

Reigate College Work Experience Safeguarding Policy

We are committed to ensuring all our students are working in a safe and secure environment. Below is a summary of safeguarding principles in the context of work experience. If you would like to read the full version of the College's Safeguarding Policy, it can be downloaded here [Policy PDF](#)

Our Safeguarding Team is:

Melanie Pearl and Susan Carnell: Designated Safeguarding Leads

Sally Hopper: Student & Pastoral Support Manager

Sam Davey: Designated Senior Person

Should you have any questions specifically regarding safeguarding, please contact the safeguarding team by **email dsl@reigate.ac.uk** or by **phone 01737 221118**.

Safeguarding Principles

Bullying or Harassment: We expect our students to work in an environment that is free from any bullying, harassment or discrimination. It is important that you have in place procedures to deal with any incidents that arise and that you promote an environment where any form of bullying or harassment is unacceptable. We encourage our students to report to us if they feel uncomfortable by actions, words or any incidents that occur.

Professional Behaviour: Whilst it is important to make a young person feel at ease, avoid being over familiar and maintain a professional employer/employee relationship at all times. Supervisors or mentors should be competent in their work role, mature in their attitudes but also be at ease with young people.

Environment: Where possible, avoid being on your own in an isolated or closed environment with a young person, if this is unavoidable make sure that others know of the situation.

Travel: A young person should not be travelling alone with an adult during a placement. In normal circumstances, the Student is responsible for getting to/from the organisation for the duration of the placement. If additional travel is integral to the placement then you should seek advice from the **work experience coordinator, Sam Burnett** by e-mailing workexperience@reigate.ac.uk

Physical Contact: There may be occasions when physical contact is unavoidable, (e.g. when you are guiding them in carrying out a technical operation) however it is advised these are kept to a minimum. Always explain the context and seek the consent of the student.

Disclosure: Occasionally young people may disclose confidential information at work that gives rise to serious concern for their physical or emotional safety. In such situations, you must share this concern with the College. This can be done by contacting the safeguarding team by **email dsl@reigate.ac.uk** or by **phone 01737 221118**.

Disqualifications:

There is a requirement by law to protect children from harm; therefore, any employees disqualified from working with children, must declare it and make the College aware.

Please can you read and sign below on behalf of your organisation.

Return by e-mail to Sam Burnett workexperience@reigate.ac.uk or

by post to Sam Burnett, Work Experience Coordinator, Reigate College, Castlefield Road, Reigate Surrey RH2 0SD.

I endorse these principles in the context of work experience on behalf of

Company/Organisation	
Signature	
Name	
Position	
Date	