


<b>POLICY TITLE:</b>		<b>POLICY FOR WORK EXPERIENCE PLACEMENT PROVIDERS</b>		
<b>SERVICE IMPACT</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>Critical</b>
	X			
<b>DATE IMPLEMENTED:</b>				
<b>DATE OF NEXT REVIEW:</b>		01/09/2020		
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<b>APPROVED BY:</b>		 15.11.2019		

<b>Reason for this review:</b>	
<b>Were changes made?</b>	This is a new policy.
<b>Summary:</b>	This policy has been created to assist the College in keeping young people on Work Experience placements safe from exploitation and inappropriate contact.
<b>Relevant Legislation:</b>	<ul style="list-style-type: none"> <li>• Children Act 1989</li> <li>• Children Act 2004</li> <li>• Children and Social Work Act 2017</li> <li>• Welfare of Children Ordinance</li> </ul>
<b>Underpinning knowledge – What we have used to ensure that the policy is current:</b>	<ul style="list-style-type: none"> <li>• Working Together</li> </ul>
<b>Suggested action:</b>	<ul style="list-style-type: none"> <li>• Share policy with Staff at the College who arrange work experience placements</li> <li>• College to implement policy by seeking the signed agreement of placement providers of their agreement to abide by the policy in order to safeguard children and young people</li> </ul>

## 1. PURPOSE

The purpose of this policy is to protect children from any harm that may be caused due to their coming into contact with adults during their work experience placements. This includes harm arising from:

- 1 The conduct of staff or personnel associated with Work Experience delegates
- 2 The design and implementation of Work Experience programmes and activities

To support in meeting the following Key Lines of Enquiry:

Key Question	Key Line of Enquiry (KLOE)
<b>SAFE</b>	How do we protect young people in their work experience placement?
<b>WELL-LED</b>	How does SHCC promote and expect a positive culture and environment where work experience delegates are protected from unwanted sexual attention (verbal or touching) by adults who are there to assist and instruct them.

This policy does not cover:

- 3 *Sexual harassment in the workplace – this is dealt with under the St Helena Government Code of Management Policy (page 53; October 2013 edition)*

## What is Safeguarding?

Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. We understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

## 2. SCOPE

- All staff employed or voluntary.
- Associated personnel whilst engaged with work or visits related to the placement provider, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians.

## Policy Statement

- St Helena Government believes that everyone we come into contact with, regardless of age, gender identity, disability, religion, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.
- This policy will address child safeguarding and commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## 3. OBJECTIVES

3.1 That all students who have been placed in regulated work placements in order to enable them to experience the adult work environment are free to do so without being subject to unwanted attention or abuse.



3.2 For SHCC to include a copy of this policy to each placement provider so that they can sign to confirm that they agree to abide by the contents of the policy with regard to the protection of vulnerable young people who are placed at their place of work.

#### 4. POLICY

##### Prevention

##### Responsibilities

Work Experience Providers will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with potential harm. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process using referrals to Children's Services where appropriate.

##### Staff responsibilities

Placement Provider Staff and associated personnel must not:

- Engage in sexual activity with anyone who is on a Work Experience placement
- Sexually abuse or exploit children or vulnerable adults
- Subject a child or vulnerable adult to physical, emotional or psychological abuse
- Engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking
- Subject a young person or vulnerable adult to unwanted touch or suggestive conversation

##### Protection from sexual exploitation and abuse

Placement Provider Staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, Placement Provider staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by any Placement Provider staff member or associated personnel to the appropriate staff member

## Enabling reports

- Placement Provider personnel will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities in which they are based.
- Placement Providers will also accept complaints from external sources such as members of the public, partners and official bodies.

## How to report a safeguarding concern

- Staff members who have a complaint or concern relating to safeguarding, should report it immediately to their safeguarding focal point (as appropriate) or line manager. If the staff member does not feel comfortable reporting to their safeguarding focal point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or a member of the Human Resources team.

## Response

- Children's Services will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.
- Placement Providers will apply appropriate disciplinary measures to staff found in breach of policy and Children's Services will offer support to survivors of harm, caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as internal investigation). Decisions regarding support will be led by the survivor.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with concerns. Information relating to the concern and subsequent case management should be on a need to know basis only, and should be kept secure at all times

## Glossary of terms

### **Child**

A person below the age of 18

### **Harm**

Psychological, physical and any other infringement of an individual's rights

### **Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

### **Sexual abuse**

"Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual



abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to: — the inducement or coercion of a child to engage in any unlawful sexual activity; — the exploitative use of a child in prostitution or other unlawful sexual practices; — the exploitative use of children in pornographic performance and materials

### **Sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes, grooming, human trafficking and modern slavery.

### **Survivor**

The person who has been abused or exploited, The term 'survivor' is often used in preference to 'victim' as it wish to implies strength, resilience and the capacity to survive, however it is the individuals choice how they wish to identify themselves.

**All staff to read the workplace Policies/Procedures/Protocols/Guidelines then sign below to indicate that they have understood the document and will implement to daily practice.**

NAME OF PPP/GUIDELINE	STAFF NAME	STAFF SIGNATURE	DATE
