

Future First

Safeguarding and Child Protection Policy

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Future First is the public name for Future First Alumni Limited, a registered Charity in England and Wales, number 1135638; in Scotland number SC043973; the “Charity”.

We are the UK education Charity helping young people in state schools and colleges broaden their horizons by connecting them with former pupils. Our mission is to see every state school and college supported by a thriving and engaged alumni community, which improves students' motivation, confidence and life chances.

This policy is written to promote the best possible standards of safeguarding practice for our activities (which are mainly in England) in line with the DfE statutory guidance Keeping Children Safe in Education 2021, including with students who are over 18 years old and are now adults.

We are also mindful and will comply with the local country arrangements for our activities in:

- Wales: Working Together to Safeguard People 2021, Keeping Learners Safe 2020, updated 2021, the requirements of Estyn;
- Scotland: National Guidance for Child Protection 2021, Child Protection and Safeguarding Policy 2021, the requirements of Education Scotland, local Area Protection Committees, the Office of the Scottish Charity regulator (OSCR), the criminal records service provided by Disclosure Scotland and the Protecting Vulnerable Groups (PVG) membership scheme.

Policy Statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,

- race
- religion or belief
- sex
- sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with the relevant agencies when necessary and appropriate.

We will:

- treat everyone with respect and celebrate their achievements;
- carefully recruit and select all personnel whether paid or unpaid;
- respond to concerns and allegations appropriately.

When there are concerns, in an educational setting, about the welfare of any child, young person or adult at risk; all our personnel are expected to share those concerns, without delay, with the Designated Safeguarding Lead (DSL), or their Deputy (DDSL) at the school or college. All subsequent actions will be managed by that setting and the personnel involved should only inform the Charity's Lead or Deputy for Safeguarding that a concern has been raised with no identifying detail.

All other safeguarding concerns in the Charity should be referred by all personnel to our Charity's Safeguarding Lead or Deputy.

Our policy is approved by our Board of Trustees and will be reviewed and updated annually. We will publish and promote this policy to all personnel, paid or unpaid, through induction, training and supervision. We also make this policy available on our website for everyone who uses our services and also make it available upon request to schools, colleges, parents, guardians and carers.

This policy must be followed by all personnel including office holders of the Charity including but not limited to trustees, interns and freelance personnel ("personnel"). It also applies to volunteers including alumni, national volunteers, employer partner employees or any other person working with the Charity in a voluntary, unpaid position ("volunteer").

This policy forms part of a suite of HR documents and policies which relate to the Charity's safeguarding responsibilities. Personnel should refer to additional policies as appropriate when undertaking specific projects.

By adhering to this policy all staff and volunteers will help to protect children and adults at risk from abuse and will also avoid the risk of any misunderstandings and allegations against them.

Policy Aim

We aim at all times to attain best safeguarding practice throughout all our activities and endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and safeguarding risk assessments. Our Charity holds current Public Liability, Employees' Liability and Professional Indemnity Insurance which covers all our activities.

Safeguarding Lead and Deputy

Designated Safeguarding Lead: LeeMauve Patron / leemauve.patron@futurefirst.org.uk / 07460 023 117

Deputy Safeguarding Lead: Naomi Barker / naomi.barker@futurefirst.org.uk / 07535 387 228

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFE standards.

Their responsibilities are:

- monitoring and recording concerns
- making referrals to social care, or police, as relevant, without delay
- liaison with other agencies
- overseeing all our safeguarding arrangements, including safer recruitment
- arranging training for all personnel

The Deputy should be available to support or cover for the Lead. They will also handle any complaints or allegations against the Lead if appropriate.

Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have a board of Trustees committed to safeguarding, including a Trustee Safeguarding Lead
- are clear about people's responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all personnel and volunteers working with children & young people and adults at risk
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about any personnel
- make sure personnel, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th birthday in Scotland in most circumstances).

Definition of an adult at risk

There is no single law that defines an adult at risk across the UK. An adult at risk is a person over the age of 18 years (16 in Scotland) and is:

- having needs for care and support, and;
- experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

Confidentiality

This policy is in line with government guidance about confidentiality.

The Charity recognises that all matters relating to safeguarding are confidential, in the sense that they must not be generally discussed. Personnel will disclose any information about a child or adult at risk to other members of personnel only on a 'need to know' basis. All personnel must be aware that they have a professional responsibility to share information with other agencies, through the defined school or college channels or otherwise, in order to safeguard children and adults at risks.

The Charity will ensure that where personnel or volunteers need to share special category personal data, they are aware of the government guidance: Information Sharing Advice for Practitioners

The Charity will ensure that confidential information is only shared where it is lawful and ethical to do so. All personnel and volunteers will be clear about situations when they can share information with appropriate agencies and professionals working together within local information sharing protocols i.e., when they believe a child or adult at risk of harm.

Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our Charity promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding. This is detailed in our separate Whistleblowing policy.

If individuals reporting their concerns within our Charity do not feel they have been acted upon then we support their right to report these concerns to social care services, the police, and /or the Local Authority Designated Officer (LADO), the Charity Commission, the OSCR, and, for concerns in regulated educational settings : Ofsted, Estyn or Education Scotland.

All media enquiries will be handled by the CEO.

Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. For concerns occurring within an education setting, the decision to share written information, and with whom, will be undertaken by the school/college DSL or DDSL. For concerns taking place outside of an education setting, the

Charity's Safeguarding Lead or Deputy will make this decision. All concerns will be recorded using the school's or college's system or the Charity's Safeguarding Concern Recording Form as relevant.

Safer Recruitment

Our Charity is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all personnel, paid or unpaid. We do this by:

- showing a clear commitment to safeguarding on all advertised vacancies;
- assigning detailed job descriptions to all posts;
- obtaining full personal details by application form, with particular relevance to previous work with children, young people and adults at risk;
- when a candidate is selected for interview the relevant criminal declaration form will be sent for completion as set out by the Rehabilitation of Offenders Act 1974;
- always taking up two written references, one from the most recent employer or education establishment;
- undertaking all interviews face to face or remotely via video call;
- ensuring at least one person on each interview panel will have undertaken Safer Recruitment training, in line with safer recruitment guidelines;
- having sound procedures and recording for interviewing to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

Any appointment will only be confirmed subject to:

- a satisfactory criminal records check at the appropriate level*
- confirmation of the Right to Work in the UK for employed personnel

**For all those working directly with young people, their direct line managers and all Trustees, an enhanced DBS check including a check against the DBS Update service, provided the original check is at exactly the same level and the original certificate seen. All other roles may be checked at Basic DBS level. Any DBS information will be risk assessed in line with advice from the LADO in the relevant local authority. In Scotland only, the PVG scheme applies.*

For short term projects

A short-term project is defined as one where the volunteers interact with the same group of children/adults at risk on three or fewer occasions (which means volunteers are not eligible for an enhanced DBS check) either online or in-person and facilitated by Future First.

Volunteers

- Are provided with a briefing pack in advance of volunteering which includes the Safeguarding Policy and the Code of Conduct;
- Are briefed by a member of Future First before the volunteering takes place. This briefing covers the key points of the Safeguarding Policy, and provides an opportunity for any questions to be addressed;
- Prior to the activity, must sign a declaration that they have read, understand and agree to comply with the Safeguarding Policy and Code of Conduct;
- If the volunteer group contains a mixture of volunteers under 18 and over 18, the Future First facilitator will aim to keep them in separate groups throughout the session.

During the Future First led activity booking process schools and colleges:

- Are informed if the volunteers are not subject to a DBS check conducted by Future First;
- Commit to ensuring that an appropriate member of school/college staff supervises the volunteer sessions at all times, even where the activity is online;
- Are sent a link to the Future First Safeguarding Policy;
- Provide the name and contact details for the school or college's DSL and DDSLs and details of the school or college's own safeguarding policies or procedures.

Induction and Training

We have a clear induction and training strategy with clear job descriptions and responsibilities and all relevant procedures. All new personnel, paid and unpaid, will receive immediate induction training before they undertake any Charity led activity where they will have access to pupils or students, including online, and sign to record they have:

- received, understood and will comply with this policy and the relevant Code of Conduct;
- been given any relevant resources;
- attended and understood the training received about this policy; and
- attended the briefing provided to all volunteers interacting with children / adults at risk before they begin volunteering.

When needed, all personnel will receive further safeguarding training, at the appropriate level, as soon as possible. We also agree a probationary period of three months with clear goals and then provide regular 1-to-1s and six monthly appraisals with the individual's line manager.

Personnel working directly with at risk groups in schools and colleges will also undertake the free online government training for [PREVENT/Channel](#) and [FGM](#)

Working Practices

Consent

It is normally the responsibility of the school or college to seek parental consent for students to attend our activities. When we do require consent for any activity other than those involving educational settings we will, unless it is an emergency, obtain consent from the individual if of sufficient age and/or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

Personnel Ratios to Children, Young People and Adults at Risk

There must always be a minimum of two responsible adults present for any activities. All of the Charity's events taking place in a school or college, or online with young people and/or adults at risk, should have appropriate school staff in attendance supervising (at least one staff member per class group of children).

Where an event involving children and/or adults at risk takes place other than in a school or college, Future First staff should ensure that there are appropriate school staff, or other suitable trained and DBS checked staff in attendance supervising.

There are separate arrangements for Future First's Hub which provides children/adults at risk with digital access to volunteers. It is the school's responsibility to identify children/adults at risk who will benefit from using the platform and will use it appropriately in accordance with the student code of conduct and moderation policy. Future First will provide guidance to schools to help guide this decision.

Future First will comply with its moderation policy and processes when administering the alumni Hub.

Young People who work in our Charity

All young people who are undertaking volunteer work, apprenticeships or work experience within our Charity are to be included within this policy and their safeguarding as individuals will be given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the charity's Safeguarding Lead or Deputy immediately.

They will also require an induction program that includes their commitment to safeguarding within the remit of the safeguarding policy and in line with all personnel induction.

In addition, information on the young person's contacts will be recorded as relevant e.g. parents, carers, school representatives and any supervisors, with emergency contact numbers.

We will check with the relevant local authority's education welfare team to see if an employment permit is required for any young people working with us.

Codes of Conduct

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. In order that staff or volunteers do not place themselves, children or adults at risk of harm or of allegations of harm to a child/adult at risk, we require all personnel to:

- treat all children and young people and adults at risk with respect and dignity;
- ensure that their welfare and safety is paramount at all times;
- maintain professional boundaries both face to face and when using technology;
- do not share contact details (including social media account information and professional email addresses) with children and young people;
- always listen to individuals and take account of their wishes and feeling;
- always act in a professional way and not accept bullying, swearing or other disruptive behaviour;
- liaise openly with parents and carers;
- only use physical contact if absolutely necessary;
- listen to, and act upon, any disclosures allegations, or concerns of abuse;
- participate in approved safeguarding training at appropriate levels;
- follow our safeguarding policy at all times;
- act in a professional manner with any children/adults at risk, both in-person and online, avoiding any sense of friendship or favouritism;
- never work alone or one to one with a pupil or student;
- never meet socially with a pupil or student, including their homes;
- never give lifts in cars (or any private vehicle) to children/adults at risk, particularly one-to-one, other than in an emergency when another member of personnel should be informed of the circumstances as soon as practicable;
- seek advice from the school or college's DSL or DDSL or the Charity's Safeguarding Lead/Deputy Safeguarding Lead if any interaction with a child or adult at risk seems out of the ordinary or makes you feel uncomfortable;

- refer any concerns to the school's or college's DSL or DDSL or the Charity's Safeguarding Lead/Deputy Safeguarding Lead immediately if you are concerned about a child or adult at risk;
- make activities FUN and enjoyable.

Recognising Abuse in Children Young People and Adults at Risk

For children there are four main categories of abuse:

Emotional

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their own opinion, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the adult at risk's or child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual

Sexual abuse involves forcing or enticing a young person or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/adult at risk is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or participating in the production of, sexual images, watching sexual activities, encouraging children/adults at risk to behave in sexually inappropriate ways, or grooming a child/adult at risk in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

When working in educational settings the following categories are also important:

Child sexual exploitation

- can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;
- can still be abuse even if the sexual activity appears consensual;
- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity;
- can take place in person or via technology, or a combination of both;
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;
- may occur without the child's or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example);
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse;
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Criminal exploitation including County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in County Lines are missing episodes.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults;
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Peer on peer abuse, including sexual violence and upskirting:

This can include but is not limited to:

- bullying including cyber bullying;
- prejudiced based and discriminatory bullying;
- abuse within intimate relationships;
- sexual harassment;
- sharing of nudes and semi nudes images and or videos causing someone to engage in sexual activity without consent e.g. forcing someone to strip;
- Upskirting, which is a criminal offence;
- initiation, hazing type incidents.

Recognising Abuse (adults)

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions. Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so, called 'honour' based violence.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Domestic Abuse - any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, related regardless of gender or sexuality. The abuse can have happened overseas and encompasses , but is not limited to psychological, sexual, financial and emotional abuse.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. (Modern Slavery Bill awaiting Royal Assent)

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

Other abuse and or indicators for children and adults include:

- Alcohol and Substance misuse
- Breast Ironing
- Carrying offensive weapons
- Concealed pregnancy
- "Honour" based abuse
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Organisational or institutional
- Radicalisation
- Spiritual abuse related to faith or belief
- Trafficking

Handling Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

And always:

- seek advice from the school or college's DSL, DDSL or when within the Charity, the Safeguarding Lead or Deputy;
- make a careful recording of anything you are told or observe on the relevant record form, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused;
- they have concerns about someone else;

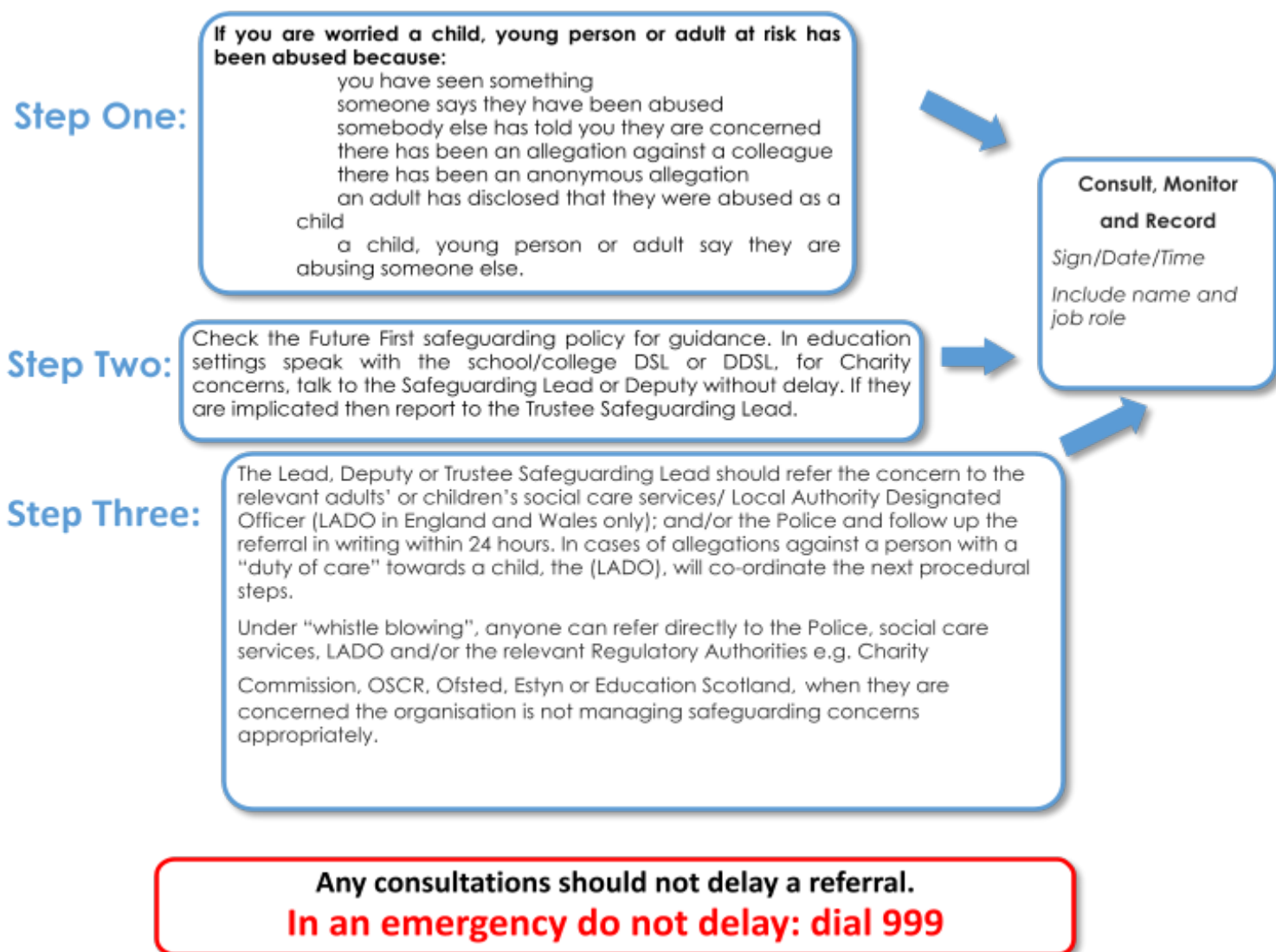
- they are themselves abusing or likely to abuse someone else.

Responding to Concerns

We ensure and emphasise that everyone in our Charity understands and knows how to share any concerns immediately.

When the concern is about the welfare of a child or adult at risk from a school or college you should refer to the school/college Designated Safeguarding Lead (DSL) or Deputy DSL in the first instance. Also inform the Charity's Safeguarding Lead or Deputy that you have referred a concern. There is no need to share identifying information

Everyone, including both the Charity's Lead and Deputy for Safeguarding will deal with concerns using the following:



Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded on a safeguarding incident form;
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others;
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed

- o what has been said and by whom
- o what has given cause for concern
- o what action has and/or will be taken including the reason for those actions
- o the reason stated for no action being taken and by whom
- o non judgmental
- o timely within 24 hours
- o signed and dated by the writer and co- signed by the Safeguarding Lead or Deputy
- o shared as appropriate by the Safeguarding Lead or Deputy
- o stored safely and securely by the Safeguarding Lead or Deputy

Recording and storing incidents, concerns and referrals

Incidents that occur in an education setting should be reported in a factual and non-judgmental way, within 24 hours of the incident, using the school or college's safeguarding form and handed to the school or college DSL or DDSL.

For all other concerns in the Charity, the Charity's safeguarding concern reporting form should be used. It should be emailed to the Safeguarding Lead.

All records of incidents, concerns and referrals will be stored digitally in chronological order in a secure online folder. Only the Senior Leadership Team and Chair will have access and records will only be kept as long as necessary.

Where records relate to a child, they will be retained until the individual's 25th birthday.

Where records relate to concerns about an adult's behaviour with children, records will be retained until the individual's normal retirement age, or for 10 years, whichever is longer.

Where there are unfinished legal proceedings related to an incident for which records are being held, records may need to be retained longer. In this instance, legal advice will be sought.

Records of serious incidents will be passed on to the relevant authority, including to the Charity Commission and OSCR. Where incidents are not referred to relevant authorities, the reasons for making the decision not to refer will be recorded as well.

Making referrals for Charity safeguarding concerns

Referrals will be made by the Safeguarding Lead or, in their absence, the Deputy Safeguarding Lead or CEO.

Where an incident requires a referral beyond the safeguarding lead of a school or college, the following process will be followed:

- In an emergency, the police will be contacted on 999;
- Otherwise, the contact details for the children's social care services for the relevant area will be found, using the table found [here](#);
- The children's social care services will be phoned, and the Future First staff member will say 'I wish to make a child safeguarding referral. Can I speak to a duty social care worker?'
- The phone call referral will be followed up with the factual, written record of the concerns using social service's secure message system.

Handling Personnel Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures (within the Charity)

When the allegation or complaint has been made in a school or college they will make the referral to the relevant agencies and liaise with the Charity as necessary and when advised by the LADO or social services.

The Charity's policies and procedures are in line with the statutory guidance, local Safeguarding Partnership's and Board's guidelines, and its disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

In the case where the Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Safeguarding Trustee Lead. If there is a belief that the concern has not been taken seriously or acted upon then any one can "Whistleblow".

With regards to disciplinary and grievance procedures, the Charity will not take any steps until they have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the relevant:

- criminal records service
- Regulatory Authority

- professional body and, in cases of serious incidents, the Charity Commission and/or OSCR

Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, personnel, volunteers, parent and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and or adults at risk.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment;
- report all incidents of bullying or harassment observed or disclosed, to the Lead or Deputy;
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment;
- record all incidents with observations and witness statements, and action taken, signed, timed and dated.

eSafety

Why do we need to include eSafety?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

eSafety Code of Conduct

We expect everyone in our Charity to agree and sign up to our eSafety code of conduct to:

- use the internet and other forms of communication in a sensible and polite way;
- only access websites, send messages or access and use other resources that will not hurt or upset anybody;
- seek permission to use personal information or take photographs of other people;
- report any concerns to the Lead or Deputy;
- be clear that we cannot maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites;
- receiving unwanted or upsetting texts, e-mail messages or images;
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime;
- viewing or receiving socially unacceptable material such as inciting hatred or violence;
- sending bullying messages or posting malicious details about others;
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc;
- overspending on shopping and gambling sites;
- being at risk of identity fraud for money transactions;
- inappropriate relationships or prostitution.

What else might be of concern?

A child, young person or adult at risk who:

- is becoming secretive about where they are going to or who they are meeting;
- will not let you see what they are accessing online;
- is using a webcam in a closed area, away from other people;
- is accessing the web or using a mobile for long periods and at all hours;
- clears the computer history every time they use it;
- receives unexpected money or gifts from people you don't know;
- does not appear to have the money they should have;

A person who:

- befriends a child, young person or adult at risk on the internet or by text messaging;
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker;
- is secretive about what they are doing and who they are meeting.

What do I do if I am concerned?

If you have any concerns, speak to the school or college's DSL or DDSL and for concerns elsewhere the Charity's Safeguarding Lead or Deputy.

Remember:

- do not delay;
- do not investigate;
- seek advice from the Lead or Deputy;
- make careful recording of anything you observe or are told.

eSafety Referral Flowchart – Child and Adult

When illegal content or activity is found or suspected, if an emergency dial 999, always inform your Lead or Deputy for safeguarding and s/he will follow these steps:



Is a crime in progress or is anyone in immediate danger?

No →

Yes ↓

Dial 999 Immediately



Is the concern about criminally obscene adult or child content anywhere in the world?

Yes ↓

Contact the Internet Watch Foundation
www.iwf.org.uk



No →

Is the concern about a person communicating with an adult at risk (who can't consent) or a child for sexual reasons?

Yes, Child ↓

Contact CEOP
(Child Exploitation and Online Protection Centre)
www.ceop.police.uk



No →

Yes, Adult ↘

Is the concern about a known person, non-sexual harassment or other potential crime?

Yes ↓

Contact the local police



Inform the Lead for Safeguarding (or Deputy if unavailable) who will liaise, await response, and review eSafety arrangements as necessary.

Specific advice relating to use of online digital communication including social media

General advice

- Transparency, openness and appropriate professional purpose must underpin any of Future First's interaction with children/adults at risk via digital means.
- It is good practice to keep email contact with children and adults at risk brief, formal and professional.
- Other than general communications on behalf of the Charity itself, digital messaging services should not be used to communicate with children or adults at risk. Where it is necessary (for example when delivering an online programme) and it entails volunteers having direct contact with children or adults at risk, digital technology will be used only if it allows communication to be monitored, and the volunteer will receive additional safeguarding training and will be DBS checked to an enhanced level. Where Future First staff need to use digital messaging services to contact children or adults at risk, they will only do this on a phone and using a number provided by Future First.
- Mobile numbers of students must not be stored on a Future First staff member's personal mobile and children/adults at risk should not have access to Future First staff or volunteer personal mobile numbers.
- Staff should never give children or adults at risk their personal email addresses.
- Volunteers should not exchange any personal contact details with children or adults at risk. Any contact between volunteers and pupils should be facilitated by the Charity or the school/college.
- It is not appropriate for staff or volunteers to connect with (e.g. become Facebook "friends" or connect with/follow on social media) any child or adult at risk met through Future First.

Using the Future First Hub

Schools may allow students (under 18s and/or those still in full time education) to access the Future First Hub. Student access will be restricted to public areas of the site only, and their profiles will be anonymised. Volunteer profiles will also be anonymised for student users. Student posts are subject to regular, stringent moderation.

Students

- Must sign and adhere to a code of conduct before being allowed access to the Hub

Volunteers

- Must sign and adhere to a code of conduct before being allowed access to the Hub
- Have the functionality to be able to report safeguarding concerns through the Hub
- Will only receive direct messages from their school or college and other alumni users (provided a connection request is accepted)

Schools/colleges

- Are responsible for providing Hub access to suitable students and will be issued with guidance notes from Future First in order to identify such students
- Are responsible for ensuring that students leaving school before the age of 18 are registered as student users, and for providing a date in the future (once the individual is 18) when the student user record can be converted to a volunteer record
- Agree to monitor moderation of posts and act quickly and appropriately on any concerns

Photography, video and audio recording

The use of photography, video and audio recording is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that photography can be used and distributed inappropriately including on the Internet.

Any photograph, video or audio recording taken of a child or adult at risk must be for legitimate purposes in accordance with the Charity's objectives. The validity and necessity of such photograph or recording must be transparent, obvious and approved in advance by the Safeguarding Lead.

Consent for taking and use of photographs, video or audio recording must be obtained by the school or college; recordings must never be clandestine. The consent form for Charity only activities can be found here.

Full details of the consent policy and process for photography, video and other media can be found by Future First staff on the knowledge base site.

It is therefore important to be clear about:

- the purpose of photos e.g. the pupil or student's own record, media and publicity etc;
- how long and where the images and recordings will be stored;
- the content required when using a professional photographer;
- publishing only limited details alongside individual's photos in newspapers etc;

- taking photographs openly in publicly accessible areas;
- the suitability of clothing;
- any group photos being taken only during the activity or on the premises;
- all those taking photos signing a registration form, which includes the reason, use and storage of all photographs and films ;

The above guidance applies to any photographic and filming equipment including online meetings, camera phones, digital or video cameras, and details of which and whose equipment is used should also be recorded on a registration form.

Virtual workshops

For Years 7 to 11, Future First will aim to stream sessions to groups of students rather than individual students. Where students are dialling into the virtual workshop individually (Year 12 upwards), they will use school devices to access the Hub and sign in using the school video conferencing account.

Students will be in a suitable location e.g. a classroom, with a member of school staff should be present in the room at all times. If the student is working from home, it will be the school's responsibility to confirm that each participating student has an adult present in the house, and that the students understand how to conduct themselves professionally while taking part.

Future First will record the session but will inform all participants of this prior to recording. Recordings will be stored and retained in line with Future First's data protection policy.

To ensure a successful, safe workshop, Future First will:

- Ensure volunteers have read and agree to the code of conduct and receive an appropriate briefing from a Future First staff member
- Liaise with the school to agree the most appropriate platform for us
- Lock the 'room' once all participants have joined
- Disable screen sharing functionality
- Disable private chat between attendees
- Ensure an appropriate background is used for the call, both by Future First staff and participating volunteers
- Not use breakout rooms unless a minimum of two adults can be present in each room

To ensure a successful, safe workshop, schools and colleges should:

- Ensure they have parent or carer consent for young people to participate in Future First activities
- Ensure young people are accessing video calls via the school account rather than personal accounts, to protect personal data and confidentiality
- Ensure a member of school staff is present with students for the duration of the virtual workshop
- If a student is working from home, ensure they have an adult present at home while taking part, and ensure the students know how to conduct themselves professionally on the call

Other online engagement

Future First may periodically use other platforms to connect young people with volunteers. For every platform, a risk assessment will be carried out and the platform will only be implemented if robust safeguarding functionality is embedded within the system.

When using these platforms, volunteers and students will need to agree to a code of conduct before use. If the activity involves one-to-one online communication between young people and volunteers, the volunteers will be subject to an enhanced DBS check.

The Late Pick Up of a Child, Young Person or Adult at Risk

For activities away from schools and colleges, if attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other personnel, volunteers or parents wherever possible.

Personnel paid and unpaid should avoid:

- taking the child, young person or adult at risk home or to another location;
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue;
- sending the child young person or adult at risk home with another person, without parental consent;
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

Child, Young Person or Adult goes missing

For activities away from schools and colleges, if a child, young person or adult at risk goes missing from the group or Charity it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care
- is an addict

The Lead or Deputy should be informed as soon as possible, and all details and actions recorded dated timed and signed.

First Aid

Charity First Aiders have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate First Aid to children, young people, adults at risk, personnel or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary

Our Charity undertakes to ensure there is always a trained first aider on site when delivering activity outside of an education setting, and staff should seek to ensure that there that is appropriate first aid cover when coordinating with a venue.

We also provide training and guidance on dealing with hazardous materials such as blood, other bodily fluids and chemicals. We ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

Buildings and Venues

Safeguarding risk assessments will be carried out on all building and venues used by our Charity for activity not taking place in an education setting.

The safeguarding risk assessment should cover

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

Ethical fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

Policy Date

This policy was agreed and disseminated on 10 December 2021, and will be reviewed annually by the Board of trustees or when there are substantial organisational changes.