

Safeguarding and Child Protection:

Summary policy

If an individual is volunteering for Future First on a one-off basis for a day or less, then they must read this summary policy and write to Future First to confirm they have read, understood and agree to comply with the information outlined below.

Volunteers taking part in repeat activity with Future First will need to read, understand and agree to comply with the full safeguarding policy found <u>here.</u>

Future First Safeguarding Contacts

Designated Safeguarding Lead: Lee Mauve Patron / <u>leemauve.patron@futurefirst.org.uk</u> / 07460 023 117

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

Volunteer Code 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.



Disclosure referral flowchart

Step One:

been abused because: you have seen something someone says they have been abused somebody else has told you they are concerned there has been an allegation against a colleague there has been an anonymous allegation an adult has disclosed that they were abused as a child a child, young person or adult say they are abusing someone else.

If you are worried a child, young person or adult at risk has

Consult, Monitor and Record Sign/Date/Time Include name and job role

Step Two:

Step Three:

settings speak with the school/college DSL or DDSL, for Charity concerns, talk to the Safeguarding Lead or Deputy without delay. If they are implicated then report to the Trustee Safeguarding Lead.

Check the Future First safeguarding policy for guidance. In education

The Lead, Deputy or Trustee Safeguarding Lead should refer the concern to the relevant adults' or children's social care services/ Local Authority Designated Officer (LADO in England and Wales only); and/or the Police and follow up the referral in writing within 24 hours. In cases of allegations against a person with a "duty of care" towards a child, the (LADO), will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the Police, social care services, LADO and/or the relevant Regulatory Authorities e.g. Charity Commission, OSCR, Ofsted, Estyn or Education Scotland, when they are concerned the organisation is not managing safeguarding concerns appropriately.

Any consultations should not delay a referral. In an emergency do not delay: dial 999