

Concerns About an Adult

If you are worried about how any adult, including a member of your staff or ours, has behaved towards a student, contact the Headteacher immediately. If the concern is about the Headteacher, contact the Chair of Governors through the school office.

- Do not investigate the concern or discuss it with the person involved.
- Follow your own safeguarding and HR procedures as well as telling us.
- We will involve the Local Authority Designated Officer (LADO) where needed, and may pause or end the placement.
- If you remove someone from work with children because of a concern, you may have a legal duty to refer them to the DBS.

Key Contacts

Designated Safeguarding Lead

Holly Lakin
Tel: 01283 247580
hlakin@fountains-high.staffs.sch.uk

Deputy DSL

Chris Mulvenney
Tel: 01283 247580
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Headteacher

Bev Rowley
Tel: 01283 247580
browley@fountains-high.staffs.sch.uk

Careers Lead

Caroline Ruscoe
Tel: 01283 247580
cruscoe@fountains-high.staffs.sch.uk

Post-16 Lead

Shafeen Akhtar
Tel: 07508 383362
sakhtar@fountains-high.staffs.sch.uk

Out of Hours (Staffordshire)

Emergency Duty Service
Tel: 0345 604 2886
Immediate danger: call 999

Remember: no concern is too small to share. If in doubt, report it.

Leaflet updated October 2026



An employer's guide to **work experience** & safeguarding

Thank you for supporting our students

Work experience gives our young people a real chance to build confidence, independence and skills for adult life. This guide explains how we work together to keep every student safe, happy and supported while they are with you.

Before the Placement

- Return the employer information form and confirm liability insurance.
- Share a risk assessment covering under-18s and the student's needs.
- Name a supervisor, a back-up and a safeguarding contact. Share your safeguarding policy if you have one.
- If anyone will supervise or train the student on more than 3 days in any 30, or overnight, confirm in writing that they are not barred from working with children.
- Agree hours, breaks, travel and dress code. Tell us before any overnight stay or off-site travel.

During the Placement

- Give a health and safety induction on day one, including fire exits, your first aider and any evacuation support needed.
- Students must not work at height, lift heavy or awkward loads, use hazardous substances, powered tools or machinery, work near vehicles, work alone or deal with aggressive customers.
- Keep to under-18 limits: no more than 8 hours a day or 40 a week, a 30-minute break after 4.5 hours, and no night work. Provide any PPE free of charge.
- Call us if a student does not arrive, leaves without permission, or is late, unwell or distressed. Report accidents and near misses the same day.
- Follow your normal IT policies. We will check in by call or visit; tell us about any changes.

Supporting Students with SEND

- Use clear language, show as well as tell, break tasks into small steps and give notice of changes.
- We will share key information about needs and adjustments. Keep it confidential and share it only with staff who need to know.

Safeguarding on Placement

Safeguarding is everyone's responsibility. The welfare of the young person is paramount.

- Keep an "It Could Happen Here" mindset and never assume someone else has reported a concern.
- Students with SEND may show concerns through behaviour or changes in presentation, not just words.
- Report bullying, harassment, sexual behaviour or image sharing between young people (including online) to our DSL.

Professional Boundaries

- Do not share personal contact details or social media with students.
- No lifts in private vehicles unless agreed with the school.
- Avoid being alone with a student out of sight of others.
- No photos or recordings without the school's written consent.
- No gifts and never ask a student to keep a secret.

If a Student Tells You Something

Listen	Let them speak freely. No leading questions.
Reassure	Tell them they have done the right thing.
Respond	Stay calm. Don't investigate or promise secrecy.
Report	Contact our DSL without delay.
Record	Write down the facts in the student's own words.

Immediate risk of harm? Keep the student safe, call 999 if needed, then tell the school straight away.