

How to approach safeguarding – Guidance for Enterprise Advisers (EAs)

We are committed to safeguarding and promoting the welfare of children and vulnerable adults. As well as recognising our responsibilities, it is important that EAs participate fully in safeguarding arrangements.

Our volunteers must be willing to undergo child protection screening appropriate to the role for which they are volunteering, including checks with the Disclosure and Barring Service (DBS). This is carried out by the LEP area in which you are working.

Please note that only relevant past offences will be taken into consideration, in line with the Rehabilitation of Offenders Act.

You will need to be aware of your LEP's policies on safeguarding. This document includes what to do if you have a safeguarding concern during your time with us. As part of the EA Data Sharing agreement you sign with The Careers & Enterprise Company, basic safeguarding expectations are outlined.

The Designated Safeguarding Lead (DSL) within The Careers & Enterprise Company is the Director of Education, mobile phone number 07375983417.

In an emergency this number can be contacted out of hours. Further guidance may be obtained from NSPCC helpline 0808 800 5000 – available from Monday to Friday 8am – 10pm or 9am – 6pm at the weekends.

Guidance for working with children and vulnerable adults

Volunteers must adhere to the following at all times when working with children and vulnerable adults:

- Recognise that the role of an EA volunteer places him/her in a position of trust with regard to children/vulnerable adults with whom they come into contact as part of their role. They must uphold that trust at all times.
- Do not knowingly place themselves in a situation where they are alone with any child/vulnerable adult, endeavour to ensure that they work with groups of children/vulnerable adults and, where possible, that there is another adult in attendance at any meetings. Staff and Volunteers must avoid remote areas and wherever possible leave doors open.
- Avoid using inappropriate language in front of, about or to a child or vulnerable adult. Staff and volunteers must display consistently high standards of professional behaviour and appearance, acting as a positive role model for The Careers & Enterprise Company.
- Be aware that even well-intentioned physical contact may be misconstrued by the child/vulnerable adult, observers, or by anyone to whom this action is described. Never make physical contact with a child in any way.

- Be aware of cultural or religious views about physical contact and always be sensitive to issues of gender.
- Do not offer individual children/vulnerable adults a lift in a car. Groups may be transported where there is suitable insurance cover in place and when authorised by school educational visit leads.
- Do not make arrangements to contact, communicate or meet with children/vulnerable adults outside the normal activities of the education system unless it is within the context of an approved CEC activity that have been agreed in advance by a school lead.
- Do not share any personal information with children/vulnerable adults and not request, or respond to, any personal information from them unless it is appropriate as part of their role.
- Do not send social media communications to children and vulnerable adults. Students should always be contacted through school leads. Do not give out personal contact details. All communications must be transparent and open to scrutiny.
- Understand that bullying will not be accepted or condoned.
- Remember at all times that interactions between themselves and children/vulnerable adults must be such that no reasonable person observing the interaction could construe its nature as abusive.
- Do not get involved with any discipline issues in regards to children and vulnerable adults as these must be dealt with by the school/college.

What guidance should I be aware of?

- The Careers & Enterprise Company's Safeguarding Policy
- Keeping Children Safe in Education (Statutory Guidance published by DfE 2019)
- Guidance for safer working practice for those working with children and young people in education settings (non-statutory but DfE guidance for self-awareness and good practice)

What to do if you have a safeguarding concern?

If an Enterprise Adviser has a safeguarding concern it is important that this information is communicated initially to the Designated Safeguarding Lead (DSL) in the school/college, followed immediately by notification to The Careers & Enterprise Company member of staff the volunteer is associated with (ordinarily the Enterprise Coordinator).

The school/college should brief visitors on arrival with "what to do if you have concerns?" information and key safeguarding personnel within their institution.

The Careers & Enterprise Company staff member will inform The Careers & Enterprise Company's DSL.