

Safeguarding guidelines

Purpose

The purpose of this policy and procedure is to provide volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Specifically as an RTPI Ambassador you are visiting a school, college or other event with young people, as a representative of the RTPI and promoting planning as a career choice.

Registration and responsibility

Any RTPI members visiting a place of education on behalf of the RTPI must register as an Ambassador.

It is your responsibility to:

- confirm reading of RTPI guidelines when signing up;
- comply with the school's own safeguarding procedure;
- report back on volunteering activity to a central database, including information on the event and outcomes.

You must ensure your contact with children and young is appropriate and relevant to the RTPI volunteer project. Please ensure that there is at least one adult e.g. teacher or reasonable adult from the school/college is present during the volunteering activity. Therefore ask the teacher or responsible adult from the school/college to remain present through the event, activity or workshops. This is not just for safeguarding purposes but also classroom management.

Behaviour

Please adhere to the guidance below:

Do set a good example. Address students politely and calmly, and provide a positive role model by behaving respectfully and fairly. Encourage professional boundaries and deflect personal questions.

Do dress appropriately. Dress practically and professionally and so avoid any clothing (and language or behaviour) that could be misinterpreted.

Don't share personal information. Don't share any personal details with children e.g. phone number, Facebook, or email address. If the students request career or further guidance arrange this through their teacher. Do not offer students your business card.

Don't touch. Avoid physical contact at all times. In the case of an emergency, ensure a first aider is called.

Don't be alone with young people. Do not be on your own in an isolated or closed environment with young people, particularly with an individual. Do not offer a lift to a young person or agree to meet them outside of school or youth group sessions.

Don't take photographs without consent. Only take photos where you have established consent with the school, teacher and/or guardian.

Do establish ground rules for any long term contact. If you are mentoring a student for a period of time, for example helping with specialist input to coursework, ensure meetings are arranged by the school/college, with parental consent, and that any emails, correspondence or drafts are sent to the student's teacher. Do not use personal email addresses, only work and teacher email.

Reporting

It is your responsibility to register as an Ambassador with the RTPi and provide feedback on the event or activity you have undertaken. This can be provided via an online form or emailing ambassadors@rtpi.org.uk

Do act if you have any concerns about a child or young people at the event or activity. If they disclose information to you that gives rise to concern for their physical or emotional safety you have a duty to report this to the teacher or youth worker who will ensure that appropriate procedures are followed within the school/college/youth group

Report any allegation or concerns about the conduct of an RTPi Ambassador in schools to your RTPi education volunteering contact.

Agreed by Board of Trustees

November 2018