



**SPEAKERS**  
for schools

# Safeguarding



**In-Person Work Experience**

**We understand that the safety and wellbeing of young people is the main priority for their teachers and responsible adults. As we work with so many schools across the UK, many of whom differ in what they consider to be best practice, we want to be transparent around the processes and checks that are put in place by Speakers for Schools to make sure students are safe during placements.**

Whilst we at Speakers for Schools recognise that students are safeguarded by schools' existing policies, please be assured that we are committed to adding extra protective measures to ensure the wellbeing of your students during their time on placements.

As a brokerage for in-person work experience, we are not responsible for the safeguarding of students attending placements. On placements they are considered "employees" and the responsibility for safeguarding the health, safety and welfare of students lies with the employer whilst they are in attendance.

We are committed to raising awareness of effective safeguarding within our organisation, in our partnerships with employers and every aspect of our service delivery. We would encourage all of our employers delivering any events with Speakers for Schools, as a matter of best practice to have in place a safeguarding policy with clear procedures for their employees. We provide guidance on this, and ensure they are provided with contact details in case of any concerns.

Our own Sfs staff are provided with regular and thorough safeguarding training to ensure that everyone is aware of how to respond to and refer any situations that may arise. The team at Speakers for Schools are aware of the benefits of multi-agency working and will contact the school as quickly as possible if an issue should occur concerning one of your students.

The following procedures have been put in place to help all stakeholders meet their safeguarding requirements:

### Minimum cohort sizes

We recommend placements are for three or more students. These students may be from different schools, rather than just your own. This minimum placement cohort reduces the risk of one-to-one working with employers. Sfs will apply additional internal safeguarding assessments before agreeing to advertise placements hosting less than 3, these are on a case by case basis.

### Code of conduct

Before the placement, we ask all participating employers involved in direct delivery of the placements to students to read and sign a code of conduct, which outlines how they should interact with students and responsible handling of data.

We also ask all students to sign a code of conduct relating to professional behaviour and keeping themselves safe during placements. We make it clear to students that they should report anything unusual or uncomfortable to their teachers and Speakers for Schools as soon as they can.

### Document Exchange

Our Experience Portal allows you to view and download documents related to the placement prior to any confirmation stages. Employers provide a copy of their Employers Liability Insurance, Health and Safety Policy, Safeguarding Policy and Young Persons Risk Assessment.

### Oversight

Our Speakers for School staff will be on hand to answer any questions during the application process as well as attendance monitoring and communications during the placement. On the morning of the placement a Sfs staff member will check in with the employer to confirm either full attendance, or that any absences have been reported to you, the educator.

## FAQs

Speakers for Schools has previously required a school reference to support any student work experience application on your website. Is this still the case?

Yes, we would require a staff member at the school to approve all student applications, confirm that they will be available to attend the placements and provide any information required by the employer such as reasonable adjustments, media permissions, allergies and/or medical conditions.

What health and safety checks are done by your charity with employers before you advertise their opportunities?

Before the placement, we ask all participating employers involved in direct delivery of the placements to students to read and sign our Code of Conduct, which outlines how they should interact with students and responsible handling of data. Most of the employers we work with are leading employers including Bank of England, bp, Tesco, Morgan Sindall, V & A Museum. We do not carry out health and safety checks on these employers who are based in every corner of the UK. Each employer will upload relevant documents to the Experience Portal for you to download. You will therefore need to conduct your own health and safety checks following your usual procedures for school trips and/or work experience placements.

Is there certain criteria employers need to demonstrate to you regarding their internal policies for opportunities to be advertised through your site?

All of our employers are required to sign a Code of Conduct and upload valid Employers Liability Insurance, a copy of their Health and Safety and Safeguarding Policies, as well as a Young Persons Risk Assessment prior to making their adverts live. In addition to this, content is discussed with their account manager to ensure that a health and safety induction is part of the placement plan, media consent is acquired if needed, emergency contacts are collated and alternative plans for emergencies or disruptions are made.

Is there an opportunity anywhere for parents of students under the age of 18 to support the application or will schools always need to support an application?

Schools should secure parental permission – this is because we are able to verify school contacts. We would not be able to verify the identity of a parent or guardian – schools hold this information.

How are placement details shared?

Final placement details are only shared with students who are confirmed. Sfs will provide a pre-placement email to successful young people with the address, joining instructions, a timetable, dress code and contacts for the placement along with tips and helpful advice.

Are there any costs involved for parents or schools?

Wherever possible we encourage employers to support or cover reasonable costs. If an employer has agreed to cover costs of transport, food or other requirements details will be provided on the advert and confirmed with the educator in pre-placement communications.

If there is any unsafe or inappropriate behaviour by a student, would they be removed from the placement, and if so, who holds those privileges?

We ask all students and employers to sign our Code of Conduct before a placement. As with any work experience, if the employer feels that continuing the placement is not an option they are advised that as part of their safeguarding duties they must inform the school and Sfs before removing the young person. Speakers for Schools will take action through its own safeguarding policy and procedures where necessary.

Do all employers have an up-to-date DBS check, and will these be passed on to schools?

Employers who are providing work experience placements are not normally asked to provide DBS checks for each employee who will be working with students. Speakers for Schools staff do have DBS checks, and the placements are set up to minimise risk to young people and vulnerable adults. Should you require an employer to have a DBS, and the request is inline with KCSIE guidance, there will be opportunities to raise this with the Sfs team during the application approval process.

If a student is required to have a DBS for a placement who will arrange this?

If an employer requires a student to have a DBS check to attend a placement this will be detailed in the advert and communicated with the student and school with sufficient timelines. Any requests for DBS will be reviewed against KCSIE guidance.

Are employers briefed on media consent?

We ask employers not to take or share images of the young people who take part in any work experience placements, without written permission. Speakers for Schools may seek to secure appropriate permissions from young people and their parents/carers in order to compile case studies. We will advise if this is the case, and how any such material may be shared.

For more information, please visit our work experience page [here](#) or view our resources guide [here](#)

If you require further assistance, you can reach a member of the team by emailing [experience@speakersforschools.org](mailto:experience@speakersforschools.org)