boston:college

Safeguarding Young People and Adults at Risk

Guidance for Employers

For employers offering work placements and apprenticeships for students

Updated August 2026

Key Contacts

If you have a safeguarding concern, please email: safeguarding@boston.ac.uk

Designated Safeguarding Lead - Sharon Posey 07554332204
Deputy Designated Safeguarding Lead - Amy Creasey 07384249639

Out of college hours

Children's Social Care (Day) 01522 782111

Adult Social Care (Day) 01522 782155

Adult and Children's Social Care (Out of Hours) 01522 782333

In an emergency dial 999 and ask for the Police.

To report terrorist activity call 999 or the Anti-Terrorist Hotline 0800 789321

The Lincolnshire Safeguarding Children Partnership website has lots of useful information and up-to-date guidance on safeguarding procedures.
https://www.lincolnshire.gov.uk/safeguarding/lscp

What is Safeguarding?

Safeguarding is:

- Protecting young people and adults at risk from abuse or harm
- Preventing impairment of health and development
- Promoting a safe environment and lifestyle

Safeguarding is about recognising and referring concerns about abuse or deliberate harm.
It is also about the effective management of a range of issues within college and the workplace, such as:

- Health and safety
- Discrimination
- Site security
- Educational visits
- Supporting medical needs
- Work placements
- Peer on peer abuse
- Bullying and harassment, including sexual harassment
- Drug and substance misuse
- Internet safety
- Safer staff recruitment
- Violent or threatening behaviour
- Prevent

Prevent is an element of CONTEST, the Government's Counter Terrorism and Security Strategies. Our Prevent duty is to safeguard students from being drawn into terrorism and acts of violence. If you notice changes in language, behaviour or attitudes shown by a student, please contact the Safeguarding Team.

Safeguarding students is a legal duty and it is everyone's responsibility to make sure this is done effectively.

If...

- You suspect a young person or vulnerable adult, is at risk
- A young person or adult at risk discloses abuse
- You suspect a young person or adult at risk is involved in extremist behaviour

You must...

- Contact a member of the dedicated Safeguarding Team immediately by emailing: safeguarding@boston.ac.uk
- Not discuss the matter openly
- Not promise confidentiality to the young person or adult at risk
- Reassure the young person or adult at risk

- You receive an allegation about a member of staff

→ Contact the Designated Safeguarding Lead, Sharon Posey on 07554332204.

Principles for work experience placement providers

1. Supervision
Good supervision is an effective way of enabling the placement to be successful and reduce the risk of problems arising. Those placed immediately in charge of a young person should be confident in dealing with young people, be mature, yet capable of putting them at ease.

2. Behaviour and Relationships
It is important that young people are reassured and helped to feel comfortable and confident in their new surroundings. However, relationships should remain professional and avoid becoming too familiar. Never permit 'horseplay or banter' which may cause embarrassment or fear.

3. Environment
Where possible, avoid being alone in an isolated or closed environment with a young person, If one-to-one contact is used (e.g. review meetings) either do this in a public area or in a room with the door open so you are visible from outside.

4. Physical Contact
There may be occasions when you need to touch a young person (i.e. guiding a hand or arm) during the course of a task or whilst training to carry out a technical or manual operation. This should be kept to a minimum and be clearly used in a manner that is appropriate to the situation and within professional activities.

5. Travel
Ensure that there is a known destination and check-in time with a third party when a young person is travelling alone with an adult during the placement. It is a good idea to make available a mobile phone in the event of a break down or emergency. Please contact the work experience supervisor prior to travel taking place.

6. Disqualification
You are reminded that you are required by law to protect children from harm and that employees are required under the Criminal Justice and Court Services Act to declare that they are disqualified from working with children.

7. Communication
Please be mindful of communication with learners on work placement. There needs to be a professional relationship, so communication via telephone, social media and other forms should not occur outside of placement hours. Contact with students should be through placement organisers from the College.