Work Experience in UIS and Children and Vulnerable Adults Safeguarding Guidance

Background
UIS is actively trying to increase the work experience opportunities it can offer young people and returners to work. With this in mind, you may well see more young people in the RNB. This brief note is a summary of the relevant points of the University's safeguarding policy, relevant to work experience students in the RNB. Please familiarise yourself with this policy.

Sources of further information
- The full University Children and Vulnerable Adults Safeguarding policy is available on the UIS Intranet.
- The primary point of contact for Work Experience questions is Jolanda Hoogenboom (jh2060)
- A full risk assessment is completed for every work experience person and where relevant, this is agreed with the school before arrival. Jolanda holds copies.

Guidance
Teaching, training, instructing, caring for or supervising a 16 or 17 year-old's employment (which includes work experience) is not regulated activity and a DBS check may not be requested. A DBS check may only be required for work experience students under 16 in the rare event that the same person is teaching, training, instructing, caring for or supervising them whilst unsupervised on a frequent/intensive basis. This means there is no requirement for UIS staff who are hosting WE participants to undergo a DBS check.

There are however, some basic precautions and best practices you should consider –

- Please be aware that young people may be less risk aware than a standard employee due to their inexperience in an adult environment and so will require careful supervision
- It is advisable that any one-to-one meetings take place in a public area or with other staff members present. If working in an office with a child, best practice is to leave the door and blinds etc open
- Contact and the programme of events should only normally occur during normal working hours. WE students should not be included in out-of-hours business
- During the placement any communication should be in person, through the University's internal phone service or with a University email account
- Staff and WE students are not allowed to exchange personal contact details. The member of staff can only make contact with the young person outside of the placement through their school/college
- No contact is allowed through any social media

In the event we offer an opportunity to a vulnerable adult, we will plan and brief our safeguarding procedures to fit the specific circumstances of the vulnerability.

Concerns
If anyone has any specific safeguarding concerns with a WE student while they are with UIS, they should report their concerns to Rachel Hooper (rh344, 07941 727583) at the earliest opportunity. Rachel holds a current Enhanced DBS certificate and has child protection training.

R Hooper
May 2018