

Civil Aviation Authority



Safeguarding FAQs

Owner	HR
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What practical tips should I consider when engaging with children and young adults to minimise potential safeguarding situations happening?

Consider the following:

- It is better not to take your mobile with you to a STEM event.
- It is safer not to share your first and last name, so children cannot work out your email address.
- Do not hand out business cards or your work or personal contact details.

Is it ok to share my email address with a student who wants to request a mentoring arrangement or work experience with the CAA?

Rather than direct contact with the student, it would be better for mentoring or work experience requests to be made either via the school/college/University or via the student's parent(s).

What do I need to consider in terms of confidentiality and safeguarding?

Privacy and confidentiality should be respected, but if doing this leaves a child or young person at risk of harm, the child's/young person's safety comes first. Legally it is fine to share information if you are worried about the safety of a child or young person. However, if you raise a concern, not everyone needs to know about it. This respects the rights to privacy for the child/young person, their family and/or our colleagues involved as well as avoiding gossip, rumours or worry for others.

What do I say if someone asks me about safeguarding issue?

It is fine to say that a concern has been raised and it is being dealt with following our Safeguarding Policy & Procedure.

What type of relationship is appropriate with children or young people?

One that is based on openness, honesty, patience, trust and respect. Be fair and avoid favouritism if you are working with a group of children. Also remember to:

- Be cautious when you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the work or project.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people.
- If a child/young person specifically asks for or needs some private time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.

What would be considered unacceptable behaviour?

Besides more obvious examples of unacceptable behaviour, such as being abusive, when working with children and young people, please do not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Let children and young people have your personal contact details (mobile number, email or address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.

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- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.
- Smoke, drink alcohol or use illegal substances.

What records do I need to keep of activities I do with children and young people?

It is good practice to keep a top-level record of each activity you do with children or young people. You can use your CAA Calendar to note the date of the visit, name of the school/setting, who was with you and associated activities. Please ensure you consider GDPR requirements and do not hold any personal data for the children or young adults involved.

Can I take photographs of the activities I do at schools for STEM?

Appropriate consent must be obtained in advance in line with the school's policy and standards before taking any photographs or films of children or young adults. Please ensure you meet GDPR requirements in terms of storing images and data and that information and images are deleted within the correct timescale.

What is abuse and what are the signs to look out for?

Abuse is any type of action that causes harm to a child or young person. If action is not taken, abuse can lead to a significant impact on a child or young person's health or well-being. The signs of abuse are not always visible. It is not your responsibility to investigate abuse. Instead, your role is to report any concerns to our Lead Safeguarding Officer who is trained to take appropriate action to keep the child or young person safe. Abuse takes many forms such as (*examples are not exhaustive*):

Abuse	Physical signs	Behavioural signs
Physical abuse	Unexplained injuries, unusual bruising, scalds.	Fear, aggression or withdrawal.
Neglect	Constant hunger, ill-fitting or inappropriate clothes, untreated medical conditions, lack of access to support or medical needs e.g. glasses, inhaler.	Constantly tired, late, regularly left without parental supervision.
Sexual Abuse	Physical symptoms such as genital discomfort, pain or infections or incontinence.	Fear of someone or being left alone, running away, age-inappropriate sexually explicit knowledge or behaviour.
Bullying	Unexplained injuries, weight change, stomach or headaches, tiredness from lack of sleep.	Low mood, withdrawn from others, reluctant to get involved, anxiety.
Emotional abuse	Lack of growth or development, eating disorder, self-harm.	Unable to interact with others, fear of mistakes, low mood, withdrawn.

What guidance is there for how many adults should oversee STEM activities or work experience with children or young adults?

When working with groups of children or young people, always have at least two adults present with a group. If you are carrying out STEM outreach or providing work experience, you need to meet the school policies and procedures such as relevant consent forms depending on the outings or activities outside the CAA's premises.

OFSTED recommends that the following number of adults should be present when working with children:

- Age 0 - 2: 1 adult to 3 children
- Age 2 - 3: 1 adult to 4 children
- Age 4 - 8: 1 adult to 6 children
- Age 9 - 12: 1 adult to 8 children
- Age 13 - 18: 1 adult to 10 children.

I've left a STEM event, and something is niggling me that could be a safeguarding issue, but I'm not sure if I am right. What should I do?

Refer to page 5 of our Safeguarding policy. Contact either your Manager or the CAA Designated Safeguarding Officer. You can also seek advice on any safeguarding concerns or questions from STEM Learning (01904 328 300 and enquiries@stem.org.uk) or NSPCC 0808 800 5000.