

Guidance

G2116

Safeguarding Guidance – school/college age work experience pupils

Applies to all of TfL

Issue no.:	A1		Issue date:	April 2016
			Review date:	April 2019

Contents

1	Purpose	2
2	Scope	2
3	Guidance	2
3.1	Opting out	2
3.2	Physical Contact	2
3.3	Behaviour	3
3.4	Environment	3
3.5	Travel	3
3.6	Placement Manager/Supervisor	3
3.7	Disclosure	3
3.8	Social Media	3
3.9	Photography	4
3.10	Confidentiality	4
4	Person accountable for this document	4
5	Document History	4

Printed copies of this document are uncontrolled.

Page 1 of 4

1 Purpose

The purpose of this Guidance is to provide advice on working with young people undertaking work placements or work experience at TfL, to support the safeguarding and protection of the young person, and to ensure that everyone working at TfL is aware of their responsibilities in this area. This document supports the Work placement instructions on Working at TfL. In this Guidance, 'young people' means people aged under 18 or vulnerable adults.

2 Scope

This Guidance applies to everyone working at TfL and its subsidiary companies, including contractors, sub-contractors, suppliers, agency workers and other individuals carrying out work at a TfL site where work experience is taking place.

In some parts of the organisation a higher threshold of safeguarding may be required, details of which will be provided separately. In these cases the higher thresholds, policies and associated procedures take precedent and must be adhered to. Examples may include working with vulnerable young people on an ongoing basis.

3 Guidance

Before the placement starts placement supervisors should ensure they have the name and telephone number (including an emergency mobile number) of the contact at the school/college whom they can contact quickly in the case of any queries or concerns. TfL is responsible for ensuring the safety of the young person during the course of the work experience/placement, and 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.

3.1 Opting out

If you have any concerns about whether it is appropriate for a work experience student to be placed in your area, or to work with you personally, it is your responsibility to raise your concern with your line manager or other appropriate manager. Examples of circumstances which mean that a work experience student should not be placed with you would include:

- Your current work includes aspects which are very confidential and not suitable for sharing with visitors to the business.
- You are working on a matter which is not suitable for sharing with someone of the student's age and background, such as an inquest.
- Factors in your personal history mean that it may be inappropriate for you personally to work with a young person or vulnerable adult.

The above list is not exhaustive. If you have any queries about this issue please do not hesitate to contact your line manager or your HR Business Partner.

3.2 Physical Contact

Physical contact should be avoided at all times, and you should proactively remove yourself from any situation that includes unnecessary touch (e.g. always offer a

Printed copies of this document are uncontrolled.

Page 2 of 4