

Child Protection Statement of Principles

For Work Experience Placement Providers

General Introduction

For adults working with young people it is important to feel confident in the relationship but at the same time be aware of potential problems that may arise. The following statement of principles has been written to help employers provide a secure and productive work experience placement for students and employers alike.

Supervision

Good supervision is an effective way of enabling the placement to be successful and reduces the risk of problems arising. Those placed immediately in charge of a young person should be confident in dealing with young people, be mature, yet capable of putting them at ease.

Behaviour and relationships

It is important that young people are reassured and helped to feel comfortable and confident in their new surroundings. However, *relationships should remain professional and avoid becoming too familiar*. Never permit 'horseplay' which may cause embarrassment or fear.

Be aware that younger employees may not understand the boundaries between professional and social conduct. There may be as little as a year's difference in age between a 16 year old employee and a year ten work experience student. They may even know each other socially. Such situations could give rise to a number of complications.

Environment

Where possible, avoid being alone in an isolated or closed environment with a young person. If one to one contact is used (i.e. review meetings) either do this in a public area or in a room with the door open so you are visible from outside.

Physical contact

There may be occasions when you need to touch a young person (i.e. guiding a hand or arm) during the course of a task or whilst training to carry out a technical or manual operation. This should be kept to a minimum and be clearly used in a manner that is appropriate to the situation.

Travel

Ensure that there is a known destination and check in time with a third party when a young person is travelling alone with an adult during the placement. It is a good idea to make available a mobile phone in the event of a break down or emergency.

Disqualification

You are reminded that you are required by law to protect children from harm and that employees are required under the **Criminal Justice and Court Services Act** to declare that they are disqualified from working with children.

Referral If Concerns about Child Protection are Disclosed by the Student

Young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. If this arises, the employee should speak to the student's Work Experience Supervisor, a Manager or a Senior Colleague who must contact the Work Experience Co-ordinator, Headteacher or the Child Protection Officer at the school.

See referral flow chart guidance over page

REFERRAL FLOW CHART

