

The aims of this Child Protection Policy are to raise awareness of staff and volunteers of the need to safeguard children when undertaking work on behalf of the Charity and to clarify that staff have a responsibility for identifying and reporting any possible cases of abuse, neglect or other safeguarding concerns and to ensure they are aware of how to deal with such situations. Staff should read and adhere to this Policy and other relevant child protection documentation (including a School or College's Safeguarding and Welfare Policy).

1. Policy Statement

- 1.1. Future First Alumni Ltd. ("the Charity") fully recognises its responsibilities in the area of child protection.
- 1.2. This policy applies to all those working for and office holders of the Charity including but not limited to trustees, interns and freelance staff ("staff"). Alumni and other volunteers ("volunteers") who assist the Charity with its work should be given a copy of this policy and should adhere to the Code of Conduct set out at Appendix A.
- 1.3. This policy forms part of a suite of HR documents and policies which relate to the Charity's safeguarding responsibilities. Staff should refer to additional policies as appropriate when undertaking specific projects.
- 1.4. In this policy "Child" means a person under the age of eighteen, a student aged 18 or over who is still in education and/or a person who has left full-time education in the previous twelve months and "Children" is to be construed accordingly.
- 1.5. The welfare and safety of any child involved with the Charity is paramount.
- 1.6. All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- 1.7. This policy is approved and endorsed by the Board of Trustees.
- 1.8. The Charity will appoint a named Child Protection Officer. The person is currently Melanie Robinson, Director of Operations.

2. Safeguarding Procedures

- 2.1. All staff who will work directly with children must be checked by the Disclosure and Barring Service. The Charity will usually carry out its own Disclosure and Barring Service check, unless the staff member has a current subscription to the DBS update service.
- 2.2. DBS checks will be performed for Trustees, Directors and relevant Staff at least every three years.
- 2.3. All Trustees and Directors must be checked by the Disclosure and Barring Service, whether or not it is intended that they will work directly with children.
- 2.4. Volunteers, alumni, temporary staff and anyone else involved in a project run by the Charity who have not been checked by the Disclosure and Barring Service will not be allowed by the Charity to have unsupervised access to any Child.

- 2.5. All of the Charity's events taking place in a school or college should have appropriate school staff in attendance supervising. Where the School is running an event, the School's safeguarding procedures and policies will apply.
- 2.6. For the avoidance of doubt, where any Child Safeguarding Policy or other relevant policy or procedure in place at the school or college has more stringent requirements than this policy, for example in relation to requirements for Disclosure and Barring Service checks, the school or college's policy shall take precedence over this Policy.
- 2.7. On occasions where Future First are facilitating events directly, the Charity's own procedures and policies will provide an additional safeguard to the School's own safeguarding procedures and policies.
- 2.8. Where an event involving Children takes place other than in a school or college, staff should ensure, insofar as possible, that there are appropriate school staff in attendance supervising.
- 2.9. The Charity's Staff should liaise with relevant staff at the school or college who will follow guidance set out in Keeping Children Safe In Education¹ in deciding whether a Disclosure and Barring Service Disclosure and other appropriate checks should be obtained in respect of a volunteer or alumni.
- 2.10. Volunteers and alumni will be supervised by the Charity's staff or appropriate staff from the relevant school or college whether engaged in regulated or non-regulated activity².

3. Recruitment

- 3.1. The Charity is committed to safe recruitment, selection and vetting of all staff and other individuals involved in a project.
- 3.2. Consent will be obtained from staff to seek information from the Disclosure and Barring Service and from any other agency required by relevant legislation in place.

4. Allegations of Abuse

- 4.1. Abuse and neglect are forms of mis-treatment of a child. Somebody may abuse or neglect a child by inflicting harm (acts of commission), or by failing to act to prevent harm (acts of omission). Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children³.
- 4.2. The Charity will take all concerns and allegations of abuse seriously and respond to them with urgency. Where there is a concern that a child is experiencing, may already have experienced

¹ <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

² A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. An enhanced DBS check is required where an individual is carrying out regulated activities.

³ Definition of abuse from the Crown Prosecution Service's Publication 'Working Together to Safeguard Children'

abuse or neglect, is suffering or is likely to suffer 'significant harm' the Child Protection Officer will refer immediately to Children's Services at the local authority and, in emergencies, the Police.

- 4.3. Where staff have concerns or there are allegations relating to potential abuse of a child, these must be written down and passed to the Child Protection Officer at the Charity within the hour (or as soon as is practicable). Full guidance is contained in Appendix A – Code of Conduct.
- 4.4. The Charity recognises that the welfare of the child is paramount. Every effort will be made to ensure that appropriate confidentiality is maintained for all concerned where there is an allegation of abuse as set out in more detail at paragraph 6 below.

5. Distribution of this Policy

- 5.1. This policy will be provided to all new staff before they commence substantive work with or for the Charity. Training on this policy will be provided as part of staff induction processes.
- 5.2. School staff and parents/guardians of children with whom we work will be informed of this policy as appropriate and will be provided with a copy on request.
- 5.3. All volunteers (including alumni) and temporary staff shall be provided with a copy of this Child Protection Policy prior to undertaking any activity where they will have access to pupils and they shall be expected to adhere to the Code of Conduct set out at Appendix A below. A briefing will be provided to all volunteers interacting with young people before they begin this volunteering.

6. Confidentiality

- 6.1. The Charity recognises that all matters relating to child protection are confidential, in the sense that they must not be generally discussed. Staff will disclose any information about a pupil to other members of staff only on a 'need to know' basis. All staff 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. Information relating to allegations of abuse will be dealt with in accordance with the Data Protection Act 1998.

7. Sources

- 7.1. This policy refers to UK legislation and its principles on safeguarding children and to the official guidance and principles of the Charity Commission and the National Society for the Prevention of Cruelty to Children regarding safeguarding Children and Keeping Children Safe in Education (KCSIE).
- 7.2. This policy will be reviewed annually and updated to reflect any changes in legislation and guidance.

Date of policy: 20 January 2017

Date of next review: 20 January 2018

Appendix A: Code of Conduct

General

In order that staff, volunteers or alumni do not place themselves or pupils at risk of harm or of allegations of harm to a pupil, Future First staff, volunteers and alumni must:

- Conduct yourself in a professional manner with any children, avoiding any sense of friendship or favouritism;
- Avoid situations where you are on their own with a child or pupil and, in such circumstances, plan ahead, and signal the arrangement to another staff member. Measures include ensuring that there is easy sight into the room (no closed doors); having another adult in the vicinity.
- Not give lifts in cars (or any private vehicle) to pupils, particularly one-to-one, other than in an emergency when another staff member should be informed of the circumstances as soon as practicable;
- Seek advice from the Child Protection Officer if any interaction with a child or pupil seems out of the ordinary or makes you feel uncomfortable.

If you suspect a child may be at risk of harm

If as a Future First member of staff, volunteer or alumni you have any reason to suspect that a child may be at risk of harm, the following procedure should be followed:

- Stay calm and reassure the child that she/he is right to tell someone of his/her concerns.
- Do not promise confidentiality. Be honest. Explain who you need to pass the information on to and why (i.e. the appropriate person who will seek further advice and help.) The child can accompany you if he/she wishes. Only the people who need to know will be told.
- Allow the child to speak in his/her own way and at his/her own pace, avoid interrupting when the child is recalling significant events.
- Do not be judgemental, but make a professional judgement on the likelihood of harm occurring.
- Do not interview the child; do not ask leading questions. Some factual questions are permitted in order to gather as much information as possible to create a full picture of what has happened so that this can be reported to the designated person.
- Only clarify what the child is trying to say and ascertain whether there are any immediate issues of safety for the child or any other children.
- Note as accurately as possible what was said, use the child's own words, do not interpret. Include the time, context and location of the disclosure, as well as the date and time of the notes. Notes should be made as soon as is possible after the disclosure. In addition to the child's name, add the address, date of birth, telephone contact and school/college.
- If you are a volunteer or alumnus, tell the Future First staff member who you are working with that you have concerns.
- Do not investigate any suspicions, allegations or incidents of abuse, but report them within the hour (or as soon as practicable) to the Future First Child Protection Officer and, if appropriate,

the school or college's Child Protection Officer. You should pass on the written notes to the Child Protection Officer(s).

- Do not contact the child's parents or carers. The Future First Child Protection Officer will review the notes and contact The Children's Services section of the Local Authority, CPP and/or the BIS Regional PREVENT coordinator.
- Where there is a concern that a child is experiencing, may already have experienced abuse or neglect, is suffering or is likely to suffer 'significant harm' the Future First Child Protection Officer will refer immediately to Children's Services at the local authority and, in emergencies, the Police.
- Where there is concern of a real threat to life Emergency Services must be contacted immediately.
- In exceptional circumstances if the Future First Child Protection Officer is not available, advice should be sought from any member of Executive Board who will liaise with the required services as appropriate.

Specific advice relating to mobile phones, digital communication and social media:

- Other than general communications on behalf of the Charity itself, children's mobile telephone numbers and text messages should not be used without the express, written permission of the child's parents/guardians and only in exceptional circumstances (usually related directly to the safety and well-being of the child) with the prior approval of a senior member of staff.
- Mobile numbers of pupils must not be stored on a personal mobile and children should not have access to Future First staff, volunteers or alumni's personal mobile numbers.

Digital communication:

- Transparency, openness and appropriate professional purpose must underpin any of Future First's interaction with children via electronic and digital means.
- It is good practice to keep email contact brief, formal and professional.
- Staff should not give children their personal email addresses.
- Alumni and volunteers should not exchange any contact details with children. Any contact between alumni and volunteers and pupils should be facilitated by the Charity or the school/college.

Facebook and other Social Networking Sites

- It is not appropriate for staff, alumni or volunteers to become Facebook "friends" with any child or pupil met through Future First.

Photography /Video recording/Audio recording

- Any photograph, video or audio recording taken of a child 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 Child Protection Officer.

- Consent for taking and use of photographs, video or audio recording must be obtained; recordings must never be clandestine.
- It is good practice to obtain the child's permission to use their image even when their parent or teacher has given consent⁴.
- Full details of the consent policy and process for photography, video and other media can be found by Future First staff on the internal site [here](#).

⁴ See the National Society for the Prevention of Cruelty to Children ("NSPCC") guidance on photography: <https://www.nspcc.org.uk/preventing-abuse/safeguarding/photography-sharing-images-guidance/>

Appendix B: Internal procedures

This appendix outlines the internal procedures which enable compliance with the Child Protection Policy.

Trustees, Directors and Staff (including freelance staff)

- New Trustees, Directors and Staff will be provided with a copy of the Child Protection Policy and its appendices upon joining and are expected to sign a declaration agreeing to comply with the policy within one week of joining Future First.
- DBS checks will be undertaken for new Trustees, Directors and relevant Staff upon joining. New staff members are expected to submit the DBS form at the earliest possible time, usually upon contract signature.
- The type of DBS check performed will usually be an enhanced check with barring list. The check performed will depend on the exact nature of the role and so the type of check performed will be decided on a case by case basis using the prevailing guidance at the time of the check.
- DBS checks will be performed for Trustees, Directors and relevant Staff at least every three years.
- If a Trustee, Director or Staff member has a current subscription to the DBS Update Service then this service will be used in place of a new DBS check.
- Original DBS check certificates will be reviewed by the Child Protection Officer. The date of issue of the certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken will be recorded. This information will be stored in a lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties. Any copies of the DBS certificate will be destroyed by secure means within six months.
- Within one month of joining Future First, all staff will undergo a child protection training programme appropriate to their role.

For short term projects

A short term project is defined as one where the alumni or volunteers interact with the same group of young people on three or fewer occasions.

Alumni and volunteers:

- Are provided with a briefing pack in advance of volunteering which includes the Child Protection Policy and Code of Conduct.
- Are briefed by a member of Future First before the volunteering takes place. This briefing covers the key points of the Child Protection Policy and Code of Conduct, and provides an opportunity for any questions to be addressed.

Schools and colleges:

During the booking process schools and colleges:

- Are informed that the alumni and 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.
- Are sent a link to the Future First Child Protection Policy and Code of Conduct.
- Provide the name and contact details for the school or college's child protection officer, and details of the school or college's own child protection policies or procedures.

For longer term projects

A longer term project is defined as one where the alumni or volunteers interact with the same group of young people on more than three occasions.

The following guidelines will be followed, and detailed processes for safeguarding will be developed specific to each project:

- DBS checks will be carried out for Alumni and Volunteers volunteering on a longer term project.
- All reported offences on the DBS check, including where the conviction is spent, will be reported to Future First's designated Child Protection Officer before a final decision on the applicant's suitability to volunteer is made. In making this decision the Child Protection Officer will take into account:
 - Whether the conviction is relevant to the position in question.
 - The seriousness of the offence.
 - The length of time since the offence was committed.
 - Whether there is a pattern of offending or other relevant matters.
 - Whether the applicant's circumstances have changed since the offending behaviour.
 - The circumstances surrounding the offence and the explanation offered by the individual involved.
- Alumni and Volunteers will be provided with a copy of the Child Protection Policy and the Code of Conduct in advance of starting to volunteer.
- Future First staff will ensure that Alumni and Volunteers have read and understood the Child Protection Policy and the Code of Conduct, and provide an opportunity for any questions to be addressed.
- Future First will take steps to minimise risk to children participating in the project. Appropriate guidance and support will be provided to Alumni and Volunteers and participating Schools and Colleges to ensure they understand what is required of them.