

# Young Person

## GUIDANCE

### Temporary Homeworking

#### Introduction

This guidance is for inexperienced/young persons (and their parents/carers, education establishment) who are completing our virtual work experience to refer to when preparing themselves and their home workspace.

#### Home working

When working from home, you are subject to the same rules, procedures and expected standard of conduct and performance as in school. Some basic skills and attributes which are beneficial to making home working a success are:

- The ability to work independently
- Self-motivation
- Self-discipline
- Good time management
- The ability, through remote technology, to access materials you will need and speak with people you'll need to speak with
- Being able to separate work life and home life
- Appropriate clothing
- Appropriate language and behaviour

#### Lone working without supervision

There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong. We will keep in touch with students working from home and ensure regular contact to make sure they are healthy and safe.

#### Property and equipment

In order to complete the work experience week at home you will need to have a PC/Laptop/Tablet and internet access

#### Display screen equipment

For individuals who are working at home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled.

There are some simple steps homeworkers can take to reduce the risks from display screen work:

- Breaking up long spells of DSE work with rest breaks (at least five minutes every hour) or changes in activity
- Avoiding awkward, static postures by regularly changing position
- Getting up and moving or doing stretching exercises
- Avoiding eye fatigue by changing focus or blinking from time to time
- For other larger items (e.g. ergonomic chairs, height-adjustable desks) encourage workers to try other ways of creating a comfortable working environment (e.g. supporting cushions).

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#### **Safeguarding and data protection**

The students will be using a virtual platform that is hosted by Speakers for Schools and will be using Google Classroom, which meets all Safeguarding and GDPR requirements. As an additional safeguarding measure all virtual sessions will be recorded.

No employees or industry volunteers or student emails are used as Speakers for Schools provide VWEX emails for all communication

The students and parents/carers will have a school work email and work phone number to enable emergency contacting or to ask questions

All students will sign a code of conduct before the placement which includes:

- Asking students to ensure they are in a quiet space with a neutral background during all calls
- Ensuring they are dressed appropriately if cameras are on
- That they need to tell a member of their school staff and a member of the SfS team if anything makes them uncomfortable during a group call.

We have a minimum cohort size of 5, so students are never one to one on calls with employers and employers have the right to mute a student and terminate a placement if a student does not abide by the code of conduct. If a student placement was terminated as a result of unsafe or inappropriate behaviour, Speakers for Schools would ensure the school staff member who is the key contact for the duration of the placement was notified immediately.

#### **Stress and mental health wellbeing**

Home working can cause work-related stress and affect an individual's mental health for several reasons including their ability to obtain the proper support.

We will keep in regular contact with you during your homeworking via Google Classroom or if we are unable to contact you via Google Classroom for whatever reason we will contact your emergency contact details to ensure you are safe and well.

If at any point individuals feel isolated, left out, or lacking guidance or support they should discuss this with the school or parent/carer or trusted adult.

For further advice on Mental Wellbeing whilst homeworking visit the Mental Health First Aid England – My Whole Self Campaign by visiting <https://mhfaengland.org/my-whole-self/healthy-working-from-home>.

#### **General Safety in the Home**

##### **Preventing accidents / incidents in the home**

##### **Advice and tips**

Everyone should be aware of the dangers in the home so that accidents and incidents can be avoided.

The purpose of this information is to raise your awareness of the main type of accidents that may occur in the home and what steps you can take to prevent them:

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#### Fire safety

Fires can start suddenly and spread quickly, damaging your home and furniture and putting lives in danger. They are caused in a variety of ways, but there are a few simple hints you can follow to prevent them starting.

- Keep all fires and heaters well-guarded, especially open fires. For fitted or portable heaters with a built-in guard, give extra protection by adding a surrounding guard particularly if you have young children or older people in the home. For children, use a nursery guard with side clips that fit into fixed wall brackets
- Keep portable heaters and candles away from furniture and curtains. Position safely where they cannot be knocked over
- Don't dry or air clothes over or near the fire, or the cooker
- Do not smoke in bed
- Many fires start in the kitchen, especially fat fires. Never leave a pan unattended when deep fat frying and watch for overheating. For safer frying use oven chips or a thermostatically controlled deep fat fryer
- If there are children around, keep matches and lighters well out of reach
- Fit approved smoke detectors on each floor. Choose a smoke alarm that is mains operated or one with a long life (ten year) battery
- Plan your escape route. Remember Get out, stay out and call the fire brigade out!

#### Electrical safety

Many accidents and fatalities involve electricity - it must be treated with respect. Here are some tips:

- Have your wiring installation checked at least once every five years by an approved contractor, or straightaway if you are buying an older property
- Do not use appliances with worn or damaged flexes. Don't wire flexes together
- Keep portable mains-operated appliances out of the bathroom
- Have electric blankets serviced and checked regularly
- If an appliance appears faulty stop using it and have it checked at once
- Consider having an RCD (residual current device) for whole house protection. These are especially valuable when power tools are used
- Look for the CE mark when you buy electrical equipment
- Never overload an electric socket.

#### Safety with medicines and cleaners

Chemical preparations of any sort, whether in the form of medicines or household cleaners should always be treated with caution.

- Consider having a proper lockable cabinet fitted in the kitchen for medicines and chemicals where it is more likely to be supervised
- Keep medicines in their original containers, clearly labelled
- **Do not take other people's medicine, or let them take yours**
- Return leftover medicines to the pharmacist for destruction - don't hoard them
- Keep medicines, chemical and cleaning products such as bleach, turps and caustic soda where children cannot see or reach them
- Chemicals used in the garden, garage or workshop need to be used and stored with great care. Store them in a safe place where children can't see or reach them

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- Keep cosmetics, perfumes and essential oils away from children
- Store household cleaning products in a different place from food and medicine
- Use household cleaning products according to label directions
- Mixing household products can cause dangerous gases to form.

More general information about home safety is available on the ROSPA website by visiting (<https://www.rospa.com/Home-Safety/Advice>)