### **Working in Schools – Good Practice Guidance**

For volunteers working with young people, it is important to be aware of potentially challenging situations. Follow the simple guidance below to ensure that the events you attend provide a safe and productive environment for both you and the students.

As a volunteer, it is your responsibility to be aware of and adhere to the safeguarding policy at the school you are supporting. This policy can usually be found on the school’s website or obtained from the school’s Careers Lead.

Occasionally, young people may disclose confidential information to you that raises concerns about their physical or emotional safety. In such situations, make a note of the information shared with you and immediately inform your designated school contact.

### **DBS Checks and Supervision**

Under the Criminal Justice and Courts Services Act 2000, employees are required to declare if they are disqualified from working with children.

As a business volunteer, you are not expected to undertake a DBS check, as you should not be left alone with a student. Each school has a Careers Lead who will ensure you are familiar with the school’s safeguarding policy. At all events, a member of school staff should always be present.

Safeguarding procedures are in place to protect both students and the adults who work with them. While processes vary from school to school, you may find that a member of staff will accompany volunteers throughout their visit, from arrival to the end of the event, including during breaks and lunch times, if applicable. Safeguarding procedures in schools typically do not permit volunteers to walk unaccompanied around the building, including to toilets or between rooms. If you need assistance, please ask a member of school staff.

### **Virtual Support**

If you are supporting students virtually, please apply the same safeguarding approach as you would in person:

* Keep all conversations with students professional and appropriate.
* Do not request or share personal details.
* Ensure your video background is suitable or blurred.
* Do not record any interactions.

### **Personal Information and Behaviour**

Do not share personal details with students, such as your mobile number, email address, home address, or social media information.

While it is important to reassure a nervous young person who may be particularly reliant on your guidance, avoid being overly familiar. Never permit ‘horseplay’, as this may cause embarrassment or fear. Be aware that others might misinterpret your actions, even if they are well-intentioned.

Please refrain from using your mobile phone during the event and ensure it is set to silent, if possible. Taking photographs during events is prohibited unless prior agreement has been obtained.