

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.

1. 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.

2. Environment

Where possible avoid being on your own in an isolated or closed environment with a young person.

3. Travel

Ensure that there is a known destination and return time with a third party in situations where a young person will be travelling alone with an adult during the placement. It is also a good idea to make available a mobile phone in such situations. Parents should be made aware that a student will be travelling alone with an employee.

4. Touch

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

5. Mentor

Those placed immediately in charge of young people should be mature in their attitudes, and yet, at the same time, be at ease with students. They must inform the school or Countec if the student does not attend the placement or interview.

6. 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 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 or the Headteacher) or Countec.

7. Disqualification

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