

Safeguarding Policy

Future First is committed to protecting staff, volunteers and the charity's beneficiaries from harm, and this policy outlines the policies and processes in place to do so. Specifically, it raises awareness of staff and volunteers of the need to safeguard children and adults at risks when undertaking work on behalf of the Charity. It highlights the responsibility that staff have for identifying and reporting any possible cases of abuse, neglect or other safeguarding concerns and helps ensure they are aware of how to deal with such situations.

Staff should read and adhere to this policy and other relevant safeguarding documentation (including a school or college's Safeguarding and Welfare Policy). Staff should also read and adhere to related policies, in particular the organisation's Whistleblowing and Equality and Diversity policies.

1. Policy Statement

- 1.1. Future First Alumni Ltd. ("the Charity") fully recognises its responsibilities in the area of safeguarding.
- 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 summarised copy of this policy (found in Appendix C) and the Code of Conduct (found in 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. This policy also extends to "adults at risk". An adult at risk is a person aged 18 or over who is having needs for care and support and is experiencing, or is at risk of experiencing, abuse or 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.
- 1.6. We recognise some children and adults are additionally vulnerable, for example those with disabilities, because of their level of dependency and possible communication barriers.
- 1.7. The welfare and safety of any child or adult at risk involved with the Charity is paramount.
- 1.8. All children and adults at risks without exception have the right to protection from abuse regardless of gender, ethnicity, race, religion, disability, sexuality or beliefs.
- 1.9. This policy is approved and endorsed by Future First's Board of Trustees.
- 1.9. The Charity will appoint a named Safeguarding Officer. The person is currently Laura Underwood, Director of Operations and Finance. The Chief Executive Officer, Justin Smith, will take on this role if the Director of Operations and Finance is unavailable.

Contact details for Future First's Safeguarding Lead and Deputy Safeguarding Lead

Safeguarding Lead: Laura Underwood – laura.underwood@futurefirst.org.uk / Mobile: 07397 383062 / Office: 020 72398933

Deputy Safeguarding Lead: Justin Smith – justin.smith@futurefirst.org.uk / Mobile: 07878 062980 / Office: 020 72398933

2. Safeguarding Procedures

- 2.1. All staff who will work directly with children and adults at risks must be checked to an enhanced level 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 and adults at risks.
- 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 or adult at risk.
- 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 and/or adults at risks 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 the [DfE's Keeping Children Safe In Education](#) 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 activity.

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 adults at risks; 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 adults at risks; 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.

Full guidance on internal procedures set up to comply with this policy can be found in Appendix B – Internal Procedures.

3. Recruitment

3.1. The Charity is committed to safe recruitment, selection and vetting of all trustees, staff and other individuals involved in a project. Adverts for job vacancies at the Charity will state a commitment to safeguarding staff, volunteers, adults at risks and children.

3.2. When interviewing for new Charity staff, at least one member of the interview panel will have undertaken level 3 safeguarding training.

3.3. 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.

3.4. When recruiting individuals to a role at the Charity that will involve work with children and adults at risks, where possible at least one employment reference should be related to a role that required work with children/adults at risks, whether salaried or voluntary.

4. Allegations of Abuse

4.1. Abuse and neglect are forms of mis-treatment of a child or adult at risk. Somebody may abuse or neglect a child/adult at risk by inflicting harm (acts of commission), or by failing to act to prevent harm (acts of omission). Children/adults at risks 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 children. (Definition of abuse from the [HM Government guide to inter-agency working, 'Working Together to Safeguard Children.'](#)) Guidance on recognising abuse is contained in Appendix A – Code of Conduct.

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 or adult at risk is experiencing, may already have experienced abuse or neglect, is suffering or is likely to suffer 'significant harm' the Safeguarding Lead will refer immediately to the Designated Officer (formerly known as the Local Authority Designated Officer, or LADO) in 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 or adult at risk, these must be written down and passed to the Safeguarding Lead at the Charity within the hour (or as soon as is practicable). Full guidance is contained in Appendix A – Code of Conduct.

4.4. This policy should be used in conjunction with the organisation's Whistleblowing policy. If any of the organisation's employees, officers, consultants, contractors, volunteers, interns, casual workers or agency workers are suspected of breaching the safeguarding policy, then a disclosure should be made to the organisation's Safeguarding Lead. Whistleblowers who raise genuine concerns will be supported and protected.

4.5. The Charity recognises that the welfare of the child/adult at risk 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.

4.6. The Charity will report all notifiable incidents to the Charity Commission as soon as possible.

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, and staff members will be required to review the policy on an annual basis. Training on this policy will be provided as part of staff induction processes.

5.2. School staff and parents/guardians of children/adults at risks 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 summary copy of this Safeguarding Policy and Code of Conduct prior to undertaking any Charity led 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 safeguarding 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 and adults at risks. Information relating to allegations of abuse will be dealt with in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.

7. Sources

7.1. This policy refers to UK legislation and its principles on safeguarding children and adults at risks 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 the DfE's statutory guidance, 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 last review: March 2020

Next review due: March 2021