

Future Frontiers child safeguarding and escalation policy (revised for the delivery of online support)

Date approved: 24/04/2020

Date of next review: 24/04/2021

Policy owner: Dominic Baker, Child Safeguarding Officer

Introduction

Future Frontiers is committed to safeguarding and promoting the welfare of the children and young people that we work with. We work in partnership with our schools to ensure the wellbeing of children and young people on our programmes.

The purpose of Future Frontiers is to advance the education of the public and relieve poverty, including but not limited to:

- 2.1 Improving the academic progress of socio-economically disadvantaged young people; and
- 2.2 Providing educational support to socio-economically disadvantaged young people

This document is the Child Safeguarding Policy for Future Frontiers which will be used to ensure that;

- Excellent child safeguarding practice is promoted at Future Frontiers
- All children who engage with Future Frontiers are treated with dignity and respect;
- All employees, volunteers, interns, trustees and other stakeholders know what to do in the event of a child safeguarding incident and make informed and confident responses to specific child safeguarding issues;
- All child safeguarding incidents are dealt with consistently and properly recorded.

Principles upon which the Child Protection Policy is based;

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.
- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

Definitions

Child Safeguarding is defined for the purposes of this guidance as:

- protecting children from maltreatment;

- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

The definition of 'a child' is a person who has not yet attained the minimum school leaving age. For example, in England and Wales, a child can leave school on the last Friday in June if they are 16 or will be 16 before the start of the next school year. The definition of 'a young person' is any person who is not a child but who has not attained the age of eighteen. In this policy, the terms "child" and "children" refer to both children and young people.

Who does this policy apply to?

This policy applies to all Future Frontiers employees, volunteers, interns and trustees. It also applies to anyone involved in a Future Frontiers organised activity and event. While stakeholders are likely to have varied levels of contact with children, everyone should be aware of the potential indicators of abuse, neglect and all other potential child safeguarding concerns, and everyone should be clear about what to do if they have concerns.

The policy applies to all employees whether they have had a Disclosure and Barring Service check (DBS check, previously CRB check) carried out. However, when relevant for their role, employees undertake a DBS check prior to commencing employment at Future Frontiers.

Where is this policy available?

This policy is available on our website <http://www.futurefrontiers.org.uk/> and is available at any time by emailing the Lead Safeguarding Officer, Dominic Baker, dbaker@futurefrontiers.org.uk.

Volunteer coach recruitment and training

In order to ensure that our volunteers are empowered to make informed and confident responses to specific child safeguarding issues we have implemented the following procedures that must be adhered to before a coach can begin on the Future Frontiers programme;

- 1) Volunteers will undergo an onboarding process including three interview style questions to assess motivations for becoming a coach. This will support the recruitment process - any red flags in these conversations are recorded and escalated to the safeguarding leadership team at Future Frontiers.
- 2) All volunteers will be sent this policy in advance of the training session as part of their pre-reading. Coaches will be asked to confirm their agreement with this policy by email confirmation. Onboarding conversations will also serve to check coaches have understood their role in safeguarding.
- 3) During the coach training volunteers will be given training on child protection in line with this document (see further details below)
- 4) All volunteers will be subject to an enhanced DBS check and only take part once they have received full clearance. All original identification documents for DBS checks will be verified by Future Frontiers using video link, in line with government guidance (<https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>).

Escalation process

Stage 1 – identifying an incident or concern

All stakeholders have a responsibility to be mindful and aware of child safeguarding issues. It is not the stakeholder's responsibility to decide whether or not the potential child safeguarding incident requires investigation or further action, but each stakeholder has a responsibility to act on any concerns through escalating the matter as set out in this policy.

The following is a non-exhaustive list of the main types of abuse that all stakeholders should be aware of;

Physical Abuse - 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 feigns the symptoms, of, or deliberately causes ill health to a child.

Emotional Abuse - Emotional abuse is the persistent emotional ill treatment 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 in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child though it may occur alone.

Sexual Abuse - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Online abuse - Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including social media, text messages and messaging app, emails and online chats

Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse which is taking place offline, like bullying or grooming. Or the abuse might only happen online. Children and young people might experience different types of online abuse, such as cyberbullying, emotional abuse, grooming, sexting, sexual abuse, sexual exploitation.

A child or young person experiencing abuse online might: spend a lot more or a lot less time than usual online, texting, gaming or using social media. They might also seem distant, upset or angry after using the internet or texting. They might also be secretive about who they're talking to and what they're doing online or on their mobile phone have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

For more information on the forms of online abuse , how to recognise it and further support available please visit <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/online-abuse/>

The following is a non-exhaustive list of issues or incidents which require escalation in accordance with this policy:

- Failing to protect a child from physical harm or danger;
- Failure to ensure adequate supervision of a child;
- Failure to ensure access to appropriate medical care or treatment;
- Failure to provide adequate food, shelter and clothing;
- Sudden changes in a child's behaviour or performance; and
- Any physical, emotional, online or sexual abuse.

Future Frontiers 8-point plan for safeguarding online

1) DBS checks - All coaches (employees of our business partners) will have Enhanced DBS checks carried out before they are matched to a young person. In line with recent changes, ID checks for all volunteers will be carried out during the onboarding via live video calls.

2) Coach training - coach training, last 90 minutes will include sessions on the following key aspects. Coaches are required to provide email confirmation that they have read and understood the safeguarding policy and expectations in advance of their onboarding conversations. Future Frontiers will also carry out formative assessment during the coach training to assess understanding of the safeguarding policy and expectations.

- a) Pupil and coach code of conduct – these documents will clearly outline the do's and don'ts, so that both parties are aware of how to communicate with young people.
- b) A review of our safeguarding policy with information on whistleblowing processes to follow in the case of any safeguarding concerns.
- c) A review of the different forms of abuse in order to support step b).
- d) Guidance on how to communicate with pupils- such as ensuring use of pupils school email address only and ensuring that a carbon copy email is sent to the programme manager in charge.

3) Consent

Pupil consent - All pupils will be asked to opt-in to the programme and share their personal details with Future Frontiers in accordance with our privacy policy.

Parental consent - Consent from parents/carers of pupils above the age of 16 will be sought in one of two ways; in all cases we will notify parents of the programme and provide parents with an

opt-out option (opt-out declarations from parents will be sent directly to Future Frontiers Deputy Lead Safeguarding officer via email and schools will be subsequently notified).

For pupils under the age of 16 we will require schools to operate an opt-in process from parents/carers. Schools are within their reasonable rights to require opt-in parental consent for pupils above 16. In this instance we require the school to contact parents and manage this process themselves. In the opt-in scenario, it will be the school's responsibility to ensure that pupils do not begin the programme until this proactive consent is sought.

4) Pupil training - Pupils will attend a webinar before starting the programme. This will provide pupils with information about coach & pupil conduct, their responsibilities, and information on our safeguarding policy.

5) Communicating with pupils - As part of our weekly communications plan with pupils, Future Frontiers will be sending out weekly emails and contacting pupils by telephone at the end of the programme. Future Frontiers will be requesting pupils to share their personal telephone numbers with us in order to facilitate this.

6) Communicating with coaches - Every coach will carry out an onboarding conversation with us before being matched to a pupil. We will communicate on a weekly basis with coaches throughout the programme to check on the safety and progress of the programme.

7) The Vedamo platform - The Vedamo platform records every coaching session. Future Frontiers will perform regular spot checks on recordings to check for any conversations that are in breach of the safeguarding policy and pupil/coach code of conduct.

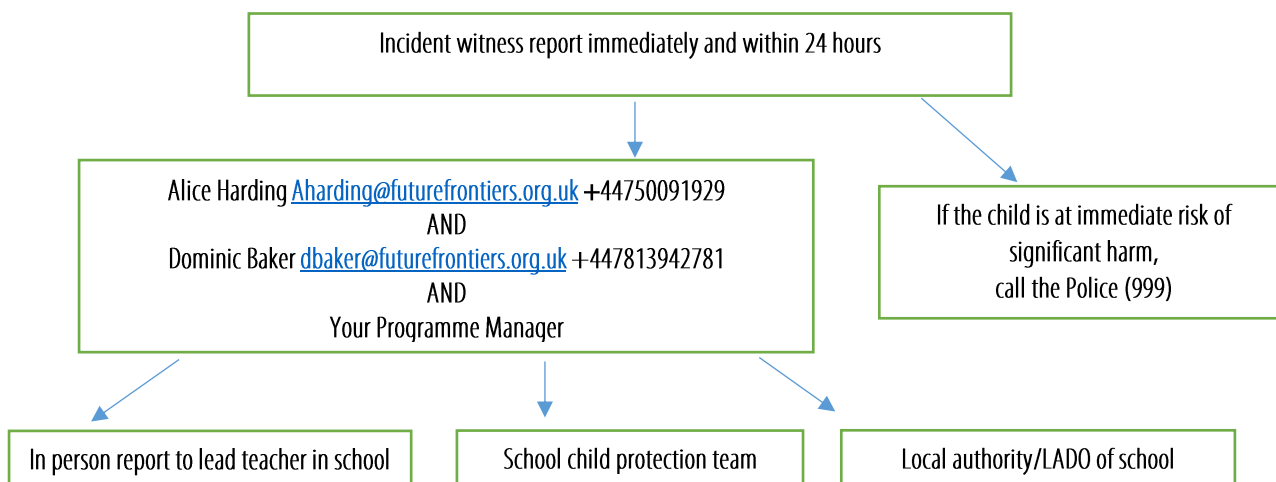
8) Schools responsibilities - schools play an important role in supporting safeguarding throughout this process. Schools need to ensure that all necessary pupil information is provided and support all the points above, particularly those requiring open channels of communication with pupils and parents. Schools will also be required to email all pupils mid-way through the programme to check in on pupil wellbeing. Future Frontiers will also email schools with a weekly summary to update on pupils and request any relevant updates from the school, particularly on pupil welfare. Schools will be asked to commit to these requirements explicitly within the school partnership agreement.

Stage 2. Consulting about your concern

In the event of becoming aware of a potential child safeguarding issue, the stakeholder must take the following steps:

- a) Take a detailed record of their concerns, focusing only on facts and not opinions or judgements, using the 'Safeguarding Concerns Form' (Appendix 1).
- b) Report the incident via email or phone to your Future Frontiers Programme Manager, Deputy Lead Safeguarding Officer, Alice Harding (aharding@futurefrontiers.org.uk or 07500919290) and Lead Child Safeguarding Officer, Dominic Baker (dbaker@futurefrontiers.org.uk or 07813942781). This process is also outlined in the flow diagram below.
- d) You should not attempt to investigate the incident or suspected incident yourself.
- e) If the child is at immediate risk of significant harm, you should contact the police (Call 999 if the child is at immediate risk, or call the police on 101 if you think a crime has been committed) or local social services. You should then immediately contact the Child Safeguarding Officer (or Deputy, if unavailable) when you have done so. If you have a concern which is unrelated to a

Future Frontiers event, you should contact the Lead Teacher and also contact the NSPCC National 24 Hour Help Line on 0808 800 5000 for advice about safeguarding children.



If your incident is regarding a member of Future Frontiers staff above please contact the chair of trustees - chair.futurefrontiers@gmail.com

Guidance for volunteers in dealing with disclosures from children

When acting as a volunteer career coach it is important to remember that the programme is a focused aspiration intervention. At no point should you guide the conversations away from the objectives of the programme. However, if a child discloses abuse to a stakeholder, the following is a non-exhaustive list of steps that the stakeholder should take:

- Allow the child to speak without interruption and accept what they say;
- Be understanding and reassuring but do not give your opinion;
- Try to encourage the child to allow another adult or a friend to be present so you are not alone;
- Assure the child that you will offer support but that you must pass any information to another party who may take appropriate action;
- Reassure the child that they have done the right thing in telling you;
- Keep calm and listen to the child
- Take a detailed record of the conversation focussed on the facts disclosed, using the actual words said by the child wherever possible.

Stakeholder conduct

All stakeholders (including volunteers) are expected to treat children with respect and to act as role models for children in their behaviour. Any forms of physical, verbal or discriminating abuse will be dealt with in an appropriate manner with the children's best interests at heart in all instances.

In line with good practice, in situations where this Policy applies Stakeholders must:

- Treat all children equally with dignity and respect.
- Inform Future Frontiers of any relevant police record, disciplinary action or other factor, or any change in your circumstances, which may impact your suitability to work with children.
- Recognise that any role that interacts with children places you in a position of trust which must be upheld at all times.
- Remember at all times that interactions between you and children must be such that no reasonable person observing that interaction could construe its nature as abusive.
- Behave as role models and be suitable examples for children.
- Use appropriate language when conversing with children.

Coaches must not:

- Share any contact details other than email addresses or attempt to contact a young person after the programme. Add a young person on any form of social media.
- Communicate with a young person outside of the given guidelines- email and Vedamo only
- Invite children to their home, visit children in their own homes or offer a child a lift in a car.
- Behave in any way, physically or verbally, that could be offensive to a child.
- Provide or receive gifts of any form from young people; and ensure they are not open to (or perceived to be open to) improper influence or conduct through the acceptance of such gifts.
- Smoke or drink alcohol in the presence of children.

Best practice scenarios

Future Frontiers would execute the following actions in these context specific actions

Scenario A: Future Frontiers observes evidence of grooming from a coach such as exchange of phone numbers/sms messages: Action – Future Frontiers would report directly to the LADO to seek guidance.

Scenario B: A member of Future Frontiers checking the session recordings reports that inappropriate conversations had occurred. Action: Future Frontiers would immediately and temporarily pause the mentoring relationship. Future Frontiers would also collect a written staff witness statement and report to the school safeguarding team to collect written pupil statement. Upon inspection of these written statements, further action would be executed on a case by case basis.

Scenario C: A student reports inappropriate comments by a coach. Action: Future Frontiers would find out in which session this occurred and watch the recording, confirming comments made.

Further action would be executed on a case by case basis including reporting this to the school and withdrawing the coach from the pairing.

Review of Child Safeguarding Policy

This policy will be reviewed by the Child Safeguarding Officer on an on-going basis, but at least once a year, and suitable amendments will be made to the plan as required. Future Frontiers will also discuss safeguarding during team meetings and that all incidents reported are discussed during trustees meetings.

Appendices

Appendix 1 – Safeguarding Concerns Form

Appendix 2 – Contact information

Appendix 3 – Confirmation form

Appendix 1

Safeguarding Concerns Form

Any concerns a stakeholder may have for any child's welfare and safety should be recorded immediately on this form, in accordance with the Future Frontiers Child Safeguarding Policy.

Once this form has been completed, it should immediately be sent by email to the Deputy Lead Safeguarding Officer, Alice Harding (aharding@futurefrontiers.org.uk). If an out of office is received from the Child Safeguarding Officer, you should email the Lead Child Safeguarding Officer, Dominic Baker (dbaker@futurefrontiers.org.uk).

The contents of this form are highly confidential and if allegations are serious, criminal proceedings may result. Please be aware of that in anything you add to the form, particularly in relation to names of children and possible abusers.

STRICTLY CONFIDENTIAL Name of stakeholder raising the safeguarding concern	
Contact details for stakeholder raising safeguarding concern	
Date and time of safeguarding concern	
Details of Future Frontiers event (if relevant)	

Details of child safeguarding concern: Child's full name and age (if known)	
Child's school (if known)	
Nature of the safeguarding concern	
Factual record of safeguarding concern (Expand box if necessary)	
Signature:	Date:

Appendix 2 – Contact details

Contact (& position)	Contact details
Dominic Baker (Lead Safeguarding Officer)	dbaker@futurefrontiers.org.uk +447813942781
Alice Harding(Deputy Lead Safeguarding Officer)	aharding@futurefrontiers.org.uk +447500919290
Chair of trustees	chair.futurefrontiers@gmail.com

Appendix 3 - Confirmation form

By signing below I confirm that I have read the following guidelines in their entirety and I am aware of the steps I should take if I become aware of any child protection issue.

Please note that you are not permitted to begin the Future Frontiers programme until you have read, understood and signed this document.

Name (print)

Signature

Date