

Statement for safeguarding a young person on Work Shadowing:

Ref: – Y12 – DPHS Sixth Form

We are required by the Department of Education to keep children safe during work experience. As a statutory guidance for schools and colleges we are required to request that whilst students are on placement they are supervised by more than one person and that they are **Not barred from working with children**.

Can you please list the names of your staff who will be supervising

Number of staff supervising students: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

As part of our safeguarding checks please confirm that you have read and understood the requirements of the attached Safeguarding Statement of Principles sheet.

Name: _____

Position: _____

Signed: _____

Date: _____

If you have any questions regarding the above, please do not hesitate to contact:

Kelly Sharpe On 0208 418 1216 or email kelly.sharpe@debden-tkat.org



Y12 WORK EXPERIENCE PLACEMENT ASSESSMENT FORM

As part of their duty of care, schools need to ensure that organisations provide a safe, healthy & secure working environment for pupils on work experience, under the age of 17yrs. Exchanging the following information is part of that process.

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|---|---|
| Placement for: Type of work experience: Work Shadowing Placement | From: Debden Park High School Sixth Form Dates: 8th - 19th July 2024 |
| In the event of an accident or emergency involving a pupil on Work Shadowing, please contact: Kelly Sharpe 0208 418 1216 – kelly.sharpe@debden-tkat.org- (Sixth Form Administrator) | |

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|--|-----------------|
| Name: | Address: |
| Telephone: | |
| Employers Liability Insurance: | |
| Policy Number: | Renewal Date: |
| Are there suitable welfare facilities for a pupil of the above age? YES/NO (i.e. tea/coffee/kitchen facilities/restroom) (PLEASE DELETE AS APPLICABLE) | |
| Hours of work: | Lunch Hour: |
| Is there a current health & safety policy? YES/NO (N/A if less than 5 employees) | |
| Will a work place and health & safety induction be provided? YES/NO | |
| Are there adequate arrangements for first aid (equipment and first aiders)? YES/NO | |
| Protective Clothing (PPE) provided YES/NO – (If yes, please specify) | |
| Is PAT testing up to date? YES/NO (if no students are not allowed to use electrical items) | |
| Aspects of the work unsuitable for students with a health problem: (e.g. Asthma, allergies etc) YES/NO | |
| Type of risk associated with this placement: Low Medium High | |
| Please confirm if you have carried out a young persons risk assessment taking into account students inexperience and immaturity. YES/NO (mandatory if placement is High Risk) | |
| Name of person responsible for organising the continuous competent supervision and protection of the student ensuring that appropriate induction and training will be provided: | |
| Name: _____ | Position: _____ |
| Sign: _____ | Date: _____ |



Safeguarding Statement of Principles For Work Experience Placement providers

General Introduction

For adults working with young people (i.e. persons under 18 years old) it is important to feel comfortable in the relationship but at the same time be aware of potential problems that may arise. The following statement of principles has been written to help employers provide a secure and productive work experience placement for students and employers alike.

Supervision

Good supervision is an effective way of enabling the placement to be successful and reduced the risk of problems arising. Those placed immediately in charge of a young person should be confident in dealing with young people, be mature, yet capable of putting them at ease.

Behaviour and relationships

It is important that young people are reassured and helped to feel comfortable and confident in their new surroundings. However, relationships should remain professional and avoid becoming too familiar. Never permit 'horseplay' which may cause embarrassment or fear.

Environment

Where possible, avoid being alone in an isolated or closed environment with a young person. If one to one contact is used (e.g. Review meetings) either do this in a public area or in a room with the door open so you are visible from outside.

Physical Contact

This should be kept to a minimum and be clearly used in a manner that is appropriate to the situation.

Travel

Ensure that there is a known destination and check in time with a third party when a young person is travelling alone with an adult during the placement. It is a good idea to make available a mobile phone in the event of a breakdown or emergency.

Disqualification

You are reminded that you are required by law to protect children from harm and that employees are required under the Criminal Justice and Court Services Act to declare that they are disqualified from working with children.

Referral where there are concerns about child protection

You may observe something about the young person or the young person may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. If this arises, the employee should speak to the Designated Person for Safeguarding within school or, if it is felt that this is not appropriate, the local Authority Lead Safeguarding Contacts are:- Ms Shane Ali 0208 418 1229 and Ms Claire Porter 0208 418 1229

Essex Children's Social Care 0345 6037627