembly point is the grassed area in front of the building.
- If you need to use the facilities, please use the toilets labelled 'Volunteer WC'. An accessible toilet is located on the ground floor.
- If a safeguarding concern arises, please speak **immediately** to a member of the Ahead Partnership team who will complete a safeguarding concerns form with you. Further details are on our [Safeguarding page.](#) 
- **Do not take any photos containing students** – strict procedures apply to the use of images of young people.

Safeguarding

All adults who work with young people are accountable for the way in which they exercise authority, manage risk and safeguard children and young people. Whether working in a paid or voluntary capacity, adults have a duty to keep children and young people safe and to protect them from sexual, physical and emotional harm. We also need to ensure we protect the data protection and privacy rights of children and young people.

In the rare event of a disclosure made to you by a child:

- Listen to the child but do not make promises about confidentiality
- Remain calm and reassuring, do not show any reaction to the child
- Try to avoid asking questions – never ask any leading questions
- Make a record of what the child has said including the date, time and place
- Report the incident immediately to the Ahead Partnership facilitators if present, or the member of school staff in charge of the group
- Inform Ahead Partnership of the incident using the 'Safeguarding Concerns Form' which should be done at the event, or contact [0300 024 0496](tel:03000240496) and ask for our Designated Safeguarding Lead

Safeguarding Contact

We have a dedicated Safeguarding Team at Ahead Partnership. If you would like to disclose a safeguarding concern, please contact a member of our team immediately.



Annamaria Stewart

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Becky Sheard

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HOME PAGE

Working with young people

- Always conduct yourself appropriately. This includes the language you use, following the rules of the school and switching off your phone
- Be friendly but establish clear boundaries around personal information and do not give out or take any personal contact details
- Do not enter into social media/email communication with young people – give them a general email address for your organisation if they want to know more
- Never agree to meet a young person on your own
- Always work with young people in an area where you can be seen by others
- Do not initiate or reciprocate any physical contact and avoid doing anything of a personal nature for a child
- Do not give gifts unless agreed with the school – praise is the best reward
- Maintain confidentiality outside of the school or event
- Do not take any images of the activity (this includes screenshots/recordings at virtual events) – Strict procedures apply in relation to the use of images of young people



Working with young people

Conversation hints & tips

Whether you've worked with young people before or this is your very first time, we have some tips for ensuring your time with them is engaging, supportive, and rewarding for everyone.

- *If asking students for opinions, try closed questions at first, such as yes/no or this/that, rather than a broader question to the whole room.*
- *When appropriate, assure students that there are 'no wrong answers' to reduce pressure.*
- *Give specific, positive feedback when students contribute to the conversation or task.*

- What advice do you wish you had heard at their age?

- **Consider the advice you wish you had received as a young person.** Role model what you needed to hear about careers at their age.
- Students may have misconceptions about the tech and digital industry, particularly that it is not for women. Try to use **real life examples** to help them to see an alternative view.

- Why are you passionate about Girl Tech and women in tech?

- Girl Tech inspires and engages young women to learn about and experience the world of tech and digital. Why are you passionate about it and how can you excite them to share your passion?

- How do you talk about your job role?

- Break down your tasks and responsibilities in simple, accessible language. Spell out any acronyms or abbreviations, avoid jargon, and use clear examples of your work for the students to relate to.



Thank you for volunteering your time at Girl Tech Plus!

We would love to hear about your favourite part of the day or a moment that inspired you!

We kindly ask that you take 5 minutes to complete the feedback form accessed via the link below. Your feedback means a lot to us so we can capture the impact of the event and improve any future events.

[Feedback Form](#)

