

Staff Guide: Working with 16- and 17-Year-Old Students

What We Expect from You:

- Be a positive role model.
- Use polite and respectful language.
- Respect students' privacy and personal space.

Things You Must NOT Do:

- Drink alcohol in front of students (unless allowed at a work event).
- Encourage or joke about smoking, drinking, or drugs.
- Initiate any physical contact (hugs, touches, etc.).
- Have romantic or sexual relationships with students.

(This is against the law if under 18 because of your position of trust.)

- Meet students socially outside of work unless it's a school activity.
- Contact students privately via personal social media or messaging apps.

(Use only official University channels.)

- Accept expensive gifts from students.
- Show favouritism towards any student.

About Physical Contact

- Never touch students.
- A student putting an arm around you for a photo is okay only if:
 - It's in a public place.
 - The contact is appropriate.
 - You don't touch back or sensitive areas.
 - If unsure, politely explain that physical contact isn't allowed.
- If you are meeting a student under 18 one-to-one, the door must remain open.

If you are concerned about a student refer to the Safeguarding Policy [here](#) and report any concerns to the Designated Safeguarding Lead.

