

## **Safeguarding Young People Policy**

On occasion we have young people, sometimes still within compulsory school age, helping in Roundabout as placements from school or from College. We recognise that for all our adult staff it is important to be aware of potentially difficult situations. To ensure that the work experience placements that we offer as Roundabout are a secure and productive environment for both ourselves and the student, we will follow the simple guidance outlined below:

**TOUCH** – There may be occasions when you need to touch a young person (eg when guiding them in carrying out a technical operation) but these should be kept to a minimum.

**BEHAVIOUR** – Whilst it is important to reassure a young person who may be nervous and will be particularly reliant on your guidance, you should avoid being over familiar. Never permit ‘horseplay’ which may cause embarrassment or fear.

**ENVIRONMENT** – Where possible avoid being on your own in an isolated or closed environment with a young person. If you are in the Office keep the door open; in the kitchen, keep the hatch open. Sit where others can see you through the windows. Most meetings can take place in a quiet corner of the play rooms.

**INTERNET** – We ensure that young people are not able to access unsuitable websites or send/receive inappropriate emails whilst at Roundabout. The computer is either in the locked Office or out for the children to use.

**TRAVEL** - There should be no occasions when a young person is travelling alone with an adult from Roundabout during the placement. If such an occasion arose, for example on a preschool trip, we would ensure that there is a known destination and check-in time and would make sure a mobile phone were available.

**MENTOR** – Only senior staff will have daily responsibility for young people. 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 young people.

**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 the designated person for child protection (Liz Lord or Sam Capes) and may need to share your concern with an appropriate representative of the educational authority (usually the school’s designated safeguarding children person if the young person is still at school). You should avoid promising confidentiality to the young person, should keep a record of exactly what was said, but should respect the young person’s right to privacy and share information on a strictly ‘need to know’ basis

**DISQUALIFICATION** – All at Roundabout are required by law to protect children from harm. Employees are required, under the Criminal Justice and Court Services Act 2000, to declare if they are disqualified from working with children.

Accepted by Roundabout Committee and Staff – May 2009

Based on guidance published by Connexions