



Safeguarding issues: 01992 707027 Ext 429 / safeguarding@capel.ac.uk

Other student matters contact WEX team : 0303 003 1234 Ext. 1328/ 1166
work.experience@capel.ac.uk

Safeguarding is about protecting children (under 18s) and adults at risk from abuse or neglect. At Capel Manor College we are responsible for safeguarding and promoting the welfare of students on work experience placements.

We therefore need to give you, the employer, information about how safeguarding concerns should be dealt with during the period of the placement and measures that should be taken if any issues arise

It is important that you, the employer:

- provide a safe and welcoming learning environment for all students;
- have a zero tolerance policy of bullying and harassment;
- report all incidents to the education provider; and
- are alert to the possibility of abuse.

Within safeguarding we aim to ensure we detect at the earliest possible opportunity any sign that could indicate a young person/vulnerable adult is not thriving/is failing to meet their potential. Any concern, however small, should be acted upon. .

Adult members of your staff working with students must be made aware of potentially difficult situations, such as those outlined below:

DISCLOSURE

If a student discloses confidential information to a work colleague that gives them cause for concern about the student's physical or emotional safety, staff should speak to their HR manager. If the student makes such a disclosure, these steps may be followed:

- Listen to them, take what they say seriously and offer reassurance without making promises.
- Never stop a student who is freely recalling significant events.
- Do not question or interrogate the student directly to gain more information. If the disclosure is correct, any questioning could change the outcome of any action.
- Do not overreact.
- Do not promise you will 'sort it out'.
- Do not promise the student that you can keep secrets.
- Explain what you have to do next and whom you have to tell and why.
- Record the discussion accurately, as soon as possible after the event, even if it is information you do not fully understand or like writing down.
- Share your concern with HR (if any) and/or the contact for industry placements at the employer should contact the College.

MENTOR

Those placed immediately in charge of young people should be competent in their work role, mature in their attitude and also be at ease.

BEHAVIOUR

It is important to reassure and guide a young person, particularly when faced with a new environment or a new situation in the workplace. Staff should avoid being over familiar and behaviour which may cause embarrassment or fear should not be permitted.

CONTACT

There may be occasions when staff members need to have contact with a young person when guiding them through their job, but they should avoid any unnecessary close contact. Where possible, staff should avoid being on their own in an isolated or closed environment with a young person.