

APPRENTICES

APPRENTICE AMBASSADORS: SAFEGUARDING

**Guidance for all Apprentice
Ambassadors on attending face to face
events.**

Safeguarding checklist

All Apprentice Ambassadors should feel safe and confident when participating in face to face activities representing the network. Each member should also promote welfare and safety for other members of the network.

Please review the following guidelines to support this:

Prior to the event

- Only attend events to represent the network when you have all the details you require. This includes details of your main contact for the day.
- The venue should be a professional or public space.
- Take responsibility for knowing where you are going on the day and what time you need to be there. Consider how you will travel to your event. Is there parking available? If it's an evening event, will public transport still be running for you to travel home?
- Make sure your line manager, or someone in their absence, knows where you are.
- If the event is happening in the evening or at the weekend, make sure a family member is aware of where you will be and for what times.

On the day

- Sign in and out as a visitor at reception.
- If in a school or a setting with young people, pay attention to their safeguarding policy and processes. This will usually be brought to your attention as you sign in by the receptionist.
- Wear your identification badge.
- Do not spend any unaccompanied time with students from the school event
- Please make sure that the ASK partner that you are supporting knows where you are throughout the duration of the event.
- Please do not provide your personal contact details to anyone at the event (social media/ personal email).

- At the end of the event, make sure the ASK partner or event organiser knows that you are leaving.
- Seek permission from your event contact before taking any photographs or digital recordings and explain what you will be using them for.

Following the event

- If any of the learners that you met at the event contacts you through email or social media, please do not respond. Please forward the email onto apprentice.ambassador@education.gov.uk for ESFA to follow up
- Social media has many benefits, but it is important that everyone feels comfortable and safe using it.
- Please do not accept or request to follow or friend anyone on personal accounts that you meet at the events on social media.
- A teacher or employer may contact you following the event, for example, regarding involvement in a future event. If you do not feel comfortable in responding, please pass this on to the ESFA as above, to the ASK partner or to your line manager for them to action. Any questions on the above, please don't hesitate to get in touch

Contact us

You can share any concerns for yourself or others, or if you have a complaint, at any time with:

apprentice.ambassador@education.gov.uk

It will be dealt with as a matter of urgency.

The ESFA will retain all ASK event attendance logs. Please see the Apprenticeship Ambassador Network privacy notice for more details;

www.apprenticeships.gov.uk/influencers/become-an-ambassador

**For more information visit:
[www.apprenticeships.gov.uk/influencers/
become-an-ambassador](http://www.apprenticeships.gov.uk/influencers/become-an-ambassador)**

