

STEPS ENGINEERS WEEK

ADOPT A SCHOOL TOOLKIT
SUPPORTING PAPERS AND TEMPLATES



Sponsored by



An Roinn Breiseoidheachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science

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Adopt a School Toolkit: Supporting Papers

Adopting a school for Engineers Week is an incredibly generous gift of your time and your personnel. So, we've tried to save you a little bit of that time by putting together editable templates of some of the letters/emails/documents that you're likely to want:

- A letter/email introducing yourself to your school ...
- A photo consent form ...
- A letter/email to your school confirming some of the details of your initiative ...
- A certificate for students ...
- Safeguarding guidelines

These will only really make sense once you've read the Toolkit itself – so if you haven't already done so, you should probably go to it now!

The documents have been divided into three sections. So ...



If you are planning to host an “in person” school visit, go to pages 3 – 10, colour coded in **pink** ...



If you are planning to host an “virtual” school visit, go to pages 11 – 18, colour coded in **green** ...



If you are planning to visit a school yourself, go to pages 19 – 26, colour coded in **blue** ...

Hosting a School Visit: Introductory Letter / Email

Dear NAME,

It's YOUR NAME from ORGANISATION here – I hope you're well. As you know, we will be hosting a visit from some of your students on DATE, as part of STEPS Engineers Week run by the Engineers Ireland STEPS programme – and we're all very much looking forward to it!

To help me prepare for the visit, please answer the following questions ...

1. Which year group will be visiting?
2. Ideally, how many students would you like to offer the experience to? Please note that we may have to limit numbers.
3. Which members of staff will be accompanying the students (please supply names)?
4. Do any of the students have any access needs that we should be aware of?
5. Do any of the students have any dietary requirements (including allergies) that we should be aware of?
6. What time does the school day start?
7. What time does the school day end?
8. Will we be permitted to take photographs / film / audio footage on the day? We can, of course, supply Photo Consent Forms.

Looking forward to hearing from you,

Best wishes,

YOUR NAME

Hosting a School Visit: Photo Consent Form

YOUR LOGO AND ADDRESS

On DATE, your child will be one of a group visiting ORGANISATION as part of STEPS Engineers Week run by the Engineers Ireland STEPS programme. We would like to document the visit by taking some photographs / film recordings / audio files. We may put any resulting photographs / films / recordings into the public domain – but you can be assured that they will only be used appropriately, and that safeguarding issues will inform our decisions. We would be grateful if you could confirm whether or not you grant permission for this by completing the form below – and returning it to your child's school.

Thank you!

Photo Consent Form

NAME OF CHILD:

I do / do not give permission for my child to be photographed / filmed / recorded during the course of a visit to ORGANISATION on DATE. I understand that any resulting photographs / films / recording may be put into the public domain – but that they will only be used appropriately, and within safeguarding guidelines.

Signed:

Name:

Date:

Hosting a School Visit: Confirmatory Letter / Email

Dear NAME,

It's YOUR NAME from ORGANISATION here – I hope you're well. We are really looking forward to hosting a visit from some of your students on DATE, as part of STEPS Engineers Week run by The Engineers Ireland STEPS programme – and we're all very much looking forward to it! I am attaching a timetable – and, to ensure that the visit runs as smoothly as possible, just wanted to run through a few quick things.

Parking: insert notes here

Dress: insert notes here

Other Notes: insert notes here

Please don't hesitate to contact me if you have any questions.

Best wishes,

YOUR NAME

CERTIFICATE OF PARTICIPATION: SCHOOL VISIT



STEPS
Engineers
Week

This is to certify that

Took part in STEPS Engineers Week 2023

Damien Owens , Director General

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SAFEGUARDING GUIDELINES

Please note that you can find out more about safeguarding at the website of The Child and Family Agency: <https://www.tusla.ie>.

Securing the safeguarding of all children and young people means actively ensuring that (a) children and young people are *safe* – and (b) that they *feel* safe. “Safeguarding” includes, but is not limited to, both physical and emotional safety.

Employees

Employees working with children and young people should also be safeguarded. To this end ...

- No employee should ever be left alone with a child/young person or group of children/young people. This includes virtual/online working, where another adult should always be actively present.
- Employees should not disclose any personal information that might allow a child or young person to make contact with them. This includes, but is not limited to, personal addresses, personal telephone numbers and details of social networking sites used.
- Employees should not attempt to solicit such information from the children and young people they work with – and should, if necessary, take active steps to prevent them divulging such information. Where it is not possible to stop such information being divulged by a child or young person, the employee should immediately inform a teacher accompanying the group, then, as soon as is practicably possible, their line manager.
- Virtual/online working should only be conducted using devices, platforms and systems provided by the employer – and with clear permission from the school.

We suggest that any employees likely to work with children or young people be asked to read and sign the Safeguarding Declaration to be found with this document.

Photography / Film / Audio Recording

Photography / film recording / audio recording are valuable ways of evidencing work. To ensure safeguarding, though, always ...

- Provide Photo Consent Forms.
- Abide by situations where photo consent has been withheld – and by requests from any individual that photographs/films/audio recordings are not made.
- Ensure that where photographs / films / audio recordings have been made of individuals for whom consent has been withheld or who have requested that their photographs/films/audio recordings are not taken, these photographs / films / audio

recordings are destroyed.

- Make available for inspection, on request, any photographs / films / audio recordings that have been made.
- Only use the resulting photographs / films / audio recordings in appropriate ways - ways that are informed by safeguarding decisions.
- Ensure that no child or young person is ever named or otherwise identified in any photograph/film/audio recording we use (unless a specific request, deemed appropriate by the school, is made by a parent or carer).

Note that all of the above continues to apply for any recordings made of virtual/online meetings / visits / conferences.

Suspicion of Danger

You should seek to be alert in detecting signals that children or young people may be in danger:

- Where one of your employees has reasonable suspicion that a child or young person is in danger, they will, at the first opportunity, relay their concerns to a teacher accompanying the group.
- The employee should also relay such concerns to their line manager – whilst protecting the anonymity of the child or young person involved.
- As soon as possible, your organisation should contact the school to ask what action has been taken. You should reserve the right to refer the matter to other agencies if you feel it appropriate.

Where a child or young person discloses to one of your employees that they are in actual, immediate or imminent danger, the employee should follow the following procedure:

- Try to stay calm - and listen to the child/young person, allowing them enough time to say what they need to say.
- Take notes of what is said.
- Avoid asking leading questions or prompting details.
- Reassure the child / young person - but **not** promise to keep anything secret. Instead, explain to the child / young person that another responsible adult will be informed of what has been disclosed.
- Avoid asking the child / young person to repeat the details unnecessarily.
- Report the incident, at the first opportunity, to a teacher accompanying the group, providing any notes or other evidence that have been taken / collected.

- Report the incident, as soon as is practicably possible, to their line manager – whilst protecting the anonymity of the child or young person involved.
- If you deem urgent action is required, and / or you feel the school is not responding appropriately, you should require the employee to whom a disclosure has been made to contact appropriate agencies directly, naming the child / young person.

In the event of a disclosure being made to an employee (and this is extremely rare), you should consider providing appropriate support, which may include counselling.

Safeguarding Declaration

To be read, agreed and signed by all employees (permanent, temporary and casual) working directly with children or young people.

(1) I understand the importance of safeguarding any children and young people I encounter in the course of my employment with YOUR ORGANISATION. I understand that, in this context, “safeguarding” means actively ensuring that (a) children and young people are *safe* – and (b) that they *feel* safe. I understand that “safeguarding” includes, but is not limited to, both physical and emotional safety.

(2) I confirm that I am not being investigated for, have ever been formally cautioned for or have ever been convicted of any offences relating to the exploitation and or abuse of vulnerable people (including children and young people).

(3) I will only make photographs, films or audio recordings of the children and young people if directed to do so by YOUR ORGANISATION after confirmed consent has been given by both the school and parents/carers. I understand that I am entitled to ask to see proof of such consent before making any such photographs, films or audio recordings.

(4) I will be mindful of information I have been given regarding any children or young people whose parents / carers have withheld photograph/film/audio recording consent.

(5) Any photographs / films / audios that I do take remain the property of YOUR ORGANISATION and I may not use them/share them in any personal (or other professional) capacity.

(6) I will not disclose any personal information to the children and young people I work with. This includes, but is not limited to, my address, telephone numbers and details of any social networking sites I use.

(7) I will not allow the children or young people I work with to disclose any personal information to me – nor will I make any attempts to discover such information. Where it is not possible to stop such information being divulged by a child or young person, I will immediately inform the teacher accompanying them - and then, as soon as possible, my line manager.

(8) When working with children or young people as a representative of YOUR ORGANISATION, I will take steps to ensure that I speak, behave and dress in ways that a reasonable adult would reasonably regard as appropriate.

(9) If I have reasonable reason to suspect that a child or young person I am working with is in danger in any way, I will at the first opportunity relay my concerns to the teacher accompanying them. I will also relay my concerns to my line manager – whilst protecting the anonymity of the child or young person involved.

(10) Where a child or young person discloses to me that s/he is in actual, immediate or imminent danger, I will follow the following procedure:

- I will try to stay calm - and I will listen to the child / young person, allowing him or her enough time to say what they need to say.
- I will take notes of what is said.
- I will avoid asking leading questions or prompting details.
- I will reassure the child/young person but **not** promise to keep anything secret. Instead, I will explain to the child/young person that I will inform another responsible adult of what they have disclosed.
- I won't make the child / young person repeat the details unnecessarily.
- I will report the incident, at the first opportunity, to the teacher accompanying the group, providing any notes I have taken and any other evidence I have collected.
- I will report the incident, as soon as is practicably possible, to my line manager – whilst protecting the anonymity of the child or young person involved.

I understand that, as soon as possible, YOUR ORGANISATION will contact the school to ask what action has been taken. I understand that YOUR ORGANISATION will also reserve the right to refer the matter to other agencies, if deemed appropriate. I also understand that if YOUR ORGANISATION deems that urgent action is required, and / or feels the school (or other setting) is not responding appropriately, I may be required to contact appropriate agencies directly, naming the child / young person. I understand that YOUR ORGANISATION will offer appropriate support in this.

Signed:

Name:

Date:

Hosting a “Virtual” Visit: Introductory Letter / Email

Dear NAME,

It's YOUR NAME from ORGANISATION here – I hope you're well. As you know, we will be hosting a “virtual” visit from some of your students on DATE, as part of STEPS Engineers Week run by The Engineers Ireland STEPS programme – and we're all very much looking forward to it!

To help me prepare for the visit, please answer the following questions ...

Which year group will be involved?

Ideally, how many students would you like to offer the experience to? Please note that we may have to limit numbers.

Will any of the students be joining the visit from their own homes?

Which members of staff will be accompanying the students (please supply names)?

Do any of the students have any access needs that we should be aware of?

What time does the school day start?

What time does the school day end?

Will we be permitted to capture photographs / film / audio footage on the day? We can, of course, supply Photo Consent Forms.

Looking forward to hearing from you,

Best wishes,

YOUR NAME

Hosting a Virtual School Visit: Photo Consent Form

YOUR LOGO AND ADDRESS

On DATE, your child will be one of a group paying a “virtual” visit to ORGANISATION as part of STEPS Engineers Week run by the Engineers Ireland STEPS programme. We would like to document the visit by taking some photographs/film recordings/audio files. We may put any resulting photographs / films / recordings into the public domain – but you can be assured that they will only be used appropriately, and that safeguarding issues will inform our decisions. We would be grateful if you could confirm whether or not you grant permission for this by completing the form below – and returning it to your child’s school.

Thank you!

Photo Consent Form

NAME OF CHILD:

I do / do not give permission for my child to be photographed / filmed / recorded during the course of a “virtual” visit to ORGANISATION on DATE. I understand that any resulting photographs/films/recording may be put into the public domain – but that they will only be used appropriately, and within safeguarding guidelines.

Signed:

Name:

Date:

Hosting a Virtual Visit: Confirmatory Letter / Email

Dear NAME,

It's YOUR NAME from ORGANISATION here – I hope you're well. We are really looking forward to hosting a "virtual" visit from some of your students on DATE, as part STEPS Engineers Week run by The Engineers Ireland STEPS programme – and we're all very much looking forward to it! I am attaching a timetable - and, to ensure that the visit runs as smoothly as possible, just wanted to run through a few quick things.

Log In Details: insert notes here

Safeguarding: At least one member of your staff must be actively present throughout the visit.

Recordings: It would help if you could ensure that any students for whom photograph / film / audio consent has been withheld are clearly identifiable (for example, by asking them to wear coloured sticky labels).

Other Notes: insert notes here

Please don't hesitate to contact me if you have any questions.

Best wishes,

YOUR NAME

CERTIFICATE OF PARTICIPATION: VIRTUAL VISIT



STEPS
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Week

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Took part in STEPS Engineers Week 2023

Damien Owens , Director General

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We suggest that any employees likely to work with children or young people be asked to read and sign the Safeguarding Declaration to be found with this document.

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Photography / film recording / audio recording are valuable ways of evidencing work. To ensure safeguarding, though, always ...

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- Abide by situations where photo consent has been withheld – and by requests from any individual that photographs/films/audio recordings are not made.
- Ensure that where photographs / films / audio recordings have been made of individuals for whom consent has been withheld or who have requested that their photographs/films/audio recordings are not taken, these photographs / films / audio

recordings are destroyed.

- Make available for inspection, on request, any photographs / films / audio recordings that have been made.
- Only use the resulting photographs / films / audio recordings in appropriate ways - ways that are informed by safeguarding decisions.
- Ensure that no child or young person is ever named or otherwise identified in any photograph/film/audio recording we use (unless a specific request, deemed appropriate by the school, is made by a parent or carer).

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Suspicion of Danger

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- Where one of your employees has reasonable suspicion that a child or young person is in danger, they will, at the first opportunity, relay their concerns to a teacher accompanying the group.
- The employee should also relay such concerns to their line manager – whilst protecting the anonymity of the child or young person involved.
- As soon as possible, your organisation should contact the school to ask what action has been taken. You should reserve the right to refer the matter to other agencies if you feel it appropriate.

Where a child or young person discloses to one of your employees that they are in actual, immediate or imminent danger, the employee should follow the following procedure:

- Try to stay calm - and listen to the child/young person, allowing them enough time to say what they need to say.
- Take notes of what is said.
- Avoid asking leading questions or prompting details.
- Reassure the child / young person - but **not** promise to keep anything secret. Instead, explain to the child / young person that another responsible adult will be informed of what has been disclosed.
- Avoid asking the child / young person to repeat the details unnecessarily.
- Report the incident, at the first opportunity, to a teacher accompanying the group, providing any notes or other evidence that have been taken / collected.

- Report the incident, as soon as is practicably possible, to their line manager – whilst protecting the anonymity of the child or young person involved.
- If you deem urgent action is required, and / or you feel the school is not responding appropriately, you should require the employee to whom a disclosure has been made to contact appropriate agencies directly, naming the child / young person.

In the event of a disclosure being made to an employee (and this is extremely rare), you should consider providing appropriate support, which may include counselling.

Safeguarding Declaration

To be read, agreed and signed by all employees (permanent, temporary and casual) working directly with children or young people.

(1) I understand the importance of safeguarding any children and young people I encounter I the course of my employment with YOUR ORGANISATION. I understand that, in this context, “safeguarding” means actively ensuring that (a) children and young people are *safe* – and (b) that they *feel* safe. I understand that “safeguarding” includes, but is not limited to, both physical and emotional safety.

(2) I confirm that I am not being investigated for, have ever been formally cautioned for or have ever been convicted of any offences relating to the exploitation and or abuse of vulnerable people (including children and young people).

(3) I will only make photographs, films or audio recordings of the children and young people if directed to do so by YOUR ORGANISATION after confirmed consent has been given by both the school and parents/carers. I understand that I am entitled to ask to see proof of such consent before making any such photographs, films or audio recordings.

(4) I will be mindful of information I have been given regarding any children or young people whose parents / carers have withheld photograph/film/audio recording consent.

(5) Any photographs / films / audios that I do take remain the property of YOUR ORGANISATION and I may not use them/share them in any personal (or other professional) capacity.

(6) I will not disclose any personal information to the children and young people I work with. This includes, but is not limited to, my address, telephone numbers and details of any social networking sites I use.

(7) I will not allow the children or young people I work with to disclose any personal information to me – nor will I make any attempts to discover such information. Where it is not possible to stop such information being divulged by a child or young person, I will immediately inform the teacher accompanying them - and then, as soon as possible, my line manager.

(8) When working with children or young people as a representative of YOUR ORGANISATION, I will take steps to ensure that I speak, behave and dress in ways that a reasonable adult would reasonably regard as appropriate.

(9) If I have reasonable reason to suspect that a child or young person I am working with is in danger in any way, I will at the first opportunity relay my concerns to the teacher accompanying them. I will also relay my concerns to my line manager – whilst protecting the anonymity of the child or young person involved.

(10) Where a child or young person discloses to me that s/he is in actual, immediate or imminent danger, I will follow the following procedure:

- I will try to stay calm - and I will listen to the child / young person, allowing him or her enough time to say what they need to say.
- I will take notes of what is said.
- I will avoid asking leading questions or prompting details.
- I will reassure the child/young person but **not** promise to keep anything secret. Instead, I will explain to the child/young person that I will inform another responsible adult of what they have disclosed.
- I won't make the child / young person repeat the details unnecessarily.
- I will report the incident, at the first opportunity, to the teacher accompanying the group, providing any notes I have taken and any other evidence I have collected.
- I will report the incident, as soon as is practicably possible, to my line manager – whilst protecting the anonymity of the child or young person involved.

I understand that, as soon as possible, YOUR ORGANISATION will contact the school to ask what action has been taken. I understand that YOUR ORGANISATION will also reserve the right to refer the matter to other agencies, if deemed appropriate. I also understand that if YOUR ORGANISATION deems that urgent action is required, and / or feels the school (or other setting) is not responding appropriately, I may be required to contact appropriate agencies directly, naming the child / young person. I understand that YOUR ORGANISATION will offer appropriate support in this.

Signed:

Name:

Date:

Visit a School: Introductory Letter / Email

Dear NAME,

It's YOUR NAME from ORGANISATION here – I hope you're well. As you know, I / members of our team will be visiting some of your students, in school, on DATE, as part of STEPS Engineers Week run by The Engineers Ireland STEPS programme – and I'm / we're all very much looking forward to it!

To help me prepare for the visit, please answer the following questions ...

1. Which year group will be involved?
2. Ideally, how many students would you like to offer the experience to? Please note that we may have to limit numbers.
3. Do any of the students have any access needs that we should be aware of?
4. Which members of staff will be accompanying the students (please supply names)?
5. The planned activities would be best suited to a classroom / the hall. Is this likely to work for you?
6. What is the structure of your school day? Please provide details of the times of: the start of the school day ... morning break ... lunchtime ... afternoon break (if any) ... end of the school day.
7. Will the school be able to provide a screen and projector? Will the school be able to provide a computer / laptop? If so, will we be able to use USB sticks – or should any documents be sent to you in advance?
8. Will we be permitted to capture photographs / film / audio footage on the day? We can, of course, supply Photo Consent Forms.

Looking forward to hearing from you,

Best wishes,

YOUR NAME

Visiting a School: Photo Consent Form

YOUR LOGO AND ADDRESS

On DATE, your child will be one of a group experiencing a visit from ORGANISATION as part of STEPS Engineers Week run by the Engineers Ireland STEPS programme. We would like to document the visit by taking some photographs / film recordings / audio files. We may put any resulting photographs / films / recordings into the public domain – but you can be assured that they will only be used appropriately, and that safeguarding issues will inform our decisions. We would be grateful if you could confirm whether or not you grant permission for this by completing the form below – and returning it to your child's school.

Thank you!

Photo Consent Form

NAME OF CHILD:

I do / do not give permission for my child to be photographed / filmed / recorded during the course of a visit from ORGANISATION on DATE. I understand that any resulting photographs / films / recording may be put into the public domain – but that they will only be used appropriately, and within safeguarding guidelines.

Signed:

Name:

Date:

Visiting a School: Confirmatory Letter / Email

Dear NAME,

It's YOUR NAME from ORGANISATION here – I hope you're well. We are really looking forward visiting you and some of your students on DATE, as part of STEPS Engineers Week run by The Engineers Ireland STEPS programme – and we're all very much looking forward to it! I am attaching a timetable – and, to ensure that the visit runs as smoothly as possible, just wanted to run through a few quick things.

Our Team: You will be joined for the visit by NAMES OF YOUR TEAM MEMBERS

Parking: Will the school have an available parking space? If not, where would be the best place to park?

Safeguarding: At least one member of your staff must be actively present throughout the visit.

Names: It would help if the students could wear name badges for the duration of the visit. It would also be helpful if you could ensure that any students for whom photograph/film/audio consent has been withheld are clearly identifiable (for example, by asking them to wearing name badges of a different colour).

Dress: Do you operate any particular dress codes?

Other Notes: insert notes here

Please don't hesitate to contact me if you have any questions.

Best wishes,

YOUR NAME



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- Ensure that where photographs / films / audio recordings have been made of individuals for whom consent has been withheld or who have requested that their photographs/films/audio recordings are not taken, these photographs / films / audio

recordings are destroyed.

- Make available for inspection, on request, any photographs / films / audio recordings that have been made.
- Only use the resulting photographs / films / audio recordings in appropriate ways - ways that are informed by safeguarding decisions.
- Ensure that no child or young person is ever named or otherwise identified in any photograph/film/audio recording we use (unless a specific request, deemed appropriate by the school, is made by a parent or carer).

Note that all of the above continues to apply for any recordings made of virtual/online meetings / visits / conferences.

Suspicion of Danger

You should seek to be alert in detecting signals that children or young people may be in danger:

- Where one of your employees has reasonable suspicion that a child or young person is in danger, they will, at the first opportunity, relay their concerns to a teacher accompanying the group.
- The employee should also relay such concerns to their line manager – whilst protecting the anonymity of the child or young person involved.
- As soon as possible, your organisation should contact the school to ask what action has been taken. You should reserve the right to refer the matter to other agencies if you feel it appropriate.

Where a child or young person discloses to one of your employees that they are in actual, immediate or imminent danger, the employee should follow the following procedure:

- Try to stay calm - and listen to the child/young person, allowing them enough time to say what they need to say.
- Take notes of what is said.
- Avoid asking leading questions or prompting details.
- Reassure the child / young person - but **not** promise to keep anything secret. Instead, explain to the child / young person that another responsible adult will be informed of what has been disclosed.
- Avoid asking the child / young person to repeat the details unnecessarily.
- Report the incident, at the first opportunity, to a teacher accompanying the group, providing any notes or other evidence that have been taken / collected.

- Report the incident, as soon as is practicably possible, to their line manager – whilst protecting the anonymity of the child or young person involved.
- If you deem urgent action is required, and / or you feel the school is not responding appropriately, you should require the employee to whom a disclosure has been made to contact appropriate agencies directly, naming the child / young person.

In the event of a disclosure being made to an employee (and this is extremely rare), you should consider providing appropriate support, which may include counselling.

Safeguarding Declaration

To be read, agreed and signed by all employees (permanent, temporary and casual) working directly with children or young people.

(1) I understand the importance of safeguarding any children and young people I encounter I the course of my employment with YOUR ORGANISATION. I understand that, in this context, “safeguarding” means actively ensuring that (a) children and young people are *safe* – and (b) that they *feel* safe. I understand that “safeguarding” includes, but is not limited to, both physical and emotional safety.

(2) I confirm that I am not being investigated for, have ever been formally cautioned for or have ever been convicted of any offences relating to the exploitation and or abuse of vulnerable people (including children and young people).

(3) I will only make photographs, films or audio recordings of the children and young people if directed to do so by YOUR ORGANISATION after confirmed consent has been given by both the school and parents/carers. I understand that I am entitled to ask to see proof of such consent before making any such photographs, films or audio recordings.

(4) I will be mindful of information I have been given regarding any children or young people whose parents / carers have withheld photograph/film/audio recording consent.

(5) Any photographs / films / audios that I do take remain the property of YOUR ORGANISATION and I may not use them/share them in any personal (or other professional) capacity.

(6) I will not disclose any personal information to the children and young people I work with. This includes, but is not limited to, my address, telephone numbers and details of any social networking sites I use.

(7) I will not allow the children or young people I work with to disclose any personal information to me – nor will I make any attempts to discover such information. Where it is not possible to stop such information being divulged by a child or young person, I will immediately inform the teacher accompanying them - and then, as soon as possible, my line manager.

(8) When working with children or young people as a representative of YOUR ORGANISATION, I will take steps to ensure that I speak, behave and dress in ways that a reasonable adult would reasonably regard as appropriate.

(9) If I have reasonable reason to suspect that a child or young person I am working with is in danger in any way, I will at the first opportunity relay my concerns to the teacher accompanying them. I will also relay my concerns to my line manager – whilst protecting the anonymity of the child or young person involved.

(10) Where a child or young person discloses to me that s/he is in actual, immediate or imminent danger, I will follow the following procedure:

- I will try to stay calm - and I will listen to the child / young person, allowing him or her enough time to say what they need to say.
- I will take notes of what is said.
- I will avoid asking leading questions or prompting details.
- I will reassure the child/young person but **not** promise to keep anything secret. Instead, I will explain to the child/young person that I will inform another responsible adult of what they have disclosed.
- I won't make the child / young person repeat the details unnecessarily.
- I will report the incident, at the first opportunity, to the teacher accompanying the group, providing any notes I have taken and any other evidence I have collected.
- I will report the incident, as soon as is practicably possible, to my line manager – whilst protecting the anonymity of the child or young person involved.

I understand that, as soon as possible, YOUR ORGANISATION will contact the school to ask what action has been taken. I understand that YOUR ORGANISATION will also reserve the right to refer the matter to other agencies, if deemed appropriate. I also understand that if YOUR ORGANISATION deems that urgent action is required, and / or feels the school (or other setting) is not responding appropriately, I may be required to contact appropriate agencies directly, naming the child / young person. I understand that YOUR ORGANISATION will offer appropriate support in this.

Signed:

Name:

Date: