

Future Frontiers prevention, protection and supportive measures

Date approved: 25 September 2024
Date of next review: 25 September 2025
Policy owner: Emma Bradley, CEO

1. DBS checks

1.1 All volunteers (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 or during face-to-face training sessions.

1.2 All Future Frontiers staff and trustees will also be required to complete an Enhanced DBS check.

1.3 If you are a returning volunteer and already have an enhanced DBS check conducted by Future Frontiers, dated within the last 3 years, the certificate must be seen in person or over video call and the certificate number and date must be noted. We do not accept checks which have been completed by any other organisation.

1.4 As the UK DBS system cannot access criminal records held overseas, a UK DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK. Therefore, if a volunteer has spent time overseas in the last 5 years, we will complete a risk assessment to assess whether sufficient checks and mitigations (table 1.5) can be applied to ensure the safety and protection of young people.

1.5 Safeguarding checks for volunteers (Table)

	For volunteer coaches	For sector role models (SRMs)
UK Enhanced DBS	Coaches have either completed Enhanced DBS Check (UK) or their check has been submitted and is being processed at the point of interaction with a young person. As part of onboarding, all coaches will be asked to	The following precautions are taken to ensure the protection and safety of young people at all times:

<p>Checks</p>	<p>self-declare whether there is any known reason as to whether they are legally prohibited from working with young people.</p> <p>For volunteer coaches whose DBS checks are being processed at the point of interaction with young person during face-to-face programme, we will implement the following additional safeguarding measures:</p> <ol style="list-style-type: none"> 1. Coaches will not be permitted to work with their pupils in a space that is without supervision from a Future Frontiers member of staff or school staff. 2. Transition Manager is aware of all relevant coach/pupil pairings and will check-in with pupils during sessions. 3. School staff present at each session are made aware of which pupils have coaches whose DBS checks are being processed but not yet completed. 4. The number of volunteer coaches having interactions with young people whilst their DBS is still being reviewed will be regularly monitored by the trustees. <p>If a coach is participating online, then they will not be allowed to have any interaction with a young person until they have a completed DBS. We will also implement the following additional safeguarding measures:</p> <ol style="list-style-type: none"> 1. Transition Managers will always be present in the space where the young person is so they can hear one side of the conversation. 2. All online sessions will be recorded. 3. Spot checks will be performed on the recordings by the Transition Managers 	<ol style="list-style-type: none"> 1. Coaches receive training that outlines the preference that a Sector Role Model (SRM) attends in person and requirement to supervise their pupil at all times during the SRM interaction. 2. No contact details are exchanged between pupil and SRM - a breach of this would be escalated to designated safeguarding lead and recorded in the incident report. Young people are made aware of this ahead of the session.
<p>Overseas DBS Checks</p>	<p>Any coaches who have spent time overseas in the last 5 years will provide a relevant police check from the appropriate country(ies) (this will either be done by the volunteers themselves or through our external company, GBG Disclosures).</p> <p><i>If coaches are not able to provide the police check above:</i></p> <p>Coaches must provide their CV and a reference from an employer during</p>	

	<p>their time away, so that any employment gaps can be accounted for.</p> <p>For online programmes, retrospective spot checks of all recorded sessions from that coach will be carried out within 2 working days of the session.</p> <p>For face to face programmes, these coaches must always be in a room with the teacher.</p>	
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2. Volunteer training content

2.1 All volunteers will be sent the safeguarding policy in advance of the training session as part of their pre-reading. Coaches are required to provide confirmation that they have read and understood the code of conduct and expectations in advance of being matched to their pupil.

2.2 During the coach training, volunteers will be given training on child protection in line with this document (see further details below)

- i) Pupil and coach code of conduct – the do's and don'ts, so that volunteers are aware of how to communicate with young people.
- ii) A review of our safeguarding policy with information on how to report an incident in the case of any safeguarding concerns.
- iii) A review of the different forms of abuse.
- iv) Guidance on how to communicate safely with pupils.

3. Consent

Parental consent - We will notify parents/carers of the programme and provide parents/carers with the option to opt-in. We require the school to contact parents and manage this process themselves. It is the school's responsibility to ensure that pupils do not begin the programme until this proactive consent is sought.

4. Pupil launch - Pupils will attend an information session before starting the programme. This will provide pupils with information about coach and pupil conduct, their responsibilities, and information on our safeguarding policy.

5. Communicating with pupils - As part of facilitating sessions within school, Transition Managers will check in on pupils during the session and communicate throughout the sessions in order to pick up on any issues.

6. Communicating with coaches - We will communicate on a weekly basis with coaches throughout the programme to check on the safety and progress of the programme.

7. Staying safe online

7a. During coaching sessions at the partners or in school, whilst Future Frontiers staff are present. All online coaching sessions will be recorded. Future Frontiers will perform regular spot checks on recordings to check for any conversations that are in breach of the safeguarding policy and code of conduct.

During in person coaching sessions, the young people will access various online resources to support their career exploration. On devices owned by Future Frontiers (FF), we have implemented parental controls which are controlled by our operations team. Future Frontiers will conduct spot checks on the history of these devices. Students may also use the volunteer coaches device whilst the coach is present, if the volunteer has a clear DBS. If a coach's DBS is still processing, then they will use an FF device. The Transition Manager will be circulating the room and screens should be visible at all times.

7b. Online coaching community used outside of in-business coaching sessions throughout the 2 year programme. Volunteer coaches and pupils will have access to a secure platform called Brightside that will allow them to have written communication throughout the programme and beyond the in-business coaching sessions. This platform is moderated by the partner organisation and the moderation meets the terms of the Future Frontiers safeguarding policy, so neither coaches nor pupils will be able to see each other's contact details nor be able to have video calls. The platform is moderated and messages will be redacted if they contain any of the following: :

- prohibited words on the Brightside stop list
- meeting locations
- contact details
- attachments
- links to websites

Participants will be informed that all conversations are not confidential and that Future Frontiers and Brightside can see all messages sent. Future Frontiers will conduct a random sampling exercise and spot check conversations between participants.

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 contact all pupils mid way through the programme to check in on pupil wellbeing. For programmes not held in school, 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.

9. Safer recruitment practices - all employment checks are undertaken by Future Frontiers as part of the recruitment process, including an Enhanced DBS; proof of identity; proof of eligibility to work in the UK; proof of qualifications (if they are required for the post) and references.

10. Induction and training for Future Frontiers employees and trustees - all Future Frontiers employees will complete CPD certified NSPCC safeguarding training, they will also be trained on our safeguarding policy by the Designated Safeguarding Lead. This training will be refreshed each year. All staff will also be required to complete an Enhanced DBS check and we will ensure these are updated in accordance with DBS policy. This process will be managed by the Operations team.

11. Induction and training for Future Frontiers trustees - Trustees are required to have Enhanced DBS checks and complete CPD certified NSPCC trustee safeguarding training which will be updated every 2 years. The trustee with responsibility for safeguarding will complete this annually. The process of keeping training and DBS checks up to date will be managed by the Operations team.