



# NEXT STEPS

Safe System of Work, Risk Assessment & Safeguarding Policy

Every journey starts with a next step.



## Safe System of Work

This Safe System of Work outlines procedures for delivering 1:1 mentoring, group mentoring and practical workshops, ensuring safety and safeguarding compliance.

## Description of Activity / Task

The Mentoring Programme involves structured sessions with pupils aged **10 - 18**. Sessions may include:

- 1:1 mentoring
- Small group mentoring
- Classroom-based or practical workshops

Pupils will remain under overall supervision of school staff, while the mentoring provider delivers programme content, guidance and support.



## Safeguarding Policy

Safeguarding is central to all mentoring activities.. Mentors must follow school safeguarding policy and ensure all interactions take place in visible, approved locations.

Key expectations:

- Maintain professional boundaries.
- Never be alone with a pupil in an unmonitored space.
- Report concerns immediately to the DSL.
- Record safeguarding information factually.
- Do not promise confidentiality.



## Equipment & Materials Used

Depending on session type:

- Laptops / tablets
- Printed worksheets or activity sheets
- Flipcharts, pens and presentation materials
- Workshop tools or materials (if applicable to practical sessions)
- Portable speaker or multimedia equipment (if required)

All equipment will be suitable for school use and checked prior to session delivery



## Risk Assessment Summary

Hazard	Who might be harmed and how	What are you already doing	Do you need to do anything else	Action by whom	Action by when	Action Completed
New environment/unfamiliar setting	Mentors and young people may feel anxious, become disoriented, or be unaware of emergency procedures	Familiarisation with venue on arrival; staff induction provided by host school/youth club	Ensure emergency exits, safeguarding procedures and key contacts are clearly explained	Programme Lead / Site Staff	Before first session	



Trip hazards (bags, chairs, workshop materials)	Mentors, young people and staff could trip or fall, causing minor injuries	Rooms are checked before sessions. Walkways kept clear and designated areas used for bags and equipment.	No – ongoing reminders sufficient	Mentor	Each session	
Use of workshops materials	Young people could sustain minor injuries if materials are used incorrectly	Only age-appropriate materials are used. Activities are explained clearly and supervised at all times.	No – current measures adequate	Mentor	During activities	



Safeguarding Concerns	Young people could be at risk of harm if concerns are not identified or reported	All mentors have enhanced DBS checks, safeguarding training and follow a clear safeguarding policy and code of conduct. Any concerns are reported immediately via established procedures.	No – safeguarding processes reviewed regularly	Programme Lead	Ongoing	
Behavioural issues during group work	Young people may experience emotional distress or group disruption	Clear behaviour expectations are agreed at the start. Mentors promote positive behaviour and liaise with school/youth staff when needed.	No – escalation routes in place	Mentor/programme lead/Staff lead	Ongoing	



Emotional wellbeing during mentoring sessions	Young people may feel upset or distressed when discussing personal matters	Mentors use trauma-informed approaches, listen actively, and maintain professional boundaries. Support is available through school pastoral or youth support services if required.	<p>Maintain professional boundaries. Support is available through school pastoral or youth support services if required.</p> <p>No – referral pathways in place</p>	Mentor/programme lead/Staff lead	Ongoing	
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Manual handling (moving tables/chairs etc)	Mentors or staff could suffer strains or minor injuries	Only light items are moved by mentors. Team lifting used when required. Site staff assist with heavier furniture.	No – safe manual handling practiced	Mentor/programm e lead/Staff lead	Ongoing	
Working with external agencies	Poor communication could impact safeguarding or programme delivery	Roles, responsibilities and safeguarding expectations are agreed in writing. Regular communication is maintained with partner staff.	No – arrangements reviewed periodically	Mentor/programm e lead/Staff lead	Ongoing	



## Programme Declaration

### SCHOOL DECLARATION (Staff & Pupils)

The school can confirm that all staff and pupils participating in the Next Steps programme have:

Been shown and fully understand the Safe System of Work Procedures, including the relevant Risk Assessment.

Acknowledged that it is their individual responsibility to follow the correct health and safety procedures as outlined.

We have been made aware and understand the risks associated with the task and the consequences if this Safe Systems of Work is not adhered to.

By signing below, we confirm our understanding and agreement to comply with all stated safety protocols and procedures.

<b>Print Name &amp; Position</b>
<b>Signature</b>
<b>Date</b>