



# Safeguarding

**Our number one concern on any Spark! programme is the safety and well-being of the young people we are supporting.**

As a mentor for a young person you are taking on a responsibility for their safeguarding during the time you are working with them. Below are some simple do and don'ts you should follow to keep you and your mentee safe.

## DO

When online, ask permission to have cameras on during one-to-one sessions

When online, locate yourself in a private space where your conversation can not be overheard

When in-person, locate yourself in a public space, but seated where your conversation can not be overheard

Use language appropriate for under 18 year olds

Let Spark! know immediately if you have any concerns about your mentee's physical, emotional or mental safety, or anyone else's safety

Speak to Spark! staff if you are uncertain on the right or wrong thing to do in regards to safeguarding

## DO NOT

Record or take screen shots of your sessions

Contact students outside of your one-to-one, except to arrange your next mentoring sessions

Share personal information, such as where you live, date of birth, etc

Request any personal information about your mentee, such as where they live, date of birth, etc

Share weblinks in the chat unless approved by a member of the Spark! team

Promise to keep secrets, that may be related to the harm of your mentee or anyone else