



University of  
**Strathclyde**  
**Glasgow**

## Engineering Scholars Programme

### Tutors and Mentors - Safeguarding Guidance

**Please read the guidance below, then sign and date at the end to show that you have read and understood this document and are happy to commit to following the guidance. It is essential that you do this before starting work on the Engineering Scholars Programme.**

#### **Purpose**

This guidance is written to support Engineering Scholars Programme tutors and mentors in understanding their role in ensuring the effective and safe implementation of the programme.

#### **Scope**

The guidance outlined in this document relates to both in-person activities and virtual communication that are delivered as part of the Engineering Scholars Programme, with a target audience of 1<sup>th</sup> to 6<sup>th</sup> year secondary school pupils and year 1 and year 2 of engineering students.

#### **Definition**

We define a child as any person who has not yet reached their 18<sup>th</sup> birthday. Although we may sometimes refer to “young people” in communications or interactions, it is important to remember that anyone under the age of 18 is a child and has a right to participate in a safe environment.

#### **Legal Framework**

The UN Convention on the Rights of the Child (1989) (UNCRC) requires Member States to protect all children. The Convention is composed of 54 articles which detail the social, economic, cultural, political and civil rights which all children are entitled to. In addition, the Children and Young People (Scotland) Act 2014 makes provision about the right of children and young people, including related to them accessing services and support.

The University of Strathclyde’s Child Safeguarding Policy and Child Protection Guidance acknowledges the legal and ethical duty placed upon university staff with regards to their interactions with children:

*As a representative of the University, you have a significant position of responsibility and an essential role to support the wellbeing and safety of children and young people who participate in activity organised by the University of Strathclyde. We refer to this as ‘safeguarding’.*

## **Risk Assessment**

Risk assessments are conducted by the responsible manager for activities carried out by the University of Strathclyde. They are drafted with reference to any relevant university guidelines (for example, additional covid-19 risks present during the pandemic).

A risk assessment outlines the main risks associated with a given activity, noting:

- Hazards identified
- Who might be harmed and how?
- Existing risk control measures.
- Likelihood of the risk becoming an active incident.
- Severity of the situation should the risk become an active incident.

Prior to being permitted to work at an event, all staff must read, understand, agree to and sign the relevant risk assessment(s).

## **Communication with Pupils**

You must bear in mind during all your interactions with participating pupils that you are a role model. You have a responsibility to educate children and young people in a safe and responsible manner, including with regards to the use of digital technologies. You must adhere to the following good practice:

- Students should ensure that they are acting professionally, as a representative of the University of Strathclyde and as a role model, at all times. No inappropriate comments should be made verbally and no inappropriate comments made or inappropriate content shared in the chat on MS Teams.
- Do not give your personal contact details to any pupil, including any of your individual email addresses, including your Strathclyde email address. If a child or young person needs to contact the programme they should do so via the Engineering Scholars Programme e-mail address: [eng-scholars@strath.ac.uk](mailto:eng-scholars@strath.ac.uk)
- You should not share your mobile phone number with any pupil or have any contact with them through phone or text. You should not ask for or accept a pupil's mobile number.
- The only means of communication that student mentors should potentially have with participants on the programme outwith the hours of the programme during the week of the Engineering Scholars Programme will be through your group's channel on MS Teams. This communication will be monitored by programme staff. Pupils will be removed from this Teams channel when the programme is complete.
- You must not have any contact with pupils via electronic messaging services or social media, including (but not limited to): Facebook; LinkedIn; Snapchat; Tik Tok; Twitter; WhatsApp; SMS.
- Ensure that you have enabled reasonable privacy settings on your personal social media and do not accept friend or 'follow' requests from personal accounts of the children or any of their family. If a child or young person attempts to connect with you via social media, you should ignore their request.
- Never share credentials, usernames or passwords.

- Do not show social media, photos or videos from any of your personal devices.
- Be aware that your reputation could be harmed by what others share about you online, such as inappropriate photographs or videos.
- When communicating with pupils, be respectful and refrain from using any swearing / bad language. Do not make reference to any drug or alcohol use. Do not speak about any partisan political issues.
- You are a representative of the University of Strathclyde and the Engineering Scholars Programme, which exists to encourage and support young people within the education system. No derogatory comments about education professionals within schools, colleges or universities, or about those institutions, should be made.

### **Personal Behaviour**

It is imperative that you maintain high standards of personal behaviour throughout all interactions with children and young people. In particular:

- Recognise that your role places you in a position of trust and undertake to uphold that trust at all times.
- Dress appropriately. Remember to consider any accessories too (e.g. if bringing a bag, do not have any offensive slogans/badges on it)
- Maintain appropriate boundaries with pupils. In the UK, a person can legally consent to sexual activity if they are 16 years old or over. However, it is illegal under the Sexual Offences (Scotland) Act 2009 for an adult in a “position of trust” to engage in sexual activity with a person under the age of 18. As a tutor/ mentor, you are in a position of trust.
- You should not arrange to meet any young people outside of Engineering Scholars Programme hours.
- Never enter a toilet cubicle with children or young person. Groups of children and young people should be made aware that University toilets are for general public use.
- Do not make any kind of physical contact with a child that would be considered inappropriate within a school, university or business environment e.g. rough or physical play. Report any inadvertent contact that could be misconstrued to Dr. Gordon Flockhart.
- Do not discuss any of your personal or intimate relationships when there are children or young people within hearing range.
- Do not report to work whilst under the influence of drugs or alcohol. This includes being hungover.
- Do not smoke, vape or use illegal substances in the company of children and young people whilst on duty.

### **Reporting a Concern**

If you observe or are concerned that someone in a position of trust is putting a child or young person at risk, has caused harm, or is behaving inappropriately, or are in any way concerned for the wellbeing of a young person you should report this to Dr. Gordon Flockhart. Provide the member of staff with a brief outline of the situation. All concerns must be discussed privately with no details provided in writing.

If you have a concern about the behaviour of another mentor or member of staff, contact Dr. Gordon Flockhart immediately.

When in doubt, contact Dr. Gordon Flockhart immediately for advice.

It is **not** your job to judge or investigate if abuse is occurring. Simply report any concerns to the relevant person immediately by phone or in person. Do not email them with this information.

If you do not feel you can contact Dr. Gordon Flockhart, please contact the University Head of Service, Stephanie McKendry: [stephanie.mckendry@strath.ac.uk](mailto:stephanie.mckendry@strath.ac.uk) Again, do not provide any details in writing but say that you have a concern that you wish to discuss.

You may also report concerns using the University's "[Report & Support](#)" online form. The guidance for Report & Support States:

*A safe campus is everyone's responsibility: staff, students and visitors. We all have a responsibility to report if someone's safety has been threatened, whether that is through inappropriate behaviour, verbal or physical harassment, or other actions that make them feel unsafe, for example threatening posters, stickers or graffiti. Please report, even if you think you don't have enough information for us to take action immediately.*

#### Reporting a Disclosure

If a young person discloses something to you that is inappropriate or makes you concerned for their wellbeing, you should pass this on immediately. You should report this to Dr. Gordon Flockhart. Provide the member of staff with a brief outline of the situation. All concerns must be discussed privately with no details provided in writing. If a young person asks you to keep something a secret, you must tell them that you cannot promise to do so and will pass on the information to the relevant authority if you are concerned for their welfare.

If you believe a young person to be in immediate danger, please ensure that the issue is reported immediately, and that the young person does not leave campus until this is acted upon.

## Health & Safety Procedures

### 1) If a pupil becomes ill but it is not an emergency situation.

- Notify an project member of staff immediately.
- Phone campus first aid services: 0141 548 3333. Ensure that the pupil's health history information is available for consultation.
- Call NHS24 (08454 24 24 24) for advice if the campus first aid staff do not feel in a position to resolve the situation.
- Campus Nurse Denise McElroy is available to offer advice Monday to Friday, 9am to 5pm on 0141 548 3916

### 2) If there is a serious medical emergency.

- Phone 999.
- Also phone campus emergency services: 0141 548 2222. This is a 24 hour service.
- Notify a member of staff immediately after calling the two above.
- Make sure at least one member of Strathclyde staff and another responsible adult (i.e. mentor) are with injured party at all times.
- A member of staff or another responsible adult (i.e. mentor) should go to meet the ambulance.
- If the pupil is to be hospitalised, a Strathclyde University member of staff should go in the ambulance if possible. The member of staff should take the pupil's health history information if at all possible.
- Notify pupil's emergency contact.

### Important points to remember:

- Pupils will have responsibility for administering any prescribed medication

### Key Contacts

	Name	Work Landline
	<b>Gordon Flockhart, Engineering Scholars Programme Lead</b>	0141 548 4267
	<b>University Security (24 hours)</b>	0141 548 3333
	<b>University First Aid ( 24 hours)</b>	0141 548 3333
	<b>University Emergency Contact (24 hours)</b>	0141 548 2222
	<b>Emergency Services</b>	999
	<b>NHS 24</b>	08454 24 24 24
	<b>Denise McElroy, Campus Nurse</b>	0141 548 3916