

WEX 3 Appendix SAFEGUARDING OF YOUNG PEOPLE & CHILDREN - CODE OF CONDUCT

By completing the WEX 3 online form you are confirming that you have read and agree with the following safeguarding code of conduct.

Relationships with Learners/Work Experience Students/Young Part-Time Employees i.e. Saturday/evening jobs etc The following information is for guidance in relation to Safeguarding Young People and provides the Company and our employees with a set of guidance and actions when supporting young people. The term 'Child Protection' is often referred to in the context of Safeguarding Young People and means protecting children (up to 18yrs) against abuse (physical, emotional or sexual) and or non-accidental injury. The Company is required by law (the Criminal Justice and Court Services Act 2000) to protect children from harm.

Staff asked to take responsibility for learners/students must inform their manager if they are disqualified from working with children. Following a review of the situation, the Company will decide whether or not the placement should go ahead, and, if so, with what additional safeguards. As a responsible employer we need to ensure the social as well as the physical welfare of children and young people whilst exercising our business operations. All employee relationships with young people need to be appropriate to their age and gender and do not give rise to comment or speculation. Our attitude, behaviour and language all require care and thought. **Employees are strongly advised not to continue communication with young persons outside of the workplace that is not within the purview of either the school or parent.** We have a duty of care to take action on behalf of young people while with us. Where there are concerns regarding Safeguarding of Young People & Child Protection issues these must be reported in the first instance to the designated contact below.

Mentor/Supervisor Those placed immediately in charge of young people should be competent in their work-role, mature in their attitudes, and yet at the same time be at ease with them. Check with your manager if you do not feel comfortable with the above requirements.

Touch There may be occasions when employees/supervisors need to touch a young person (e.g. when you are guiding them in carrying out technical operations) but these should be kept to a minimum. Therefore as a general principle, employees should not regularly touch learners/students as this could raise questions. Special needs students may instigate physical contact – employees should reject this sensitively. No form of 'physical punishment or other degrading treatment' is ever acceptable in response to misbehaviour.

Behaviour/Conduct Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on guidance, employees/supervisors should avoid being over familiar. Never permit 'horseplay' which may cause embarrassment or fear. Comments by employees to students can be misconstrued. Therefore employees should not make unnecessary comments or use obscene language that could cause offence or be taken to have a sexual connotation.

Environment Where possible employees/supervisors should avoid being alone with or in an isolated or closed environment with a young person. It is recommended that meetings should be conducted with another adult present or in a room with visual access, the door open or an area frequently used by other people.

Sexually explicit and other inappropriate media Where young people have access to the internet/email facilities it should be with careful supervision and the application of software restrictions to prevent access to inappropriate/sexually explicit sites or services. Care should be taken not to expose young people to environments/tasks where inappropriate images are on view eg calendars, pin ups/images of sexually explicit nature. Young people will need to be subject to and be required to comply with the Company ICT/Internet Policy.

Travel Ensure that there is a known destination and check-in-times with a third party in situations where a young person will be travelling alone for prolonged periods with an adult during the placement. Parents/Guardians should be provided with a timetable of travel and permission should be sought. It is a good idea to make available a mobile phone (or equivalent) in such situations.

Disclosure Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share your concerns. Any allegation against an employee of improper conduct towards young person (physical, emotional or sexual) must be reported immediately so that it can be investigated by the appropriate authorities. Where this concerns a work experience student/learner this should be discussed with an appropriate representative of the education provider (usually the work experience co-ordinator or head teacher) or the Central Work Experience Organiser.

Disclosure & Barring Service (DBS) Checks The Department for Education Safeguarding Children in Education guidance states that in some circumstances where long term works experience placements (10 days+) are organised there maybe situations where it would be appropriate for key employees/supervisors to undertake an 'enhanced disclosure' DBS check. This company will adopt this guidance where appropriate and in the case of young part-time employees who are under the age of 18. **Please note: if the student is working with you of a colleague on a 1-2-1 basis for more than 3 days, we recommend a DBS check be put in place. If you hold a DBS please email a copy to careers@kedst.ac.uk.**

Safeguarding Concerns Where there are safeguarding concerns regarding a work experience placement student/learner this should be reported to the Designated Safeguarding Lead at King Edward VI College, Stourbridge on 01384 398100 or email safeguarding@kedst.ac.uk

Prevent Duty The Counter-Terrorism and Security Act 2015 contains a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. Employers/companies should have an awareness of the Prevent Duty and understand responsibilities in the context of Safeguarding. This ensures the welfare of young people/learners. <https://www.gov.uk/government/publications/prevent-duty-guidance>

GDPR – we may need to share sensitive medical information with you regarding the student for this placement, their permission will be sought before any information is passed on to the employer. We ask that any personal data relating to the student is deleted within 12 months of the completion of the placement.