

GLOSSARY OF TERMS

Business Mentoring	Business mentoring involves someone from business, typically a young manager, mentoring a student over an academic year. In most school-based business mentoring programme, the mentors meet the mentees at school.
Central Placement Organiser	An organisation sourcing placements for students in schools and colleges e.g. WEXA or LEBC
CRB (Criminal Records Bureau)	<p>The Criminal Records Bureau is an executive agency of the Home Office which vets applications for people who want to work with children and vulnerable people. There are 3 types of disclosure:</p> <ul style="list-style-type: none"> • <i>Basic Disclosure</i> This shows the applicant's unspent criminal convictions only. • <i>Standard Disclosure</i> This shows the applicant's spent sentences, unspent sentences and cautions. Only those applicant's working in a "position of responsibility" as defined in law can have a Standard Disclosure. • <i>Enhanced Disclosure</i> This is the same as a Standard Disclosure with one or two useful additions. An Enhanced Disclosure conveys the spent and unspent sentences plus cautions and in addition seeks information from the police force local to where the applicant lives. If the applicant has lived at several addresses this may involve a check with more than one police force. If the applicant is under surveillance for suspected criminal activity or the police have intelligence about this person that has not yet lead to a conviction or caution it is conveyed in a special report that comes in addition to the Disclosure itself. This check is preferred by most organisations that employ people working with children or vulnerable adults and can include a check of the vulnerable adult and child protection registers.
Data Protection Act	The Data Protection Act 1998 gives individuals the right to know what information is held about them and it

provides a framework to ensure that personal information is handled properly. It promotes openness in the use of personal information. Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt.

The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act can be summed up in 8 principles, which must be satisfied when processing personal data (information that will identify an individual). The Act also gives rights to the people the information is about and allows individuals to find out what information is held about them.

The eight principles are that personal data must be:

- Processed fairly and lawfully
- Personal information must be processed for specified purposes
- The information held must be adequate, relevant and not excessive
- The information must be accurate and up-to-date
- The information should not be held no longer than is necessary
- The information should be processed in line with individuals rights
- The information must be kept secure
- The information should only be transferred only to other countries with suitable security measures.

For further information, go to Data Protection website, which can be found at:

<http://www.informationcomissioner.gov.uk/>

Designated Senior Person for Child Protection (DSP)	<p>A senior member of the school's leadership team designated to take lead responsibility for:</p> <ul style="list-style-type: none"> ▪ managing child protection issues ▪ providing advice and support to other staff/adults in the school ▪ liaising with the LEA ▪ working with other agencies <p>The Designated Senior Person for Child Protection must have the status and authority within the school management structure to carry out the duties of the post, including committing resources to child protection matters and, where appropriate directing other staff.</p>
Educational Visits Co-ordinator	<p>All establishments must have an educational visits co-ordinator (EVC). This may be the head. It could ideally be a teacher or other member of staff – in which case the EVC will be appointed by and act on behalf of and assist the head. The EVC will be involved in the planning and management of educational visits including adventure activities led by establishment staff. The EVC will be specifically trained via attendance on an EVC Training Course run by the LEA. If the existing EVC leaves the establishment, a replacement must attend the next available course. If an establishment has no trained EVC, all visits may be prohibited until the situation is rectified.</p>
Employer's Liability Insurance	<p>Insurance by employers in respect of their liability to employees for injury or disease arising out of and in the course of their employment. With some exemptions this insurance is compulsory in Great Britain, and can only be provided by an authorised insurer.</p>
E-mentoring	<p>In mentoring schemes, mentors and students communicate via school and company email addresses. There are also web-based e-mentoring schemes which have greater levels of security than email-based programmes.</p>
Long term work placements	<p>Those placements that are part of the programmes for extended work-related learning which accompanies the disapplication of the National Curriculum regulations. The Work Experience Co-ordinator will in all cases of what is judged as long-term work placement apply additional safeguards that are consistent with DCSF and this document. These additional safeguards include:</p> <ul style="list-style-type: none"> • where necessary, obtain a CRB Enhanced Disclosure on individual working with a pupil as part of the placement;

	<ul style="list-style-type: none"> • the policies and procedures to be followed if a child protection concern is raised; • endorsement by the placement provider of either a child protection policy and/or statement of principles; • child protection briefing/training for the person who has prime responsibility for overseeing the pupil during the placement.
Mentoring	A student mentor is a volunteer from business who is prepared to spend some time regularly with a student in order to give support and encouragement. A mentor acts as a role model and helps the student think about what they might aim for, within and beyond school. The student has the chance to build a relationship with an adult who is not an authority figure. Mentoring supports young people who are not achieving as well as they might, those who lack parental support, and those who need encouragement to broaden their outlook, raise their ambitions and gain confidence.
Mock Interview	When students are given experience of interviews.
Pre Placement Assessor	Person who is competent to make judgements about the suitability of an employer to offer a work experience placement. Competence includes a high level of knowledge about Health & Safety (e.g. NEBOSH) and other safeguarding issues in the context of work experience and up to date training in these and the educational context. Currently the LEBC is funded to provide competent persons to carry out this service free for all pre 16 students.
Provider	Employer providing work experience.
Public Liability Insurance	The insurance of liability for accidental bodily injury or damage to the property of third parties. Public liability insurance is designed to cover businesses so that if a member of the public sues them as they feel they have suffered a loss then they will be insured.
Risk Assessment	An investigation into what could cause harm to participants on a particular venture and the measures taken to eliminate the danger or minimise the outcome of any such occurrence. Risk assessments must be written, if not they have no legal standing.

<p>Safeguarding children</p>	<p>Safeguarding and promoting the welfare of children is defined in the Education Act 2002, s.175 as:</p> <ul style="list-style-type: none"> • protecting children from maltreatment; • preventing impairment of children’s health or development; • ensuring that children are growing up in circumstances consistent with the provision of care; and • undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully. <p>For local authorities, schools and FE colleges, safeguarding therefore covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, and bullying about which there are statutory requirements, and a range of other issues e.g. arrangements for meeting medical conditions, first aid etc.¹</p>
<p>Short term work placements</p>	<p>Those where the amount of time spent on such placements is broadly equivalent to a block placement that is typically for 5 – 10 working days, but could go up to 15 working days. Short-term placements <u>do not normally</u> require additional safeguards to be in place however, the Work Experience Co-ordinator will still, as part of assessing the general suitability of the placement, take child protection into account. The Work Experience Co-ordinator will also consider if there are any risk factors associated with the placement in the form of:</p> <ul style="list-style-type: none"> • the nature of the business, meaning the pupil is likely to be or will be alone with an adult as part of the work placement e.g. sole trader (this does not apply to the pupil spending short periods alone with an adult, for example, a solicitor taking a pupil to and from court in a properly insured car); and • where the work placement has a residential component.
<p>Work Based Projects</p>	<p>When individuals or groups of students carryout projects on employers’ premises, for example, work-related problem solving exercises set by employers or coursework assignments.</p>

¹ Safeguarding Children in Education, 2006 p.9

Work Experience Co-ordinator	Senior person in school with responsibility for all work experience placements.
Work Observation	When individuals or groups of students are guided round the workplace to watch a range of employee activities or work processes.
Work Shadowing	When a student is assigned to 'shadow' an individual employee going about his or her normal activities, allowing close observation of jobs which for reasons of complexity, safety or security cannot be actively undertaken by the student
Young Apprenticeships	The Young Apprenticeship programme for 14-16 year olds involves learners pursuing industry-specific vocational programmes outside school in addition to studying the core national curriculum. Young Apprentices (YAs) spend on average 2 days a week on the programme over two academic years. YAs study for level 2 vocational qualifications and undertake extended work experience of 50 days over the course of the programme.