

# Future First Safeguarding Policy

## Appendix B: Internal Procedures

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

### Trustees, Directors and Staff (including freelance staff)

- New trustees, directors and staff will be provided with a copy of the Safeguarding 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.
- Charity staff will be required to review the policy on an annual basis thereafter, and sign a declaration each year to confirm their ongoing compliance with the policy.
- 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. The individual will need to provide the original copy of their DBS certificate, along with details required to check the update service.
- Original DBS check certificates will be reviewed by the Safeguarding Lead and any issues discussed with the CEO (or if issues relate to the CEO, they will be discussed by the Chair). 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 (if a new member of staff) will be recorded. This information will be recorded on an individual's digital HR record, and access will only be provided to the individual's line manager, the Operations Coordinator and the Business Services Director.
- In the event that a serious concern arises as a result of a re-check, the appropriate procedure will be followed. It is likely that this will be a disciplinary procedure.

- All staff and trustees will undergo a safeguarding children and adults training programme appropriate to their role within one month of joining Future First, and every year thereafter. The Designated Safeguarding Lead will undergo training at least every two years.

## 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, 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.

### Schools and colleges

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

- Are informed that 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 Designated Safeguarding Lead, and details of the school or college's own safeguarding policies or procedures.

## For longer term projects

A longer-term project is defined as one where the volunteers interact with the same group of young people on more than three occasions, either online or in-person.

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 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 Safeguarding Lead before a final decision on the applicant's suitability to volunteer is made. In making this decision the Safeguarding Lead 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
  - Advice of the CEO.
- Volunteers will be asked to sign a copy of the Safeguarding Policy and the Code of Conduct in advance of starting to volunteer.
- Future First staff will ensure that volunteers have read and understood the Safeguarding Policy and the Code of Conduct, and provide an opportunity for any questions to be addressed.
- Future First will take all possible steps to minimise risk to children participating in the project. Appropriate guidance and support will be provided to volunteers and participating schools and colleges to ensure they understand what is required of them.

## Recording and storing incidents, concerns and referrals

Incidents should be reported in a factual and non-judgmental way, within 24 hours of the incident, using the organisation's safeguarding concern reporting form. It should be emailed to the Safeguarding Lead on [laura.underwood@futurefirst.org.uk](mailto:laura.underwood@futurefirst.org.uk).

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 25<sup>th</sup> birthday.

Where records relate to concerns about an adult's behaviour with children, records will be retained until the individual's 65<sup>th</sup> birthday, 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.

Normally these records will be passed to the school or college's safeguarding lead as soon as possible. Records of serious incidents will be passed on to the relevant authority, including to the Charity Commission. Where incidents are not referred to relevant authorities, the reasons for making the decision not to refer will be recorded as well.

## **Making referrals**

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 contact email address of the social care worker will be sought
- The phone call referral will be followed up with the factual, written record of the concerns

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

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

Deputy Safeguarding Lead: Leon Ward – [leon.ward@futurefirst.org.uk](mailto:leon.ward@futurefirst.org.uk) / Mobile: 07871 044649 / Office: 020 72398933

### **Other useful contact details:**

NSPCC – 0808 800 5000 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline – 0800 1111