

## Future Frontiers Safeguarding Policy

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Policy owner: Dominic Baker, Child Safeguarding Officer

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# 1. Purpose and scope

- 1.1. Child Safeguarding is defined for the purposes of this Policy 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; and
  - Taking action to enable all children to have the best outcomes.
- 1.2 For the purposes of this Policy, any reference to 'children' and 'young people' includes anyone under the age of 18.
- 1.3 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 and business partners to secure the welfare of children and young people on our programmes. We make sure that:
- Appropriate action is taken in a timely manner to safeguard and promote children's physical and mental welfare.
  - All employees are aware of their statutory responsibilities with respect to safeguarding and commit to reading the annual changes made to Keeping Children Safe in Education as detailed in the 'Table of substantive changes' within the policy.
  - All employees are properly trained in recognising and reporting safeguarding concerns
- 1.4 Safeguarding children and protecting the young people who come into contact with the charity is everyone's responsibility. This Policy applies to trustees, employees, consultants, contractors, volunteers, interns, and others involved or associated with the Charity's activities.
- 1.5 **If you have any questions or concerns about safeguarding or are unsure whether your concern or question is covered by this Policy please contact the Charity's Designated Safeguarding Lead, Rebecca Scott**
- Rebecca Scott // [rscott@futurefrontiers.org.uk](mailto:rscott@futurefrontiers.org.uk) // 07970034143
- If you receive an out of office response or no response within 48 hours please contact Dominic Baker // [dbaker@futurefrontiers.org.uk](mailto:dbaker@futurefrontiers.org.uk) // 07813942781*
- 1.6 This Policy sets out how the Charity safeguards and promotes the welfare of those it comes into contact with through its work, in accordance with applicable laws and regulatory and statutory guidance - Keeping Children Safe in Education 2022.
- 1.7 This document is the Child Safeguarding Policy for Future Frontiers and will be used to ensure that:
- Best practice child safeguarding 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 effectively, consistently and properly recorded.

## 1.8 Review of Child Safeguarding Policy

- This policy will be reviewed by the Child Safeguarding Officer as and when required, but not less than once a year, and suitable amendments will be made to the Policy as required.
- Safeguarding is a standing item on the Programmes and Safeguarding Sub-committee of the Board of Trustees. The incident register is examined and all medium and high risk incidents are discussed in detail. Any high risk incidents are reported to the designated safeguarding trustee immediately after reporting the concern.

# 2 Future Frontiers' approach to safeguarding

## 2.1 The following principles underpin the charity's approach to safeguarding:

- 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 this Policy.
- Those people in positions of responsibility within the organisation will ensure that the same opportunities are available to all young people we work with and that all differences between individuals will be treated with respect.

## 2.2 Future Frontiers will protect and promote the welfare and wellbeing of the children it works with by implementing our [Safeguarding Prevention, Protection and Supportive plan](#). This document outlines all practices relating to the following areas:

- DBS checks
- Coach training
- Consent
- Pupil training
- Communicating with pupils
- Communicating with coaches
- Staying safe online
- School responsibilities

# 3 Code of conduct

## 3.1 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 mental, physical, verbal or discriminating abuse will be dealt with in an appropriate manner with the children's best interests at heart in all instances.

## 3.2 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;
- Demonstrate empathy, humility and respect and act as a role model for others, maintaining high standards of professionalism and integrity 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; and
- Use appropriate language when conversing with children.

### 3.3 Volunteers **must not:**

- Share any contact details whatsoever with a young person, including social media profiles, or attempt to contact a young person during or after the programme;
- Communicate with a young person outside of the given guidelines (for example on social media), unless permission has been sought by the school through Future Frontiers Transition Managers and signed off by the Safeguarding Lead;
- Use any virtual platform other than the one agreed with the Transition Manager;
- Invite children to their home, visit children in their own homes or offer a child a lift in a car;
- Have any physical contact with a child unless physical contact is required to prevent that child from harm;
- Behave in any way mentally, 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. Exceptions may be made for low value gifts (under £50) as long as they are related to the purpose of the programme (e.g. careers related book) and have been signed off by the Transition Manager in writing; are given at the end of the programme and the school is informed
- Smoke, drink alcohol, take drugs, or be under the influence of drugs or alcohol in the presence of children.
- take any photos on any device. Staff must ensure that any images of young people that they take have explicit permission from parents. Photos must be hard deleted from any personal devices within 24 hours; and stored securely in line with company data storage policy.

3.4. Where anyone delivers in school premises, they must adhere to the school safeguarding policy.

## 4. Reporting a concern or allegation

- 4.1 If you suspect that a child is suffering, or is at risk of suffering abuse or neglect, as set out in Appendix B of this Policy or otherwise, you should follow the reporting procedures below without delay. All employees and volunteers should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

- 4.2 A **safeguarding concern** is a concern that a child is, or may be at risk of, being abused or neglected.
- 4.3 A safeguarding allegation means that a person who works with a child, or is known to them, is said to have:
- Behaved in a way that has harmed a child or may have harmed a child;
  - Possibly committed a criminal offence against or related to a child; or
  - Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children.
- 4.4 The first priority is always to remove a child from actual, or the threat of, immediate harm. If a child or young person is in immediate danger, a criminal offence is or may be taking place, or a child is in need of medical assistance, please take immediate action and call 999 and/or child services, as appropriate. You will need to disclose the alleged abuse to the police, medical professionals and/or children's services to ensure that the matter is handled appropriately and sensitively, and any evidence is preserved. Once this has taken place, report according to the reporting procedure set out at 6.2 onwards.
- 4.5 **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.

See **Appendix B** for a non-exhaustive list of the main types of abuse that all stakeholders should be aware of. The following is a non-exhaustive list of issues or incidents which require escalation in accordance with this policy:

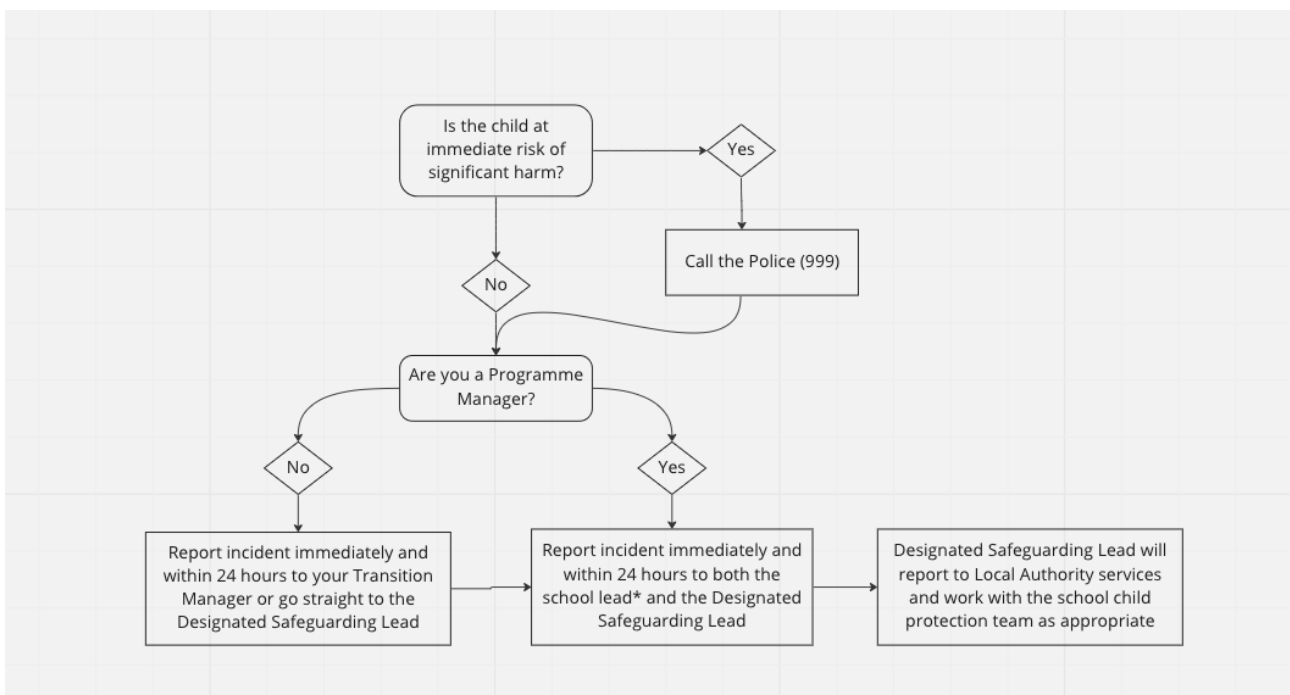
- Failing to protect a child from physical harm or danger;
- Failure to ensure adequate supervision of a child;
- Failure to ensure access to appropriate medical care or treatment;
- Failure to provide adequate food, shelter and clothing;
- Sudden changes in a child's behaviour or performance; and
-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

Some groups of young people have personal characteristics or circumstances which make them more vulnerable e.g. children with disabilities; looked after children; asylum seekers; and those who identify as LGBTQ+.

- 4.6 **Reporting your concern** - as soon as you become aware of a potential child safeguarding issue, you must take the following steps:
- 4.6.1 Take a detailed record of their concerns, focusing only on facts and not your opinions or judgements, using the 'Incident reporting form' (Appendix A).
- 4.6.2 Report the incident via email or phone to your Future Frontiers Transition Manager who will consult with the Future Frontiers Designated Safeguarding Lead, Rebecca Scott ([rscott@futurefrontiers.org.uk](mailto:rscott@futurefrontiers.org.uk) / 07970034143). Remember you should not attempt to investigate the incident or suspected incident yourself.
- 4.7 If your incident is regarding a Future Frontiers employee please contact the designated safeguarding trustee, Frances Soul - [fransoul03@gmail.com](mailto:fransoul03@gmail.com) or Chair of Trustees [chair.futurefrontiers@gmail.com](mailto:chair.futurefrontiers@gmail.com)

4.8 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 a potential safeguarding issue to you, the following is a non-exhaustive list of steps that you should take:

- allow the child to speak without interruption and accept what they say;
- do not make any promises to keep anything confidential;
- be understanding and reassuring but do not give your opinion;
- try to encourage the child to allow another adult or a friend who is in no way involved in the incident 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; and
- if the child is at immediate risk of harm, you are able to request any information required (including their address) from the child that will support the police in helping that child.



*\*the exception to this would be if the concern was about a member of school staff*

Role	Name	When to contact	Contact details
Designated Safeguarding Lead	<a href="#">Rebecca Scott</a>	If you have any questions or concerns about the policy.  To report a safeguarding concern or disclosure.	<a href="mailto:rscott@futurefrontiers.org.uk">rscott@futurefrontiers.org.uk</a>  07970034143
Chief Safeguarding Officer / Chief Executive Officer	<a href="#">Dominic Baker</a>	If you get an out of office from Rebecca or if you get no response within 48 hours.	<a href="mailto:dbaker@futurefrontiers.org.uk">dbaker@futurefrontiers.org.uk</a>  07813942781
Safeguarding Trustee	Frances Soul	If you have any concerns about a Future Frontiers employee.	<a href="mailto:fransoul03@gmail.com">fransoul03@gmail.com</a>

## 5. Additional documents

5.1 This Policy should be read in conjunction with the policies outlined in the Employee Handbook, including (but not limited to) the following additional policies:

- [Complaints procedure](#)
- [Volunteer Privacy Policy](#)

5.2 If an employee suspects wrongdoing or dangers at work (including a failure to properly implement this Policy) then they should raise their concerns under the Charity's [Whistleblowing Policy](#). Employee grievances should be dealt with under the Charity's [Grievance and Disciplinary Policy](#).

## 6. Appendices

Appendix A - Incident reporting form

Appendix B - Definitions of abuse

Appendix C - Contact information

Appendix D - Risk assessment

## Appendix A - Incident reporting form

Any concerns a stakeholder may have for any child’s welfare and safety should be recorded immediately on the form below, in accordance with this Policy. [Editable version here.](#)

Once this form has been completed, it should immediately be sent by email to the Designated Safeguarding Lead, Rebecca Scott ([rscott@futurefrontiers.org.uk](mailto:rscott@futurefrontiers.org.uk)). If an out of office is received, you should email Dominic Baker ([dbaker@futurefrontiers.org.uk](mailto: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 B - Definitions of Abuse

Knowing what to look for is vital to the early identification of abuse and neglect. Everyone should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Everyone should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments.

**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 insofar 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. It can happen anywhere online, including social media, text messages and messaging apps, emails and online chat. 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.

**Child sexual exploitation and Child Criminal Exploitation** are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. 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. They might 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 please visit the [NSPCC website](#).

## Appendix C - Contact details

Role	Name	When to contact	Contact details
Designated Safeguarding Lead	<a href="#">Rebecca Scott</a>	If you have any questions or concerns about the policy.  To report a safeguarding concern or disclosure.	<a href="mailto:rscott@futurefrontiers.org.uk">rscott@futurefrontiers.org.uk</a>  07970034143
Chief Safeguarding Officer / Chief Executive Officer	<a href="#">Dominic Baker</a>	If you get an out of office from Rebecca or if you get no response within 48 hours.	<a href="mailto:dbaker@futurefrontiers.org.uk">dbaker@futurefrontiers.org.uk</a>  07813942781
Safeguarding Trustee	Frances Soul	If you have any concerns about a Future Frontiers employee.	<a href="mailto:fransoul03@gmail.com">fransoul03@gmail.com</a>

## Appendix D - Risk Assessment

When risk assessments need to be made on a case by case basis, this will be discussed by the Designated Safeguarding Lead and Child Safeguarding Officer who will use our safeguarding risk register and the outputs of the conversation will be noted in our risk assessment record.