

PAIGNTON ACADEMY

Careers Department



CHILD PROTECTION AND SAFEGUARDING DURING WORK EXPERIENCE

The information provided in this booklet will help guide you on Child Protection and Safeguarding procedures at Paignton Academy. It has been designed for all our partners who are involved in supervising and delivering work related learning in the workplace (for example, Work Experience).

According to the Work-Related Learning Guide, DFE, 2008 Work Related Learning can be defined as:

"Planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work."



Keeping Young People Safe during Work Related Learning

Child Protection and Safeguarding can be a cause for concern for everyone involved in Work Related Learning, especially during Work Experience placements.

In order to support you, we have produced this guide to provide you with information on the procedures to follow, in relation to the safeguarding and protection of young people who are on placement with you. The guide also gives you information on how to keep yourself safe when working with young people.

It includes the details of key people at the Academy, who you can contact if you have a concern, or wish to ask any further questions relating to child protection or safeguarding in relation to Work Related Learning.

Academy Statement

Paignton Academy holds the safety, health, well-being and welfare of its students as paramount. We are committed to safeguarding and work together to ensure that our students thrive in a safe and supportive environment, whatever their age, ethnicity, religion, disability, sexual identity or gender. All staff in the Academy are trained in Safeguarding and Child Protection issues and are kept up to date with changes in legislation and practice. We take any allegation and suspicion of abuse seriously and will respond to them promptly.

Our safeguarding and child protection policies and procedures have been written with these principles in mind and are in line with national and local Safeguarding and Child Protection legislation and guidance.

Safeguarding

Paignton Academy adopts the definition of Safeguarding used in the Children Act 2004, the DfE document "Working Together to Safeguard Children (2023)" and the DfE statutory guidance document "Keeping Children Safe in Education (September 2025)" which focuses on safeguarding and promoting children's welfare and can be summarised as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

Designated Child Protection Persons

If you wish to report any concerns that you may have about a young person or wish to discuss any issues relating to Child Protection and Safeguarding in the workplace, please do not hesitate to contact one of the persons below:

Mr Williams, Head of School

Tel: 01803 403005 – Waterleat Road

Ms Samantha Spear, Safeguarding Designated Safeguarding Lead

Tel: 01803 403003 – Borough Road

Mrs Sarah Gardiner, Deputy Safeguarding Lead

Tel: 01803 403005 – Waterleat Road

Email: safeguarding@paigntonacademy.tsat.uk

Keeping Yourself and Young Person Safe

Always provide a protective culture that puts young people's interests first:

- Know who to contact to express concerns about a young person's welfare.
- Be aware and alert to the signs and symptoms of abuse.
- Share information appropriately in the best interests of the young person.
- Treat everyone equally – don't show favouritism.
- Do not enter into any personal relationship with a young person – even if they are over 16.
- Do not take a young person in your personal car alone – use company vehicle only.
- Do not physically restrain a young person.
- Do not swear in front of, or at, a young person.
- Do not make sexual references or innuendos to a young person.
- Do not permit abusive peer activities (bullying).
- Do not give out your personal mobile number to a young person – always use the company contact number.
- Do not use your personal email address to contact a young person – always use the company email address.

Brief Summary of the Main Categories of Abuse

(taken from the guidance document Keeping Children Safe in Education, part 1 September 2025)

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scolding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This could include ridiculing, humiliation, fear, intimidation, criticism, lack of love and affection, bullying, unrealistic expectations, cyber bullying. It could also include overprotection, limitation of exploration, and learning and preventing the child from participating in normal social interaction.

Sexual Abuse

This kind of abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact or non-contact activities including grooming a child in preparation for sexual abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse.

Neglect

Neglect is the persistent failure to meet a child's basic needs, both physical and psychological, which is likely to result in the serious impairment of the child's health or development. This could include the carer failing to:

- provide adequate food, clothing and shelter;
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision;
- ensure access to appropriate medical care or treatment.

The Prevent Duty

This is part of the Government's strategy to tackle radicalisation and extremism. Schools have a duty in law to prevent young people from becoming drawn into extremism (the opposition to fundamental British values) or radicalisation (the process by which a young person may come to follow extreme ideologies).

Up skirting

This involves taking a picture under a person's clothing without them knowing, with the intention of obtaining sexual gratification, or cause humiliation, distress or alarm.

What to do if you have a suspicion or concern about a young person's welfare

In the unlikely event that you receive a disclosure from a young person; the following guidelines are suggested to help and support you.

DO	DON'T
▪ Do act on any concerns or disclosure. ▪ Do listen to the young person but tell them you will have to pass on the information to the Academy if it is to do with Child Protection or Safeguarding. ▪ Do pass on the information as soon as possible to the designated person, or their deputy, at the Academy.	▪ Don't promise confidentiality. ▪ Don't discuss with other members of staff. ▪ Don't ring parents (the Academy will do this). ▪ Don't ask leading questions. ▪ Don't show shock or disbelief at what you are being told. ▪ Don't keep concerns or disclosures to yourself – always pass them on.

ALWAYS REFER YOUR CONCERNS OR DISCLOSURE TO THE DESIGNATED PERSON AT THE ACADEMY

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

In the current economic climate, it is very important to ensure that all young people gain the skills, qualifications and experience they need to meet the needs and demands of the future workforce.

We are very grateful to all employers for giving our young people the opportunity to gain the skills and experience that work-related learning can give them. We want to support you in any way we can to make the placement successful. If you have any concerns about a young person on placement with you, then please don't hesitate to contact the Academy.

Thank you for your support in safeguarding our young people.