**Framwellgate Moor Youth & Community Association**

Registered Charity No 1154450

**Youth and Persons at Risk Policy 2020**

**Safeguarding Guidance for Placement/Apprenticeship Providers**

For adults working with young people, under the age of 18, or adults at risk 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 a young person or adult at risk (eg when you are guiding them in carrying out a technical operation) but these should be kept to a minimum. Be aware of situations and avoid touch wherever possible, for example, when showing a person how to do something on a PC, ask them to get up so you can use their seat rather than leaning over them.

**Behaviour**

Whilst it is important to reassure a young person or adult at risk 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. You should never engage in inappropriate conversations with a young person or adult at risk, or when the person is in your company. This also applies to inappropriate text messaging etc.

**Environment**

Where possible avoid being on your own in an isolated or closed environment with a young person or adult at risk. If the situation is unavoidable you should be alert and not engage in any behaviour that could be misconstrued.

**Travel**

Ensure that there is a known destination and check-in times with a third party in situations where a young person or adult at risk will be travelling alone with an adult during the placement. It is a good idea to carry a mobile phone in such situations.

**Mentor**

Those placed immediately in charge of young people or adults at risk should be competent in their work role, mature in their attitudes, and yet, at the same time, be at ease with them.

**Disclosure**

Occasionally young people or adult at risk may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should share your concern with the member of College staff who arranged the work placement. If you are unable to contact this staff member, please ring 0191 3754000 and ask for the College Safeguarding Designated Person.

**Disqualification**

You are reminded that you are required by law to protect children and adults at risk 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 or adults at risk,

College policies on Safeguarding can be obtained by contacting 0191 375 4000 and asking for the College Safeguarding Designated Person. You can also access the College Safeguarding portal at http://safeguarding.newdur.ac.uk/

*Policy produced in conjunction with New College, Durham*

This Policy will be reviewed annually and updated as necessary. The Trustees Management committee endorses this Policy and is fully committed to its implementation.

**NOTES:**

This Policy has been approved & authorised by:

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| **Name:** | Trustees Management Meeting |
| **Position:** | Chair of meeting |
| **Date:** | 28/01/2020 |
| **Reviewed:1** | 25/02/2021 by FMYCAPolicysubcommittee (Peter Sykes) |
| **Ratified:1** | 25/03/2021 by FMYCA Management meeting |
| **Reviewed:2** | 25/02/2022 by FMYCAPolicysubcommittee (Chair - Peter Sykes) |
| **Ratified:2** | 24/03/2022 by FMYCA Management meeting |



Signed 25/02/2022