

Awareness

Do

- inform young people about the safety issues involved in their visit and how to cope (e.g. to avoid walking alone in the dark and always tell someone where they are going)
- be alert to potential harm or inappropriate behaviour by others to young people in your care
- provide access for young people to talk to another adult about any concerns they may have

Conduct

Do

- remember you are a role model for young people and always provide an example you would wish them to follow
- bear in mind that some actions, no matter how well-intentioned, may easily be misinterpreted
- respect a young person's right to privacy unless you feel they are at risk of harm

Do not

- rely on your good name to protect you
- show favouritism or get drawn into inappropriate attention-seeking behaviour (e.g. tantrums or crushes)
- allow or engage in suggestive remarks, gestures or touching which could be misunderstood
- do anything to undermine the National Trust's reputation for providing young people with a safe environment
- jump to conclusions about others without checking the facts



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Advice

This leaflet is a brief summary of good practices when working with children and young people. A member of the People Service Centre team on 0870 240 0274 can advise you where to get help if you:

- need help planning an activity
- are unsure on the correct level of supervision
- are worried that you may be left on your own
- want instructions or guidance on safety or other matters involving young people

Always remember!

- plan activities carefully and be alert to potential harm
- where possible ensure young people are accompanied by their own adult carers and that they take direct supervisory responsibility
- arrange for an appropriate number of adults to be present – try to have at least two at all times
- avoid being left alone with young people if you can
- when one-to-one contact is unavoidable, keep it short, be accessible and make sure someone is informed

Support for working with children and young people is available on the intranet.

For further advice or alternative formats of this leaflet you can contact the People Service Centre team on 0870 240 0274 or hrscenquiries@nationaltrust.org.uk

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Safe & Sound



Good practice for staff, volunteers and contractors when working with under 18s and vulnerable adults

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Young people first

The National Trust values and encourages the involvement of children and young people and it is committed to promoting their well-being and enjoyment, and protecting their health, safety and welfare.

We can all help to provide a welcoming, safe and enjoyable experience for young people. This leaflet for staff, volunteers and contractors provides essential and quick reference to good practice when in the company of under 18s (please note that these guidelines should also be taken into account when dealing with older vulnerable adults, such as people over 18 with learning or physical disabilities).

Not all the guidelines will be directly relevant to those working with long-term trainees. However, in every situation, take great care and, above all, use your common sense to make sure that all activities are as safe as possible and everyone's interests are safeguarded.



Planning

Do

- plan activities for young people carefully to ensure that there is maximum protection at all times
- attend to health and safety requirements and seek advice from your Compliance Business Partner
- make sure that where possible young people are accompanied by their own adult carers (e.g. parents, teachers or youth leaders) and that these adults are directly responsible for those in their care
- ensure that a signed parent/guardian consent form has been obtained if the National Trust is providing direct supervision
- make sure you know which young people are in your charge, the extent of your responsibility, where they are and what they are doing

- ensure you carry out a Criminal Records Bureau check when recruiting staff or volunteers who will be working with children and young people

- please contact the People Service Centre if you need further guidance



Supervision

Do

- arrange for an appropriate number of adults to be present, bearing in mind the activity, number, ages and any particular needs of the young people
 - Ratios (Staff:Children) 1:8 for primary aged groups (11yrs and below) and 1:15 for Secondary (11yrs+) groups. Groups of very young children and/or of any age with learning or mobility difficulties will require more adult supervision. Higher ratios are recommended if the activity is near open water, of an adventurous nature or involves environmental tools. Property staff have the final say in each situation.
 - A minimum of two adults when working small groups and work in view of other colleagues if supporting an individual (e.g. work experience) on your own.
- have male and female helpers where practical

If you are likely to be on your own

Do

- avoid being left alone with young people if you can, particularly one-to-one contact e.g. lone car journeys, even short ones, with a young person are best avoided; unless it is an emergency, get parental approval before taking someone home
- use your common sense and take great care if you are left alone with young people e.g. don't escort a single young child to the toilet; offer to stay with the rest of the class while the teacher does so

If one-to-one contact is unavoidable

Do

- make sure it is for as short a time as possible
- ensure you are accessible to others
- tell someone else where you are going, what you are doing and why



Other practicalities

Do

- ensure boys and girls on residential activities have separate sleeping accommodation
- insist on relevant training if you are expecting to oversee sports and games

Do not

- allow rough contact sports (e.g. rugby) which could result in inappropriate behaviour or injury
- permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing or bullying)

