

Student Guide Scheme - Safeguarding

Recruitment and Outreach have a Safeguarding Policy in place to help protect young people and protect employees (i.e. you) within the department in case of any incidents.

On Applicant Days, many visitors will be under 18 and some may be visiting us unaccompanied.

Under 18s are classed, for the purposes of safeguarding, as young people.

If a young person approaches you regarding a disclosure or inappropriate situation, keep calm, reassure the young person, and avoid asking leading questions.

Once the young person has finished talking to you, you need to report this disclosure to a member of staff immediately. Let the young person know you will be doing this and that they have done the right thing telling you. The disclosure will be dealt with professionally and confidentially.

You can report to the Events Team and we will share with our Safeguarding Officers, who will then take appropriate steps dealing with the disclosure.

Avoid being alone with under 18s; make sure they are always with their guests or you have another student guide/member of staff with you.