



A Guide to Child Protection and Safeguarding

Short-Term Work with Young People

As you are about to work with a group of young people on a short term basis, please read the below guide carefully to ensure that you are fully aware of your responsibilities in both preventing and reporting any safeguarding issues.

Your Role

The Children Act of 1989 states that:

“Children have the right to be protected from abuse and harm at all times and in all situations. Child protection is the responsibility of every adult who has involvement with children.”

This means that it is your legal duty to act if you are aware that a young person is (at risk of) being harmed.

In the eyes of the law, a child is anyone who has yet to reach their 18th birthday.

Preventing Issues

Your main responsibility when working with young people is to prevent any issues from occurring by ensuring you stick to the following:

- Never be on your own with a young person
- Be self-aware and aware of other student workers and staff
- **No** sharing contact details with young people or anyone under 18 in your care – eg. email or home address, phone numbers, personal social network account information
- Think about your online presence and security settings on social networking accounts
- Do not take any photos or videos of young people
- Don't be afraid to raise concerns
- Never ever offer to keep a secret

Reporting Issues

On very rare occasions, you may notice something or have a young person disclose information to you that causes you concern for that young person's wellbeing. In this instance you must:

- Fill in the attached incident report form with all of the details, including times, dates, locations, names and an accurate record of the incident or disclosure
- If you are in a school / college ask to speak to the Designated Safeguarding Officer (DSO) within the school or college that you are visiting in order to report the disclosure / incident.
- If you are on the University of Leeds campus speak to the activity organiser