

## Tower Hamlets EBP - Safeguarding Guidance

- Tower Hamlets Education Business Partnership (THEBP) does not permit placements where one student is working with one adult. Students should not be on their own with one adult, and consideration needs to be taken in placements where there are less than five employees to the practicalities and arrangements to ensure this does not happen.
- Avoid being in an enclosed room alone with a student, always conduct interviews or one to one meetings in public spaces where possible, or have the door open.
- The location for all aspects of the programme should be agreed well in advance. Never change the location or job role at short notice or without consent.
- Placements should not include any area of work where direct physical contact is an element of the job. Employers should refrain from overfamiliarity and maintain a professional barrier at all times.
- If a student has not arrived within an hour of their agreed start time, it may be a safeguarding matter. Please contact THEBP on 0207 655 0300.
- Students should not be placed unsupervised in environments where there is inappropriate or confidential material.
- THEBP have a Code of Conduct for online safety. Please help us to support students to keep safe online. <https://thebp.org/content/uploads/Work-Experience-Student-Online-Safety-Policy.pdf>
- Students may in extreme circumstances disclose personal information to a workplace supervisor or mentor, please follow the procedures overleaf if this happens. Examples of disclosure could be:
  - Physical, emotional and sexual abuse;
  - Family issues, neglect and addictions;
  - Risk of radicalisation or exploitation.
- Travel between venues with one adult is acceptable on work experience if journeys are on foot or on public transport and **not** in a private vehicle.
- THEBP will email a signed copy of this document over to you. It is your responsibility to share with anyone whom may be supporting the students whilst they are on work experience with you.
- THEBP's Safeguarding Policy can be found here: <https://thebp.org/resources/2-safeguarding-policy-and-procedures/>

## Work Experience - Child Protection & Safeguarding Procedure

