

Every Future Foundation Safeguarding Policy

Purpose

The purpose of this policy is to protect the young people on our programmes or that come into contact with our programmes, from any harm that may be caused by coming into contact with Every Future Foundation.

This includes harm arising from:

- The conduct of staff or volunteers associated with EFF.
- The topics discussed at EFF's programmes and activities including The Activism Academy.

Also, to flag any potential concerns regarding the young person's welfare, noticed by our volunteers and staff.

This includes:

- Concerns over something mentioned by a young person during any interactions.
- Concerns noticed by our staff or volunteers

The policy lays out the commitments made by Every Future Foundation, and informs staff and volunteers of their responsibilities in relation to safeguarding.

Glossary:

"Our Programmes" – any programmes EFF is running that involve interactions with young people, this includes our school programmes, any online activity and our Activism Academy programme.

"School Workshop" – a representative from our organisation will go into a school and deliver a workshop, often assisted by school staff or teachers.

"Activism Academy" – a 6-month programme with online and offline learning sessions

“Volunteers” –local volunteers who have been trained by our staff – volunteers will always be supervised by a trained staff member.

“Safeguarding Representative” – At every programme there will be 1 “safeguarding representative” who will be there in person. This representative will be identified at the beginning of the session so everyone knows who they can approach for any safeguarding concerns or if the young people need someone to talk to.

“Cause for Concern” form - This is a detailed template where you can collect all the information of a concern or disclosure. This can be downloaded from the GDrive: <https://drive.google.com/drive/folders/1M7PaMY3B6JVz1JXIngEwYaZwSpAZYqE8?usp=sharing>

“Safeguarding Lead”- There is 1 overarching “Safeguarding Lead” for the organisation which is Director, Lara Sengupta. **The safeguarding lead is available to be contacted by anyone inside or outside the organisation on the following contact details:**

- o Email = lara@everyfuturefoundation.co.uk
- o Phone = 07555720939

Low-Level Concern: Concerns may be graded Low-level if the concern does not meet the criteria for an allegation and the person* has acted in a way that is inconsistent with the staff code of conduct, including inappropriate behaviour outside of work.

High-Level Concern: This is a concern or incident that is an allegation (or suspected to indicate an allegation). This includes if the person has:

- 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 and.
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (also includes behaviour outside the school).

Safeguarding and Child Protection

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk

of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding Policy for Volunteers and Staff

Conduct

This is the policy to define how we ensure the volunteers and staff that we hire are safe to be coming into contact with young people and how to ensure the safety of the young people coming to our workshops.

All staff and volunteers coming into direct contact with young people will be strictly vetted before being allowed to volunteer. This vetting process includes:

- Volunteers and staff must have experience working with children in a professional manner
- Volunteers and staff must have a recent Enhanced DBS record check
- Volunteers and staff must have at least 2 references, one or both references being from places of work
- Volunteers and staff will undertake our safeguarding training which is updated yearly

General safeguarding practices

- Every Future Foundation will update its safeguarding and code of conduct policies yearly, which will normally be in late August.
- Volunteers' DBS checks will be updated every 2 years.

Whistleblowing Policy

Our whistleblowing policy details how any volunteer or staff member can report concerns over the conduct of any other volunteer or staff member. Whistleblowing policy for staff/volunteers is below:

- Any staff member or volunteer may report concerns about the conduct of any other staff member or volunteer by:
 - o Filling out a **Cause For Concern Form** with all the information
 - o Reporting it to our **Designated Safeguarding Lead**.
- The designated safeguarding lead will either:

- Low Level Concern - Follow up on the concern within 24 hours to gather more information.
- High Level Incident - The DSL will report the information directly to the police, or social services.
- The concern will be risk assessed and if necessary the volunteer or staff member will be stopped from having any contact with the young people in any manner.
- If necessary, the volunteer will be terminated from their role immediately and staff members will go through an HR process of termination.
- Any information collected will be reported to the Local Authority Designated Officer in the borough that the breakfast club or workshop is occurring.

Any young person attending our programmes will also have the contact details of their safeguarding representative and our safeguarding lead and may report the conduct of volunteers or staff members. The whistleblowing policy for young people is below:

- A young person may report concerns over the conduct of a staff member or volunteer
- The staff member or volunteer may report concerns about the conduct of any other staff member or volunteer by:
 - Filling out a **Cause For Concern Form** with all the information
 - Reporting it to our **Designated Safeguarding Lead**.
- The designated safeguarding lead will either:
 - Low-Level Concern - Follow up on the concern within 24 hours to gather more information.
 - High-Level Incident - The DSL will report the information directly to the police, or social services.
- The concern will be risk assessed and if necessary the volunteer or staff member will be stopped from having any contact with the young people in any manner.
- If necessary volunteers will be terminated from their role immediately and staff members will go through a HR process of termination.
- Any necessary information will be reported to the Local Authority Designated Officer in the borough that the workshop is occurring.

How to report information to the Designated Safeguarding lead – please email or call Lara Sengupta on:

- **Email = lara@everyfuturefoundation.co.uk**
- **Phone = 07555720939**

If you have concerns about the Designated Safeguarding Lead - please directly contact our Trustee - Josephine Jengo on jjengo@me.com or by phone - 07414936369.

Safeguarding Policy for Concerns of Child Welfare

This policy covers a situation where one of our staff members or volunteers is concerned for a child's welfare and wants to flag this. Concerns could include something that a young person says during a discussion during one of the workshops or any red flags that could indicate abuse or neglect of the young person.

Our procedure for concerns over child welfare is below:

- Our staff member/volunteer has a concern over something a young person has said in a session or has noticed an indication of abuse or neglect.
- The staff member/volunteer will then follow up with the young person for a 1-2-1 chat during or immediately after the session and gather information. The young person must be made aware that the information collected in the conversation will be passed on as necessary before the young person starts to disclose any information.
- If the staff member/volunteer feels it was a misunderstanding and no further action is required, they must still report what has been said and the concern to the safeguarding lead.:
 - o Filling out a **Cause For Concern Form** with all the information
 - o Reporting it to our **Designated Safeguarding Lead**.
- If the staff member/volunteer feels there is still a concern, the the staff member/volunteer must:
 - o Filling out a **Cause For Concern Form** with all the information
 - o Reporting it to our **Designated Safeguarding Lead**.
- The designated safeguarding lead will follow up on the concern within 24 hours and will notify EITHER/BOTH the designated teacher at the young person's school or the young person's parent.

How to report information to the Designated Safeguarding lead – please email or call Lara Sengupta on:

- **Email = lara@everyfuturefoundation.co.uk**
- **Phone = 07555720939**

If you have concerns about the Designated Safeguarding Lead - please directly contact our Trustee - Josephine Jengo on jjengo@me.com or by phone - 07414936369.

Staff/Volunteer Conduct during a Disclosure

The following guidelines detail how a member of staff or volunteer should behave during a disclosure from a young person. It is most important that the young person feels like they are being listened to, heard and supported during a disclosure.

- **Give them your full attention.** Make sure yourself as a staff member or volunteer is giving the young person your full attention, keep your body language open and caring and act in a compassionate way. Reassure them that their feelings are important and that they have been brave to tell someone.
- **Take your time, don't rush the young person.** Let the young person take their time in disclosing, don't interrupt them or rush them. Respond to body language as necessary and understand it may take several conversations for the young person to make a full disclosure.
- **Make it clear you are interested.** Summarise and repeat back your understanding of the conversation to check your understanding. Do not keep questioning or asking the young person to repeat the disclosure but it is necessary to check you have understood clearly.
- **Don't say you will keep it a secret.** The young person must know that you will escalate the information at the start of the conversation. Make sure you escalate the information to the safeguarding lead, even if it takes several conversations with the young person for a full disclosure.

What Information to Collect During a Disclosure

Please use this **Cause For Concern Template from the NSPCC** when you are writing up information after a disclosure. It is important to collect the information when it is fresh in your mind and as accurately as possible. Then report the incident along with your Cause For Concern form to the Designated Safeguarding Lead:

https://mylearning.nspcc.org.uk/lmscourses/cpsec_m3_28062022/cap_causeforconcern.pdf

Definitions of Abuse and Neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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 fabricates the symptoms of, or deliberately induces illness in a child.

Racial abuse

Racial abuse involves a young person being mistreated because of their religion or ethnic background. This may include bullying or harassment by adults of other children. This can also include subtle stereotyping/ being treated differently others, this may include by a teacher/ person of authority/ parent or other young people.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment 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. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying 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 maltreatment 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, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

Staff/Volunteer Awareness

All staff/volunteers will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all staff. All staff/volunteers will be made aware of the different types of abuse and neglect to look out for and will be given clear instructions to report any concerns they may have.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

Every Future Foundation Code of Conduct Policy

Purpose

This behaviour code outlines the conduct Every Future Foundation expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- having a good awareness of our safeguarding and child protection policy and taking action when appropriate.
- Treating all children and young people with respect and dignity
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Director of Every Future Foundation
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
- This includes behaviour being displayed by an adult or child and directed at anybody of any age.

Unacceptable Behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Make inappropriate promises to children and young people
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Give a child or young person a ride home. If you are concerned about a child or young person not being picked up by their guardian after an out-of-school programme, first try and reach out via both the emergency contacts numbers (we have on-file for every young person on our out-of-school programmes) , then consult your Safeguarding lead as to next steps.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave Every Future Foundation.

We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to the Director of Every Future Foundation. If necessary you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Details of LADOs in the Boroughs that we Work

Southwark Borough Council

Named Southwark LADO:

- Eva Simock
- QAU duty number - 020 7525 3297
- QAU service manager (LADO) - 020 7525 0689
- Referral Forms = <https://bit.ly/342CahH>

Lambeth Borough Council

- Lambeth's Designated Officer - Andrew Zachariades
- Office Tel: 020 7926 4679 or 07720 828 700
- Email: LADO@lambeth.gov.uk

Lewisham Borough Council

Named Lewisham LADO:

- Feliz Osman, London Borough of Lewisham, 1st Floor Laurence House, 1 Catford Road, SE6 4RU
- Office Tel: 020 8314 7280
- Quality Assurance Duty Desk: 020 8314 9177
- Referral Forms = <https://bit.ly/3zbf83Q>

Hounslow Borough Council

Named Hounslow LADO

- Grace Murphy, Tel: 0208 583 4933, Email: grace.murphy@hounslow.gov.uk
- Sarah Paltenghi, Tel: 0208 583 3423/ 07970198380, Email: sarah.paltenghi@hounslow.gov.uk
- Referral forms and procedure = <https://bit.ly/3mJNq9o>