

## Safeguarding Guidance

Visiting a school to speak with students and teachers should be an enjoyable, uplifting and energizing experience for you and the students. Schools operate in a unique environment however that you may not be familiar with and may seem strange at first. Teachers know how to manage their students and the environment you are entering so you don't need to worry about this as long as you follow the following simple rules and guidance, remember that while you are on school premises, you are subject to the rules of the school which you should follow at all times.

### Purpose

This briefing provides essential safeguarding guidance to prepare industry professionals when making a Careers Talk at a UK Secondary School. It is intended to ensure that you understand your responsibilities for keeping pupils safe and protecting yourself during your engagement with the school. Even if it isn't long since you personally left school, things change and safeguarding is a very important topic that should not detract from the positive impact of your visit.

### Key Principles

1. Safeguarding is everyone's responsibility – you, as well as those around you, must prioritise the safety and wellbeing of pupils at all times.
2. Maintain professional boundaries – your role is to inform and inspire, not to form personal relationships with students.
3. Follow school procedures – always respect the school's safeguarding policies and the instructions of staff; if you don't understand what you are being asked to do then don't be afraid to ask.

### Do's

- Sign in at reception, wear your visitor badge visibly at all times.
- Follow staff direction – a member of school staff should accompany or supervise you throughout your visit, at all times.
- Use professional language and behaviour – be respectful, inclusive, and age-appropriate in your talk.
- Keep communication in group settings – avoid one-to-one unsupervised conversations with students.
- Report any concerns you may have immediately – if a pupil discloses something concerning, or you observe worrying behaviour, tell the school's Designated Safeguarding Lead (DSL) or staff member right away.
- Be mindful of social media – do not connect with students online or share personal contact details.

## Dont's

- Do not photograph or film pupils unless the school confirms consent.
- You are there to share your experience of your career in the Built Environment sector, but do not share stories or experiences that could be inappropriate or overly personal.
- Do not give gifts, money, or personal items to students.
- Do not arrange to meet pupils outside of the school context.
- Do not promise confidentiality if a pupil shares a safeguarding concern – explain you must pass it on to keep them safe.

## If a Student Discloses a Safeguarding Concern

- In the unlikely event that a student does share what you think may be a safeguarding issue with you the then proceed as follows:
- Listen calmly and respectfully.
- Do not ask leading questions or press for detail.
- Reassure them – tell them they've done the right thing in speaking up.
- Do not promise secrecy.
- Report immediately to the DSL or a supervising teacher – pass on exactly what you heard, in the student's own words where possible.

## Final Reminders

- You are a guest in the school: follow all staff instructions.
- If unsure, always err on the side of caution and seek guidance from the DSL.
- Safeguarding protects both pupils and you as a visiting professional.

That's it! Enjoy your time at the school, be yourself and students will respond positively towards you.

Thank you on behalf of the sector and its future employees for taking this visit on and share your experiences with colleagues; we believe that everyone benefits from speaking to the next generation every now and then.