

**Business In
Community** **Charter**
Work Experience

Child Protection For Placement Providers

For adults working with young people, particularly those still of compulsory school age, it is important to be aware of potentially difficult situations. By following the simple guidance outlined below it should be possible to ensure that the placement is a secure and productive environment for both the provider and the student.

TOUCH

There may be occasions when you need to touch young persons (e.g. when you are guiding them in carrying out technical operations) but these should be kept to a minimum. Always discuss this beforehand, explaining what you are doing to do and why.

BEHAVIOUR

Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on your guidance, you should avoid being over-familiar. Never permit 'horseplay' which may cause embarrassment or fear, or activities/suggestions of a sexual nature.

ENVIRONMENT

Where possible avoid being on your own in an isolated or closed environment with a young person. If unavoidable ensure others know where you are and why.

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 with an adult during the placement. It is a good idea to make available a mobile phone (or equivalent) in such situations. Parental Permission is needed.

MENTOR

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. Mentors should have clear guidance as to their responsibilities and boundaries.

DISCLOSURE

Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their environmental welfare or safety. In such situations you should speak to your line manager and share your concern with an appropriate representative of the education provider (usually this will be a school's work experience co-ordinator).

DISQUALIFICATION

In order to best protect children, all-employees whose role will involve their being responsible for, or having unsupervised contact with young people, must declare whether they have ever been disqualified from working with children.

Declaration -

This organisation agrees with the principles of Child Protection and Our Duty Of Care for those children visiting our premises. We agree to abide by these guidelines in order to provide children with a safe environment to carry out their work experience.

SIGNATURE:

DATE OF SIGNING:

DESIGNATED CHILD PROTECTION OFFICER: _____

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This document has been produced in consultation with the NSPCC