

The Apprenticeship Ambassador Network (AAN)

Safeguarding guidance for in-person events

All Apprentice Ambassadors should feel safe and confident while participating in Face-to-face activities when representing the network.

Please regularly review the following guidelines to support you when participating in an in-person event.

Before the event

Prior to an event, you need to:

- make sure you have all the details of the event – this includes the name of the venue, times and details of you contact for the day
- ensure the venue is a professional or public space
- take responsibility for knowing where you are going on the day, how you will travel to the event, what time you will need to leave, and what car parking is available
- check you can get home from the event - if it is an evening event, will public transport still be running?
- make sure your line manager, or someone in their absence, knows where you are
- make sure a friend or family member is aware of where you will be and for what times – this is particularly important for weekend events

On the day

On the day of the event, you must:

- have all the required details of the event
- sign in and out as a visitor at reception
- pay attention to any safeguarding policy and processes - this is important on school premises and will usually be brought to your attention as you sign in
- wear your identification badge
- not spend any unaccompanied time with students from the school event without another member of their staff or adult present with you
- make sure that the ASK partner knows where you are throughout the event (ASK events only)
- not provide your personal contact details to anyone under 18 at the event – this includes your personal email address and any personal social media accounts
- let the ASK partner know you are leaving (ASK events only)
- seek permission from your event contact or ASK partner, if it is an ASK event before taking any photographs or digital recordings and explain what you will be using them for

Following the event

After the event, you must:

- not respond to any messages from learners you met at the event – instead, forward the email to helpdesk@manage-apprenticeships.service.gov.uk for the Department for Education to follow up
- not accept, follow or friend anyone you meet at an event who is under 18 on personal accounts
- pass any messages you do not feel comfortable replying to, such as from a teacher or employer you met at the event, onto the DfE as above, to the ASK partner or your line manager
- contact DfE if you have any questions on the above

Contact us

The AAN encourages openness at all times. You can share any concerns for yourself or others, or if you have a complaint, at any time by emailing helpdesk@manage-apprenticeships.service.gov.uk.