

APPENDIX 1: PROMOTING THE SAFETY AND WELFARE OF YOUNG PEOPLE

The following points of guidance are for employers when working with young people in the workplace. They are to serve only to confirm what has always been good practice, with employers exercising their professional judgements in all circumstances.

- (a) It is appropriate, where possible to conduct interviews/meetings in a room with visual access, or with the door open.
- (b) It is useful to let another adult know that the interview/meeting is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- (c) Where possible another member of staff, preferably of the same gender as the young person, could be present or nearby during the interview/meeting.
- (d) It is advisable that a female member of staff is identified to act as a mentor to young females while they are on work placement.
- (e) Employers who have to administer first aid to a pupil should ensure wherever possible that this is done in the presence of another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.
- (f) Any physical contact, which would be likely to be misinterpreted, by a young person, parent or other casual observer should be avoided.
- (g) Employers are advised to adopt a similar practice to that of school staff when travelling with young people, i.e. 2 adults are present with the adult, other than the driver being the last person to remain in the car/ minibus. This may be applicable in many work experience situations where the young person has to be taken to a job and left home in the evening.
- (h) Following any incident where an employee feels that his/her actions have been, or may be misconstrued, a written report should be submitted immediately to his/her line manager. The line manager should contact the school principal.
- (i) All personnel, when they are interacting with young people, in the workplace, should ensure that their relationships with the pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when dealing with adolescent boys and girls.