# Example of company safeguarding guidance

Company Logo

Delete this image and replace with your logo

# (provided courtesy of National Grid)

## Top tips for working safely with students

* **DBS Checks:** Forstudents on work experience under the age of 16, the school decides what checks are necessary and makes this decision after considering the circumstances, including the nature of supervision and the frequency of the activity. In many cases DBS checks will not be deemed necessary. From July 2012, providers are no longer required to carry out enhanced DBS checks on employees/staff supervising young people aged 16-17 on work experience. Find out more at:

[www.gov.uk/government/uploads/system/uploads/attachment\_data/file/418686/Keeping\_children\_safe\_in\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf)

* **Health and safety:** Risk assess all specific activities taking into account the age, experience and behaviour of the young people
* **Supervision:** Avoid situations where you are the only adult present for an extended period of time – there should always be another staff member present when you are running activities for young people
* **Physical contact:** Avoid physical contact at all times. In the case of an emergency, ensure a first aider is called
* **Inappropriate familiarity:** Don’t share any personal details with children e.g. phone number, Facebook, or email address. Encourage professional boundaries and deflect personal questions
* **Setting a good example:** Address students politely and calmly, and model the behaviour you expect from them. Provide a positive role model by behaving respectfully and fairly
* **Creating an open and transparent working environment:** Arrange your work in an open environment to avoid any possibility of misunderstandings, e.g. keeping doors open and working in view of others
* **Security:** Wear your ID badge and follow the company policy on signing visitors in and out and issuing visitor badges etc.
* **Photography:** Only take photos where you have established consent with the teacher and/or guardian
* **Concerns:** If there are any concerns about the health or welfare of a student whilst they are on their work experience, contact the student’s school or college immediately and report it to the safeguarding/child protection lead. This is often the head teacher or deputy head teacher. More advice can be found at:
  + [www.nspcc.org.uk](http://www.nspcc.org.uk)
  + [www.gov.uk/government/uploads/system/uploads/attachment\_data/file/418686/Keeping\_children\_safe\_in\_education.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf)