

WORK EXPERIENCE TEAM SAFEGUARDING POLICY

The Work Experience Team fully recognises its responsibilities for Safeguarding Young People and Child Protection. This organisation has an individual and collective responsibility to ensure the health, safety and welfare of children and young people at all times.

Our policy applies to staff, volunteers, visitors to the premises and employers working with young learners participating in Work Experience Programmes or Work Relating Learning Activities.

There are four main elements to our policy:

- To ensure that members of staff who are asked to supervise students are suitable to do so.
- To raise awareness of child protection issues (using Safeguarding Guidance) within our organisation in order to enable our young learners to feel safe.
- To establish a safe environment in which the young learners can develop, thrive and reach their potential.
- To report and investigate concerns appropriately and thoroughly.

All staff will receive online Safeguarding Training (including Sharing of Information) every 2 years, or sooner if new guidance becomes available. The Work Programme Manager who has the overall responsibility of Safeguarding Lead for the Work Experience Team will attend Safeguarding Training with GSCB Training every 2 years or sooner, if new guidance becomes available. All staff have current DBS checks and these are updated every 3 years.

Following any incident where a member of staff feels that his/her actions have been or may be misconstrued, he/she should discuss the matter with their manager and provide a written report. This should be sent in confidence to the Work Experience Programme Manager.

A detailed report should always be made if a member of staff had been obliged to restrain a young learner physically, or where a complaint has been made by a student, parent or other adult. All reports should be made in confidence to the Work Experience Programme Manager.

Any incident involving a young learner whilst in an employers' premises/care; or on work experience, will be investigated by the Work Experience Programme Manager or other senior member of staff in their absence. Involvement of the home school will be made and as necessary Police, Council Lead Child Protection Officer, young learner and parent/carer. Written statements will be taken from the young learner and/or parent/carer, school staff and employer. These records will also be kept electronically on the Work Experience database to assist with identifying potential patterns of incidents.

Work Experience Providers may be removed from participating in Work Experience Programmes during an investigation and indefinitely as a result of the outcome.

Contact Details

Schools Safeguarding Officer – Kenneth Palmer, 020-8921 4438 / 07805-704 113

WEX Team Safeguarding Officer – Karen Harris, 020-8921 5683

NSPCC Helpline: 0808-800 5000



Signed: _____

_____ Date: 28th August 2019

Print: Karen Harris _____