

University of Bath

**Young Persons Guide to
The University's Child Protection & Safeguarding
Policy and Information**

What the department policy does.....

- It is in place to protect all young people (under 18s) in our facilities and on our programmes from any harm.
- Sets out what you can expect from the department, which includes all our staff, coaches and volunteers.
- Says what we do if we receive a complaint or concern from a young person, parent, member of staff, external organisation or member of the public.
- Gives contact details for organisations that deal with Child Protection issues, who you can contact if you are worried about anything.

Your rights as a young person include.....

- No one should harm you in anyway.
- Being able to say what you think, be listened to and be taken seriously in all matters that affect you.
- Not be discriminated against.
- Have your best interests put first when decisions are being made about you.
- Be protected from harm, abuse and violence.

Adults and organisations that work with young people should promote these rights. No one should harm you in anyway; if you are hurt then adults must do something about it.

The different types of abuse

PHYSICAL	This includes being kicked, beaten or punched.
EMOTIONAL	This includes constant name-calling, being threatened, being made fun of or made to feel small, and often seeing violence between the people who care for you.
SEXUAL	This includes being touched in a way you don't like, being forced to have sex, made to look at sexual pictures or videos, or anything else that makes you feel uncomfortable.
NEGLECT	When you don't have somewhere to stay, enough food to eat, clothes to keep you warm, or if you are not looked after properly.
BULLYING	Whether by adults or by another young person, are also abusive and can hurt you physically and emotionally. Bullying includes hitting, taking a person's things, name-calling and racist bullying.

What can you do?

- Learn how to keep yourself safe. Ask your parents and teachers for advice on safety measures.
- Support your friends if they tell you they're being abused – encourage them to tell a trusted adult.
- Remember, being abused is never your choice and never your fault, child abuse is never right.
- Find someone to turn to if you are being abused. Tell an adult you trust – maybe a teacher or coach. Keep telling them until someone listens and takes action.
- Phone ChildLine or the NSPCC Child Protection Helpline (**0808 800 5000**) if you're being abused, or know someone who is.

You are not alone.

Whatever your worries, you don't have to keep it to yourself. You might feel that there's no way out of your problems when you are unhappy or scared. If you're being abused, you might be pressured not to tell anyone. But there are people you can turn to who can help you.

Talking to someone about what's happening in your life can help you understand the choices you have and help you find a solution. If you or someone you know is being abused, telling someone and getting help can stop the abuse happening.

Who to turn to?

You might want to talk to someone you know and trust. This could be:

- a close friend
- a parent, carer or someone else in your family
- a teacher or school counsellor – some schools also have peer-support schemes
- a coach
- a youth worker
- a social worker
- a neighbour
- a best friend's older brother or sister, or their mum or dad.

If you are worried that you or someone you know is being abused, it is usually best to talk to an adult because you will probably need to help from professionals to stop abuse happening.

If your friend tells you they are worried they are being abused listen to them and encourage them to talk to an adult they trust or to contact one of the services in this booklet.

You may not want to talk to someone you know and may prefer to speak to or email someone at one of the services in this booklet. These services have advisors who are trained to help and support you, and they won't be shocked or surprised by what you say. They will listen to you and help you decide what to do – they won't tell you what to do. If you can't get through to one of the phone lines at first, don't give up – try again.

Contact details of organisations that can help you.

Call the **NSPCC Child Protection Helpline 0808 800 5000** at any time of the day or night if you are worried about abuse. It's free to call and the number won't appear on phone bills, unless you call from a mobile phone. You don't have to give your name if you don't want to. You can also email help@nspcc.org.uk

ChildLine gives comfort, advice and protection to children and young people who are worried about any problem, phone **0800 1111** (free, 24 hours a day).

Social Services Departments are responsible for keeping children and young people safe and protecting them from harm. Look in your local phone book under social services, call the office nearest to you and ask to speak to someone about a 'child protection concern'.

In an emergency, call the police on 999. If you are worried about abuse, you can also call your local police station and ask to speak to a 'child protection police officer'. Look in your local phone book under police.

For more information on the University's 'Child Protection Policy' please contact:

Nicky Kemp, Safeguarding Officer - 01225 386600 or
adsnj@bath.ac.uk

Caroline Harris, Deputy Safeguarding Officer - 01225 384141 or
ch603@bath.ac.uk

David Jolly, Deputy Safeguarding Officer - 01225 386966 or
d.j.jolly@bath.ac.uk



Work Experience Induction Checklist

Name: _____

School / College: _____

Dates of work experience: _____

University Department: _____

University Supervisor: _____

Please ensure the items listed below are explained / provided to students at the beginning of their first day.

	Completed
Introduction	
Hours of work	
Meal arrangements	
Dress code / uniform required	
Tour of facilities	
Introduction to (duty) staff and staffing structure / contact details	
Child Protection and Safeguarding	
'The Young Persons Guide to The University's Child Protection and Safeguarding Policy and Information' provided	
Health and Safety	
Department Health and Safety Handbook	
Accident and incident reporting	

Emergency Procedures	
Fire evacuation	
Invacuation	
First Aid	
Risk Assessment	
Significant risks and control measures	
Manual handling hazards	
Safe use of equipment	

Work Experience Student's Declaration

I certify that the above checklist has been explained and I fully understand.

Name: _____

School / College: _____

Date: _____

Work experience student's signature: _____

Supervisor's Declaration

I certify that the above checklist has been explained to the work experience student.

Name: _____

Position: _____

Date: _____

Signature: _____