

## **Safeguarding Tool Box Talk**

### What?

- Working in communities means we often come into contact with young people and vulnerable adults.
- A Vulnerable Adult is a person who is 18 years of age or over and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or serious exploitation. Not all disabilities are visible or obvious, including mental illnesses, capacity and competence.
- It is important to be aware of potentially difficult situations.
- Safeguarding is a term used to describe the measures taken to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect. Responsibility for these aims is deemed to lie with everyone who comes into contact with children and families

### Why?

- Avoid misunderstandings arising
- Avoid negatively impacting young people – especially inadvertently
- Protecting ourselves and colleagues.
- Creating a positive image of the company and our industry.
- Creating positive experiences for young people.

### Questions?

- Are interactions with young people or vulnerable adults likely to occur on or in the immediate vicinity of the site?
- What sort of interactions might there be on this site?
- What sort of contact might be covered under safeguarding guidance?

Do's	Don'ts
Decline politely, to enter into conversation with a young person or vulnerable adult who is outside the site boundary.	Never have physical contact, it should be avoided at all times, in case of an emergency ensure a first aider is called.
Avoid being over familiar and deflect personal questions.	Never disclose or exchange personal contact details e.g. telephone numbers.
Maintain professional boundaries at all times.	Never share or connect through your social media accounts with young people and vulnerable adults.
Declare if you are disqualified from working with children.	Never be alone in a working environment with a young person or vulnerable adult
Carry out activities and tasks in an open area with other people present.	Never allow 'horseplay' or jokey behaviour which may cause embarrassment, offence or fear.
You are declared by law to protect children from harm.	Never take photos or share images that you have not had permission to do so of young people and vulnerable adults.
Provide WDC with a completed work experience consent form, including a signature from a parent or authorised adult	Never ignore inappropriate behaviour or inappropriate comments by colleagues towards a young person or vulnerable adult.
Complete an induction on the first day of a placement/work experience.	Never ignore any concern you have if a young person or vulnerable adult discloses information to you.
Only take photos where you have established consent.	Never allow young people and vulnerable adults on site or WDC premises for work experience without appropriate consent paperwork being received.
If you or a person displays inappropriate behaviour or makes any inappropriate comments to a young person or vulnerable adult, you must	Never promise to keep a secret if a young person chooses to confide in you.

immediately report it to the line manager.	
Disclose if you believe there is a concern for their physical or emotional safety. Speak to your line manager.	Never allow a young person or vulnerable adult access to any confidential or restricted information.
	Never disclose personal information about a young person given to you to provide for their safety to a third party unless authorised to do so.