Social Safety - My student is able to develop in a safe environment

1 Make sure that everyone really belongs

✔ Make sure everyone knows that a student is coming, what the student is going to do and who is going to coach the student
✔ Make sure you have the time, resources and knowledge necessary to coach the student
✔ Show a personal interest
✔ Treat everyone the same

- *'Everyone has been invited on the company trip, including the student.'*

2 Protect the student from undesirable behaviour

✔ Maintain a professional distance
✔ Be alert to one-on-one contact
✔ Make sure there are complaints procedure and confidential adviser
✔ Set rules (including rules about social media)

- *'We discuss any form of inappropriate behaviour, like discrimination, harassment, aggression and bullying, directly with the parties involved. Afterwards, we make agreements on how to avoid the situation happening again in the future.'*

3 Introduce your student to the company

✔ Respect everyone's contribution
✔ Make sure that everyone knows what is expected of them
✔ Encourage knowledge sharing between the student and employees
✔ Help each other when help is needed or if something goes wrong
✔ Celebrate the results achieved together

- *'We achieve the results we want together.'*

4 Share opinions and listen to new ideas

✔ Make sure it's possible for opinions to be exchanged
✔ Discuss and acknowledge mistakes so that everyone learns from them together
✔ Encourage people to ask questions
✔ Experiment with new ideas
✔ Dare to disagree with the majority

- *'Everyone makes mistakes; that's how we learn.'*

5 Keep the atmosphere positive

✔ Keep the lines of communication open
✔ Practise new behaviour with each other
✔ Resolve negative tension and conflicts
✔ Make sure the student is able to ask others for help

- *'Everyone here feels responsible for making sure the atmosphere is good.'*

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