

# 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



[www.nationaltrust.org.uk](http://www.nationaltrust.org.uk)

# 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](mailto:hrscenquiries@nationaltrust.org.uk)

© National Trust Images/David Levenson/Jennie Woodcock/Mick Wilkes/Stuart Cox.

Printed on 100% recycled paper. Please recycle this leaflet after use.

© National Trust 2011. The National Trust is a registered charity, no. 205846



National  
Trust

# Safe & Sound



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

[www.nationaltrust.org.uk](http://www.nationaltrust.org.uk)