



Worshipful Company of Scientific Instrument Makers

Safeguarding Policy

Safe Working Practices

The WCSIM Apprentice scheme appoints Apprentice Masters to act as mentors to support the Apprentice through school and university. Meetings are often arranged at appropriate Livery luncheons and dinners but not exclusively so.

This support may be via one-to-one communications and it is important that both the Apprentice and the Apprentice Master (as well as the parents) are aware of the communication and support being offered.

Whilst it is recognised that Apprentices under the age of 18 are relatively few, it is noted that a policy of safe working practice must be identified to ensure both adults and young people are not placed in a position of risk.

The safe working practices are identified below:

1. All Apprentices will be asked to complete an application form similar to potential Freemen and Liverymen which provides contact details. In addition, Apprentices under the age of 18 will be asked to provide contact details for parents or guardians.
2. Apprentice Masters working with young people under the age of 18 must hold a DBS certificate. Advice on how to obtain a DBS certificate can be obtained from the Clerks Office.
3. The DBS certificate could be received from another organisation as long as –
 - a. It is an Enhanced Level Check
 - b. It is for Children Workforce
 - c. It is less than 6 months old
4. All Apprentice Masters or potential Apprentice Masters, Apprentices under the age of 18 years and Apprentice's parents/guardians (under 18 years of age) must be made aware of the Safeguarding Policy Statement and procedures.
5. All Apprentice Masters will receive an appropriate briefing to ensure they understand the SIM Safeguarding Policy, SIM Code of Conduct and identified safe working practices as well as actions to be taken if a concern is raised or identified. This briefing will be given by the Designated Safeguarding Officer or a delegated representative.
6. The Designated Safeguarding Officer must hold a DBS Certificate and have undertaken some Safeguarding training.
7. **Any** direct communications with an Apprentice under the age of 18 must involve at least one additional person. It is good practice to copy the parents/guardians of the



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Apprentice into any email and potentially also the Clerk. On no account should an Apprentice Master contact an Apprentice under the age of 18 without ensuring a third person is copied in and aware. For this reason, it is recommended that the majority of communication is conducted via email. If a telephone call is made, then the content should be confirmed in writing with an email with a copy to a third party.

8. If arranging to meet face to face, it is good practice for an adult **not** to arrange to meet a young person under the age of 18 on their own, again at least one third party **must** be present.
9. Parents/Guardians must be kept informed of any potential face to face meetings, timings etc together with location and who will be in attendance.
10. Any Apprentice under the age of 18, their parent/guardian and Apprentice Master must be made aware of who they can contact if they have any safeguarding concerns. The key safeguarding contact within the company is: The Clerk. If the concern is regarding the Clerk, then the Master should be the first point of contact.
11. The Company is obligated to ensure that safeguarding concerns raised are dealt with and if necessary the appropriate authorities informed.
12. The Safeguarding Policy Statement and Safe Working Practices will be reviewed on an annual basis to ensure they remain relevant and meet the company needs.
13. Any individual not working within these Safe Working Practice Guidelines will be removed as an Apprentice Master or Apprentice.