

SAFEGUARDING & CHILD PROTECTION POLICY

This Policy links to the following Flying Futures CIC Strategic Priorities:

- Priority 1:** Flying Futures CIC has built a reputation as the best National Citizenship Service Local Delivery Partner in the country and is the partner of choice due to our high quality, professional, innovative, young person centred culture.
- Priority 2:** Enhanced recognition (across the region and nationally) to make sure we are in the best position to impact and influence of Flying Futures CIC is extended to more geographies, initiatives and sectors which hold the highest potential for social impact.
- Priority 3:** Flying Futures CIC is recognised as a flagship Youth Led organisation that gives more opportunities for young people to have a say in the social impact they make and empowers them to undertake this.
- Priority 4:** Flying Futures CIC is a leading professional organisation in the youth and social impact sector and is rated as one of the best employers in the sector by employing and developing highly competent motivated workforce, robust infrastructure and support systems while maintaining adequate funds

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Safeguarding & Child Protection Policy

“Everyone who comes into contact with children and their families has a role to play in safeguarding children.”

Keeping Children Safe in Education-Statutory Guidance DfE April 2014

This policy outlines the guidance on Child Protection, however in cases where there is a serious and immediate threat to a child, emergency assistance should be sought (dial 999).

The Child Protection Policy and other relevant policies are available on the Flying Futures website and on Google Drive for staff to access. Contribution to and feedback on this policy can be received at the Ambassador meetings.

Statement of Intent

Flying Futures recognise that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greater risk of social exclusion, will need coordinated help from health, education and children’s social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children.

Flying Futures has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Flying Futures will aim to protect and safeguard children and young people by having the following steps in place:

1. All services that Flying Futures sub-contract work out to will be expected to meet the safeguarding standards outlined in this policy.
2. Individual sub contracted services will be expected to have their own safeguarding policies and procedures and these should meet the standards set out in this policy. Additional reporting arrangements to external organisations (schools, ncs, Pharos) should always be followed.
3. All staff, volunteers, coaches and assistants will be selected carefully, trained and supervised following acceptable references from employer or previous employer and an independent referee
4. All staff and volunteers will receive an enhanced DBS check and the offer of employment will be subject to there being no disclosures.
5. Where outside authorities / agencies are involved, any accusations or disclosures against staff will be dealt with according to their recommended course of action and information held on file.
6. All staff will be made aware of possible indicators of child abuse through training. Staff and volunteers should not be dealing with concerns on their own, and must be aware that the organisation is there to support them.
7. Review this Child Protection Policy and Procedure document annually and update in

- line with national and local policy developments. All child protection policies and procedures need to include references to Doncaster Safeguarding Children Board (DSCB) multi agency policies.
8. Ensuring all Staff, Volunteers, Coaches and Assistants attend appropriate Local Safeguarding Children Board (LSCB) Child Protection Training at the appropriate level.
 9. Assess the risk that children and young people may encounter and take steps to minimise and manage incidents
 10. Inform the relevant safeguarding lead of any concerns about a child, young person, staff member, coach, volunteer or assistant immediately. The document Keeping Children Safe in Education and any subsequent updates will be used as reference.
 11. Flying Futures is committed to eliminating discrimination and encouraging diversity amongst our workforce and young people. Ultimately, our aim is that each of our employees and students feels respected and able to give of their best to our customers and the people on our programmes. To that end the purpose of this policy is to provide equality and fairness for all in our employment and care and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexuality, religion or age. We oppose all forms of unlawful and unfair discrimination.
 12. All staff, directors, volunteers, coaches and assistants and others working in partnership with Flying Futures CIC will be made aware of the Child Protection Policy.
 13. The lone working policy is to ensure that lone working can be carried out safely and in a controlled and co-ordinated manner, with appropriate contingency made for emergencies. This procedure is also intended to ensure that, where lone working cannot be performed without increased risks to Health and Safety, such lone working is prohibited.
 14. Adult to child ratios
At least 2 adults should be present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe in line with NSPCC guidance:
 - 0 - 2 years
 - 1 adult to 3 children
 - 2 - 3 years
 - 1 adult to 4 children
 - 4 - 8 years
 - 1 adult to 6 children
 - 9 - 12 years
 - 1 adult to 8 children
 - 13 - 18 years
 - 1 adult to 10 children
 At least 2 adults should be present, even with smaller groups.
 15. The Designated safeguarding team have the responsibility for the regular review and updating of the safeguarding policy and for promoting understanding and awareness of the policy to staff volunteers and young people.

National and Local Guide

This Child Protection policy and procedure should be read in conjunction with the Local Safeguarding Children Board (LSCB) Guidelines and procedures, which can be found on www.doncastersafeguardingchildren.co.uk In accordance with the Children Act 2004 it is a statutory responsibility for key agencies coming in to contact with children and young people, to make arrangements to ensure that in discharging their functions, they have regard to the need to safeguard and promote the welfare of children (Section 11, Children Act 2004). Where private or voluntary organisations come into contact with or offer services to children they should as a matter of good practice take account of this guidance and follow it as far as possible.

The following national guidance should also be referred to:

- The Children Act 1989
- The Children Act 2004
- Every Child Matters
- Keeping Children Safe in Education 2014
- Human Rights Act 1998
- Criminal Justice and Court Services Act 2000
- The Protection of Children Act 1999
- The Sexual Offences Act 2003

Safeguarding and Promoting Welfare and Child Protection

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

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. Effective child protection is essential to safeguard and promote the welfare of children. However all agencies should aim to proactively safeguard and promote the welfare of children so that the need for action to protect from harm is reduced.

Children in Need

Children who are defined as ‘in need’, under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services. This includes those children with a disability.

Significant Harm

Some children are in need because they are suffering or likely to suffer significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life

in the best interests of the child, and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Purpose

The purpose of the policy is to ensure that:

- The welfare of the child is paramount.
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection.
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm.
- Staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE
- Staff adhere to a Code of Conduct and understand what to do if a child discloses any allegations against an adult.
- To develop and promote effective working relationships with other agencies, especially the police and social care.
- To ensure all staff have been recruited safely and satisfactory DBS checks are made in accordance with guidance.
- We have a safe organisation with confident staff, confident parent/carers and confident young people who know how to recognise and report safeguarding concerns.
- We will ensure that:
 - We appoint named Safeguarding Leads who staff know who to report
 - any concerns and issues to and who liaise with relevant agencies when required.
 - Contractors are suitable to work with children.
 - The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of Flying Futures.
 - We fully embrace the KCSIE quotation “It could happen here”

Prevention

The organisation will establish an ethos where:

- Children feel secure.
- Children know that there are adults in the organisation who they can approach if worried or in difficulty.
- It will deliver approved safeguarding training.

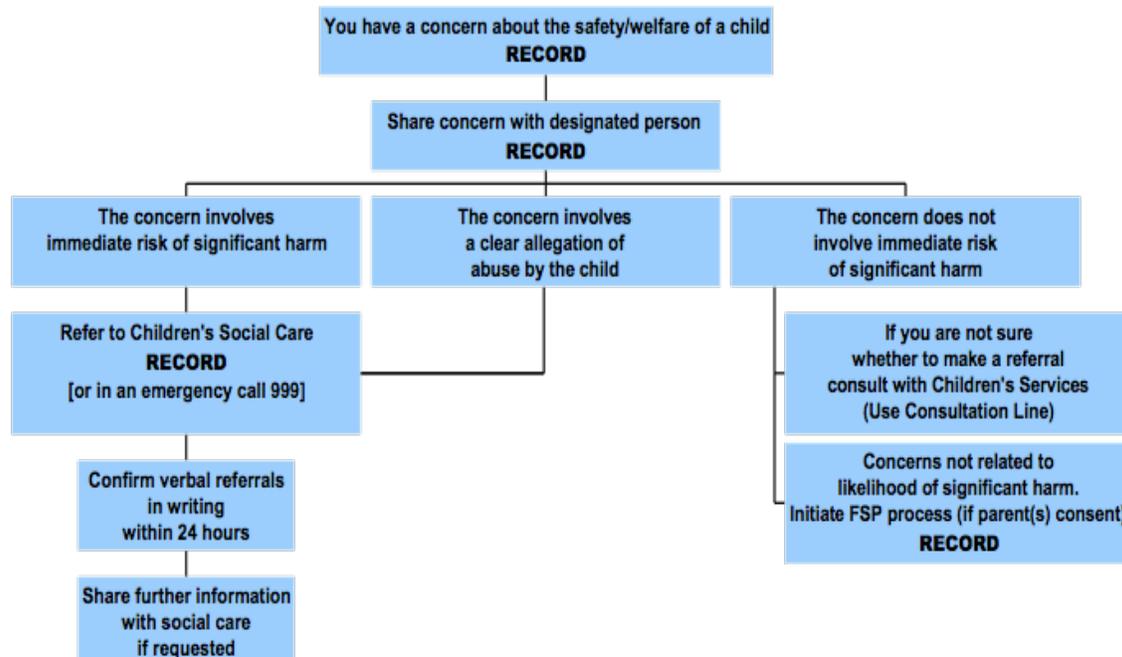
Procedures and Record Keeping

The organisation will:

- Ensure it has named safeguarding staff who have undertaken appropriate Safeguarding (Child Protection) training which is up to date. Designated Safeguarding Officers (DSO).
- Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
- There is a requirement to distinguish between fact, hearsay and opinion. There is also a need to ensure that opinions expressed are relevant to the situation, respectful and appropriate in tone. The organisation will investigate any issues or concerns immediately.
- In the case of poorly explained serious injuries or where behaviour concerns arouse suspicion, the DSO will consult with the local Multi Agency Safeguarding Hub (MASH).
- The organisation will keep written, signed and dated records detailing any allegation

and action taken as near to the time of disclosure as possible even when no investigation is undertaken. Follow up any verbal referral in writing within 24 hours.

- The safeguarding lead will keep all records on file in a secure locked filing cabinet at the Canberra Farm base, or secure ICT system and share concerns following information sharing protocols. This information will be kept for six years as per government guidance.
- At no time promise confidentiality to a child or adult.
- Conversations with a child who discloses abuse should follow the basic principles:
 - listen rather than directly question, remain calm;
 - never stop a child who is recalling significant events;
 - make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words);
 - advise you will have to pass the information on;
 - avoid coaching/prompting;
 - never take photographs of any injury;
 - allow time and provide a safe haven/quiet area for future support meetings.
- The DSO team will inform Parents/carers when appropriate, concerns about their child, prior to other agencies being informed wherever possible, and where it is safe to do so.
- Staff are not expected to deal with safeguarding situations alone, as the organisation (DSO Team) are there to support them.



Early Identification, recognising and responding to safeguarding needs

The organisation knows how to identify and respond to the four main categories of abuse. All staff understand the main categories of abuse from the training. **Physical, Emotional, Sexual and Neglect.**

In addition:

- Drug/substance/alcohol misuse;
- Child sexual exploitation/trafficked children;
- Children missing education;
- Domestic violence;
- Risky behaviours;
- Sexual health needs;
- Obesity/malnutrition;
- Online grooming;
- Sexting/Youth produced sexual imagery; (Appendix C)
- Inappropriate behaviour of staff towards children;
- Bullying, including homophobic, racist, gender and disability. Breaches of the Equality Act 2010;
- Self Harm;
- Forced Marriage/Female Genital Mutilation/'Honour based' violence
- Unaccompanied asylum seeking children;
- Extremism / radicalisation – Prevent Agenda;

Organisation safeguarding staff make decisions based on a child's development needs, parenting capacity and family and environmental factors.

The safeguarding staff understand the referral procedures, including access to the Local Authority Child Sexual Exploitation Team (CSE). Staff are aware of the indicators and how to recognise and respond to CSE.

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults where possible.

Guidance about the code of conduct and safer working practice, including safe use of mobile phones, media and offsite activities by staff and volunteers will be given at induction.

Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary and a clear Code of Conduct is in place for all staff.

Search and Confiscation - see policy

What is Abuse and Neglect?

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.

Abuse and neglect are forms of maltreatment of a child or young person. Child refers to anyone under the age of 18. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

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 child.

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 a 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 exploration 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, including penetrative (e.g. rape, buggery or oral sex) 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 engaging 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. Flying Futures is a Community Interest Company and therefore is a not for profit organisation. This is not an exhaustive list and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / child protection coordinator do have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Board, Guidelines and Procedures.

Recognition of Harm

The harm or possible harm of a child may come to your attention in a number of possible ways;

- Information given by the child, his / her friends, a family member or close associate.
- The child’s behaviour may become different from the usual, be significantly different

from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' a harmful situation in play.

- An injury that arouses suspicion because: - It does not make sense when compared with the explanation given. - The explanations differ depending on who is giving them (e.g. differing explanations from the parent / carer and child). - The child appears anxious and evasive when asked about the injury.
- Suspicion being raised when a number of factors occur over time, for example, the child fails to progress and thrive in contrast to his / her peers.
- Contact with individuals who pose a 'risk to children' (Guidance on Offences Against Children', Home Office Circular 16/2005). This replaces the term 'Schedule One Offender' and relates to an individual that has been identified as presenting a risk or potential risk of harm to children. This can be someone who has been convicted of an offence listed in the Schedule One of the Children and Young Person's Act 1933 (Sexual Offences Act 2003), or someone who has been identified as continuing to present a risk to children.
- The parent's behaviour before the birth of a child may indicate the likelihood of significant harm to an unborn child, for example substance misuse, previous children removed from their carers.

Substance misuse – the potential for a child to be harmed as a result of excessive use of alcohol, illegal and controlled drugs, solvents or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substances use impacts upon the children or young people in the family.

Mental Health – Mental illness in a parent or carer does not necessarily have an adverse affect on the child or young person but it is important to assess its implications for any children involved in the family. The adverse effects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time, are not associated with family disharmony, and where there is another parent or family member who can respond to the child's needs and offer protection. Where mental illness is accompanied by problem alcohol use, domestic violence or associated with poverty and social isolation, children are particularly vulnerable.

Domestic Violence – Children and young people can suffer directly and indirectly if they live in a household where there is domestic violence. It is likely to have a damaging effect on the health and development of children. The amendment made in section 120 of the Adoption and General Policies Child Protection Policy and Procedure

Children Act 2002 to the Children Act 1989 clarifies the meaning of harm to include, for example, impairment suffered from seeing or hearing the ill-treatment of another. This can include children witnessing violence in the home. Domestic violence as an impact in a number of ways:

- It can pose a threat to the physical well being of an unborn child, if a mother is kicked or punched.
- Children may suffer injuries as a result of being caught up in violent episodes.
- Children become distressed by witnessing the physical and emotional suffering of a

- parent.
- The physical and psychological abuse suffered by the adult victim can have a negative impact upon their ability to look after their children.
- The impact of domestic violence is exacerbated when the violence is combined with problematic alcohol or drug use.
- People working with children should also be alert to the frequent inter-relationship between domestic violence and the abuse and neglect of children.

Adults at risk of abuse

- Physical abuse
- Domestic Violence
- Sexual abuse
- Psychological abuse
- Financial or material abuse
- Organisational Abuse
- Modern Slavery
- Neglect or acts of omissions
- Discriminatory abuse
- Self Neglect

Care and Support Statutory Guidance 2014 (issued under The Care Act 2014)

Bullying – This can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying can be underestimated. It can cause considerable distress, to the extent that it can affect health and development and at the extreme significant harm.

If you are worried about a child’s behaviour but they haven’t actually disclosed any abuse, speak to the child and share your concerns with your team leader.

Team leaders should seek advice from the DSO who will then share concerns with other agencies as appropriate. Concerns should be recorded on a Flying Futures Incident Report Form – see Appendix A.

Allegations against staff

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults where possible.

Guidance about the code of conduct and safer working practice, including safe use of mobile phones, media and offsite activities by staff and volunteers will be given at induction.

Staff who have potential concerns about another staff member should immediately inform their line manager or a member of the safeguarding team. If this concern is regarding their line manager, they should go directly to the safeguarding team. There are three designated

safeguarding officers, any concern regarding one of the safeguarding officers should be reported to another member of the safeguarding team.

The safeguarding team will liaise with local authorities, police and other professionals for advice and guidance to adequately address any concerns. This may include police investigation, statutory child protection investigation, LADO investigation, referral to DBS and internal disciplinary investigation conducted by the organisation.

If an allegation is made, the member of staff may be disciplined e.g. suspension as appropriate, however, support will be given to the member of staff should an allegation be made. This will be in the form of keeping the member of staff up to date with the process and ensuring that any investigation is carried out in a timely manner.

Capacity and Consent - the implications for child protection

Professionals working with children need to consider how to balance children's' rights and wishes with their responsibility to keep children safe from harm. Under age sexual activity should always be seen as a possible indicator of child sexual exploitation.

Sexual activity with a child under 13 is a criminal offence and should always result in a child protection referral.

Under the Sexual Offences Act 2003, it is an offence for a person over 18 (teacher, youth worker, mentor etc.) to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Code of Practice

Staff / Volunteers / Children should always:

- Take all allegations, suspicions or concerns but abuse that young person makes seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.
- Risk Assess situations and activities to ensure all potential dangers have been identified.
- This applies to subcontractors and partnerships.

At all times staff should:

- Respect the rights of children and young people
- Treat all children and young people with dignity and respect
- Consider the wellbeing and safety of participants before the development of performance
- Always work in and be seen to work in an open and transparent way
- Never swear or shout at a young person, always use appropriate language
- Be a positive role model for children and young people at all times, by displaying consistent high standards of behaviour and appearance
- Never engage in rough, physical or sexual provocative games, including horseplay
- Never spend excessive amounts of time alone with a child away from others

- Never take a child alone in a car no matter how short the journey unless exceptional circumstances (**see Appendix F Transporting children and trips**)
- Never take a child to your home
- Never allow to engage in inappropriate touching in any form
- Always work within health and safety regulations
- If a child has a disability or special educational need always have appropriate knowledge and / or training and obtain the consent of parents / guardian before undertaking care of an intimate nature
- Never condone rule violations or the use of prohibited substances, always promote the positive aspects of the sport (e.g. Fair Play)
- Follow all guidelines laid down by the relevant governing body example
- In the event of an injury to a child, accidental or not, ensure that it is recorded and witnessed by another adult in the organisations accident book located in the Manager's Office.
- Keep written records of any allegations a child makes against staff and volunteers and report in line with the Child Protection Policy.
- If a child or young person touches a staff member or volunteer inappropriately record what happened immediately and inform the relevant staff.

Confidentiality

1. Matters regarding our participants will not be discussed with others unless there is a 'need to know'.
2. It should be made clear to young people that confidentiality will not be maintained in cases where there is suspicion of harm (to self or others)
3. Information sharing with other agencies is recognised as key to keeping children safe and the decision to share information will be made by the DSO team.
4. Written records will be treated with confidentiality and stored in a locked cabinet for six years.
5. Only information relevant to their child must be given to the parent or carer. Information on other children must not be disclosed. Parents and carers should be reassured but not given information that may hinder a disclosure or investigation or pose harm to the child or other children.

Recruitment and Selection

All paid staff and volunteers with access to children and young people or sensitive information relating to children will be required to undertake an enhanced DBS check.

Staff and Volunteers working directly with children or with access to sensitive information will be required to complete a LSCB Child Protection Training. Their training will be reviewed in supervision.

All staff and volunteers will be required to read the Child Protection Policy. This will be reviewed to ensure up to date knowledge.

All staff and volunteers to complete an application form, including details of previous employment, details of any conviction for criminal offences (including spent convictions under the Rehabilitation of Offenders Act 1974), agreement for an enhanced DBS Check, permission to contact two referees, including their current or most recent employer. The potential staff

member or volunteer will be interviewed for their suitability by a nominated person.

The interview panel must consist of at least one member of staff who has successfully undergone the safer recruitment training. (to be retaken every 5 years).

Staff and volunteers will be subject to a probationary period (3 – 6 months) during which they will be supervised and monthly meeting will take place with their manager / supervisor to identify any concerns, training and support needs.

Staff and volunteers will have a period of induction where they will complete any induction training and access internal policies.

Related Flying Futures Policies and Procedures

- Code of Conduct/Ethics
- NCS code of conduct
- Anti-bullying
- Social Media
- Search and Confiscate
- Whistleblowing
- Induction
- Volunteer
- DBS Recruitment of Offenders
- DBS Safe Handling of Data
- Data Protection
- Health & Safety
- Acceptable Computer Usage
- Recruitment & Selection
- Vulnerable Adults
- Equality and Diversity
- Staff Handbook
- Lone working and out of hours
- Training Presentation Handout - includes e-safety instructions

Flying Futures CIC designated Safeguarding Officers:

Julie Golze: 01302 846130
07827 838880
Julie.golze@flyingfutures.org

Sharon Golze: 01302 846130
07852 253055
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Sarah Keenan: 01302 846130
07827 813147
sarah.keenan@flyingfutures.org

Appendix A

Incident Report Form

CONFIDENTIAL

Guidance Note for use of this form:

This form has been created to support Flying Futures staff and volunteers to document incidents, accidents and concerns (including any near miss) during the delivery stages of NCS as a physical document, where availability of IT equipment and the internet may limit access to the NCS Trust/PHAROS Online Report Form.

This information should then be used by Flying Futures NCS DSO or Programme Co-Ordinator to complete and submit the new PHAROS Online Report Form (Levels 1-3) in line with Flying Futures Safeguarding Policy and Procedures and NCS Trust guidance.

For all Level 1 and 2 Incidents the NCS Trust should be notified within one hour via the PHAROS 24 hour Incident Number Tel: 020 3637 0520.

This form can also be used by LDPs to make a record of all incidents classified as a PHAROS Level 4.

Guidance Note for completing this form:

Flying Futures Staff must ensure this form (whether electronic or printed) is given to your Designated Safeguarding Officer and **must be** stored securely in line with the Data Protection Act and in keeping with Flying Future Data Security Policy.

PLEASE COMPLETE ELECTRONICALLY WHERE POSSIBLE.

IF NOT, PLEASE REMEMBER TO WRITE IN CLEARLY AND LEGIBLY IN BLOCK CAPITALS IN INK.

Name of LDP:	Flying Futures
NCS Programme Delivery Period: (during which the concern has arisen)	<input type="checkbox"/> Keep Warm <input type="checkbox"/> Phase 1 <input type="checkbox"/> Phase 2 <input type="checkbox"/> Phase 3 <input type="checkbox"/> Phase 4 <input type="checkbox"/> Outside of delivery: Please give details; e.g online
Date and Time of Incident:	
Location of Incident:	

Name, Job Title and Contact Details of the Person Making This Report:	
Name and Job Title of Person who reported/witnessed the concern: <i>(if different from above)</i>	

Is this report being made about: (please tick all that apply)		
<input type="checkbox"/> Accident/Incident	<input type="checkbox"/> Significant near miss	<input type="checkbox"/> Concern arisen outside of NCS
<input type="checkbox"/> Safeguarding Disclosure	<input type="checkbox"/> Safeguarding Concern	<input type="checkbox"/> Potential Abuse or Significant Poor Practice
<input type="checkbox"/> Bullying or Participant Behaviour	<input type="checkbox"/> Concern about a member of staff/volunteer	
<input type="checkbox"/> Other <i>(please specify)</i> :		

What PHAROS Level is this being recorded as: <i>(Please Refer to the NCS Trust / PHAROS Incident Reporting Guide for Classification Details)</i>	<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4
Date this was reported to PHAROS via the online report form where applicable: <i>(Only if Level 1, 2 or 3)</i>	

Details of Concern/Incident/Accident:

(Include: What happened / Where / When / Who was involved / Who Witnessed or heard / Nature of any Injury etc)

<p>Has the concern/incident/accident been referred to any other agency? <i>(e.g. Children’s Services, LADO, Police, School/College, FA Case Management, NSPCC, EFL Trust?)</i> <i>Please give details:</i></p>
<p>Was advice sought from the PHAROS helpline?: <i>(If so, please give details)</i></p>
<p>Depending on the level of concern/incident, has the incident/concern been escalated to any other internal Flying Futures member of staff e.g. NCS DSO, LDP Senior Safeguarding Officer/Manager, Head of Scheme, Media Manager etc? <i>(If so, please give details)</i></p>
<p>Where appropriate, have parents/carers been informed? (In cases of Safeguarding Concerns please check with your NCS DSO and/or any Statutory Agency involved before taking this course of action. <i>(If so, please give details)</i></p>
<p>Any other action taken or any other information:</p>

Signed:	
Date:	

FOR LDP USE

Received by: <i>(Name and job title)</i>	
Signed:	
Date:	

Appendix B - CONTACTS

Flying Futures CIC designated Safeguarding Officers:

Julie Golze: 01302 846130
07827 838880
Julie.golze@flyingfutures.org

Sharon Golze: 01302 846130
07852 253055
Sharon.golze@flyingfutures.org

Sarah Keenan: 01302 846130
07827 813147
sarah.keenan@flyingfutures.org

AREA CONTACTS

Stockton-on-Tees

LADO Phil Curtis
Telephone: 01429 284284
secure email: LADO@stockton.gcsx.gov.uk

For reporting concerns and disclosures:

Safeguarding Hub 01429 284284
Out of Hours Emergency team 08702402994

York

LADO Hannah Monroe
Telephone: 01904 551783
<http://www.saferchildrenyork.org.uk/allegations-against-childcare-professionals-and-volunteers.htm>

For reporting concerns and disclosures:

Children's Front Door 01904 551900 (daytime)
Emergency out of hours team 01609 780780

North Yorkshire, Harrogate and Selby, Scarborough/Ryedale, Hambleton /Richmondshire, Northallerton, Filey, Whitby

North Yorkshire County Council, Children and Young People's Service
Duty LADO team
Telephone: 01609 780780

For reporting concerns and disclosures:

Safeguarding Hub 01609780780

East Riding (Bridlington, Goole, Beverley Pocklington)

LADO Lorraine Wilson

Telephone: 01482 396996

For reporting concerns and disclosures:

EHASH team 01482 395500

Doncaster

LADO Jim Foy

Telephone: 01302 737332

For reporting concerns and disclosures:

01302 737777 (Between 8:30am and 5pm, Monday to Friday)

Out of hours Tel: 01302 796000

Appendix C

Sexting Policy

Introduction

'Sexting' is one of a number of 'risk-taking' behaviours associated with the use of digital devices, social media or the internet. It is accepted that young people experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated. Flying Futures recognises its duty of care to its young people who do find themselves involved in such activity as well as its responsibility to report such behaviours where legal or safeguarding boundaries are crossed.

There are a number of definitions of 'sexting' but for the purposes of this policy sexting is simply defined as:

- Images or videos generated by children under the age of 18, or of children under the age of 18 that are of a sexual nature or are indecent.
- These images are shared between young people and/or adults via a mobile phone, handheld device, computer, 'tablet' or website with people they may not even know.

The Designated Safeguarding Officer (or deputy in the absence of the DSO) needs to be informed of any 'sexting' incidents. The range of contributory factors in each case also needs to be considered in order to determine an appropriate and proportionate response. All colleagues are expected to be aware of this policy.

Steps to take in the case of an incident:

Step 1 - Disclosure by a student

Sexting disclosures should follow the normal safeguarding practices and protocols (see Safeguarding Policy). A participant is likely to be very distressed especially if the image has been circulated widely and if they don't know who has shared it, seen it or where it has ended up. They will need pastoral support during the disclosure and after the event. They may even need immediate protection or a referral to police or social services; parents should be informed as soon as possible (police advice permitting).

The following questions will help decide upon the best course of action:

- Is the participant disclosing about themselves receiving an image, sending an image or sharing an image?
- What sort of image is it? Is it potentially illegal or is it inappropriate?
- Are the Flying Futures child protection and safeguarding policies and practices being followed? For this reason a member of the Safeguarding team should be involved as soon as possible.
- How widely has the image been shared and is the device in their possession?
- Is it a Flying Futures device or a personal device?
- Does the Participant need immediate support and/or protection?
- Are there other participants and/or young people involved?
- Do they know where the image has ended up?

Step 2- Searching a device – what are the rules?

Please refer to the Flying Futures Search and Confiscation Policy which is based on the most current legislation: The 2011 Education Act.

The policy allows for a device to be examined, confiscated and securely stored if there is reason to believe it contains indecent images or extreme pornography. When searching a mobile device the following conditions should apply:

The action is in accordance with the organisation policies regarding Safeguarding and Searching and Confiscation.

The search is conducted either by the Chief Operating Officer or a person authorised by them (or Designated Safeguarding Officer or their deputy) and one other person

or member of the safeguarding team should normally be present

The search should normally be conducted by a member of the same gender as the person being searched. However if the image being searched for is likely to be of a different gender to the person 'in possession' then the device should only be viewed by a member of the same gender as the person whose image it is.

If any illegal images of a young person are found the Safeguarding Team will discuss this with the Police

The Association of Chief Police Officers (ACPO) advise that as a general rule it will almost always be proportionate to refer any incident involving 'aggravated' sharing of images to the Police, whereas purely 'experimental' conduct may proportionately dealt with without such referral, most particularly if it involves the young person sharing images of themselves.

'Experimental conduct' commonly refers to that shared between two individuals (e.g. girlfriend and boyfriend) with no intention to publish the images further (see Appendix 2). Coercion is not a feature of such conduct, neither are requests for images sent from one person to multiple other young persons.

Any conduct involving, or possibly involving, the knowledge or participation of adults should always be referred to the police.

If an 'experimental' incident is not referred to the Police, the reasons for this should be recorded on Flying Futures 'Safeguarding Incident report form'. Always put the young person first. Do not search the device if this will cause additional stress to the student/person whose image has been distributed. Instead rely on the description by the young person, secure the advice and contact the Police.

Never..

- Search a mobile device even in response to an allegation or disclosure if this is likely to cause additional stress to the participant/young person UNLESS there is clear evidence to suggest not to do so would impede a police inquiry.
- Print out any material for evidence
- Move any material from one storage device to another

Always...

- Inform and involve the Safeguarding Team who will ensure that the Designated Safeguarding Officer is able to take any necessary strategic decisions.
- Record the incident. The Safeguarding Team employ a systematic approach to the recording of all safeguarding issues
- Act in accordance with Flying Futures safeguarding search and confiscation policies and procedures

If there is an indecent image of a child on a website or a social networking site then the Safeguarding Team will report the image to the site hosting it. Under normal circumstances the team would follow the reporting procedures on the respective website; however, in the case of a sexting incident involving a child or young person where it may be felt that they may be at risk of abuse then the team will report the incident directly to CEOP www.ceop.police.uk/ceop-report , so that law enforcement can make an assessment, expedite the case with the relevant provider and ensure that appropriate action is taken to safeguard the child.

Step 3 - What to do and not do with the image..

If the image has been shared across a personal mobile device:

Always..

Confiscate and secure the device(s). Close down or switch the device off as soon as possible. This may prevent anyone removing evidence 'remotely'.

Never..

- View the image unless there is a clear reason to do so or view it without an additional adult present (this additional person does not need to view the image and certainly should not do so if they are of a different gender to the person whose image has been shared). The viewing of an image should only be done to establish that there has been an incident which requires further action.
- Send, share or save the image anywhere
- Allow students to do any of the above

If the image has been shared across; a website or a social network:

Always..

- Block the network to all users and isolate the image

Never..

- Send or print the image
- Move the material from one place to another
- View the image outside of the protocols in the school's safeguarding and child protection policies and procedures.

Step 4 - Who should deal with the incident

Often, the first port of call for a Participant is a mentor or lead mentor. Regardless of who the initial disclosure is made to she/he must act in accordance with Flying Futures Safeguarding

and Child Protection Policy, ensuring that a member of the Safeguarding Team and a senior member of staff are involved in dealing with the incident.

The Designated Safeguarding Officer should always record the incident. The Chief Operating officer should also always be informed- usually by the DSL. There may be instances where the image needs to be viewed and this should be done in accordance with protocols.

Step 5 - Deciding on a response

There may be many reasons why a student has engaged in sexting – it may be a romantic/sexual exploration scenario or it may be due to coercion.

It is important to remember that it won't always be appropriate to inform the police; this will depend on the nature of the incident . However, as an organisation it is important

that incidents are consistently recorded. It may also be necessary to assist the young person in removing the image from a website or elsewhere.

If indecent images of a young person are found

- Act in accordance with the Safeguarding and Child Protection Policy i.e. inform the Safeguarding Team and the relevant Guidance/Pastoral team
- Store the device securely
- The Safeguarding Team will assist the team to carry out a risk assessment in relation to the young person
- The Safeguarding Team will make a referral if needed or assist the team in doing so.
- The Safeguarding Team will contact the police (if appropriate). Referrals may be made to Social Care or the Multi-Agency Team (MAT) but where a crime may thought to have taken place the police are the first port of call. Young persons who have engaged in 'experimental sexting' which is contained between two persons will be referred to MAT for support and guidance. Those who are felt to be victims of 'sexting' will also be referred to MAT at a point where the police feel that this will not impede an investigation.
- The Safeguarding team along with team leaders will put the necessary safeguards in place for the student, e.g. they may need counselling support or immediate protection.
- Inform parents and/or carers about the incident and how it is being managed.

Step 6 - Containment and Prevention

The young persons involved in 'sexting' may be left feeling sensitive and vulnerable for sometime. They will require monitoring by and support from the Safeguarding team or team leaders.

Where cases of 'sexting' become widespread or there is thought to be the possibility of contagion then the school will reinforce the need for safer 'online' behaviour using a variety of resources.

Other staff may need to be informed of incidents and should be prepared to act if the issue is continued or referred to by other participants. Flying Futures, its participants and parents should be on high alert, challenging behaviour and ensuring that the victim is well cared for and protected. The participants' parents should usually be told what has happened so that they can keep a watchful eye over the young person especially when they are online at home.

Creating a supportive environment for participants in relation to the incident is very important.

Preventative educational programmes on sexting can be found on CEOP's advice-giving website www.thinkunknow.co.uk

Step 7 - Review outcomes and procedures with the aim of preventing future incidents

The frequency or severity of such incidents may be such that the school will need to review its approach.

Appendix D

Role of the Designated Safeguarding Officer

Designated Safeguarding Officers need to be an appropriate senior member of staff, from the organisations leadership team. The designated safeguarding Officer should take lead responsibility for safeguarding and child protection. This should be explicit in the role holder’s job description. This person should have the appropriate status and authority within the organisation to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Deputy Designated Safeguarding Officers

It is a matter for individual organisations as to whether they choose to have one or more deputy designated safeguarding lead(s). Any deputies should be trained to the same standard as the designated safeguarding lead.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility should not be delegated.

Manage referrals

The designated safeguarding officer is expected to:

- Refer cases of suspected abuse to the local authority children’s social care as required;
- Support staff who make referrals to local authority children’s social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others:

The Designated Safeguarding Officer is expected to:

- Liaise with the Chief operations officer to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the “case manager” and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. as a source of support, advice and expertise for staff.

Training

The Designated Safeguarding Officer (and any deputies) should undergo training to provide

them with the knowledge and skills required to carry out the role.

This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the organisations Safeguarding and Child Protection Policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant or refresher training courses; and 87 Section 17(10) Children Act 1989: those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health and development is likely to be significantly impaired without the provision of such services, or disabled children.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The Designated Safeguarding Officer should:

- Ensure the organisations child protection policies are known, understood and used appropriately;
- Ensure the organisations Safeguarding and Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the Safeguarding and Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the organisation in this; and
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

(Taken from Keeping children safe in Education 2016)

Appendix E

'Honour Based Violence'/FGM/Prevent

Further information on so-called 'honour based' violence

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Indicators

There are a range of potential indicators that a child may be at risk of HBV. Guidance on the warning signs that FGM or forced marriage may be about to take place, or may have already taken place can be found at

http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf

http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf

Actions

If staff have a concern regarding a child that might be at risk of HBV, they should activate local safeguarding procedures, using existing national and local protocols for multi agency liaison with police and children's social care. Where FGM has taken place, since October 2015 there has been a mandatory reporting duty that requires a different approach (see following section).

FGM mandatory reporting duty

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for staff to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at Mandatory reporting of female genital mutilation procedural information. Staff must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the staff member has a good reason not to, they should also still consider

and discuss any such case with the organisations designated safeguarding lead and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the staff member does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, staff should follow local safeguarding procedures.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.

The Forced Marriage Unit has published Multi-agency guidelines. Staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmufco.gov.uk.

Further information on preventing radicalisation

Protecting children from the risk of radicalisation should be seen as part of an organisations wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

- Organisations are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. According to the Prevent duty guidance 'having due regard' means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other

factors relevant to how they carry out their usual functions. “Terrorism” for these purposes has the same meaning as for the Terrorism Act 2000 (section 1(1) to (4) of that Act). Being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board. Effective engagement with parents / the family should also be considered as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms. Organisations should also discuss any concerns in relation to possible radicalisation with a child’s parents in line with the individual school’s safeguarding policies and procedures unless they have specific reason to believe that to do so would put the child at risk.

- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. As a minimum, however, Flying Futures will ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to staff on protecting children from the risk of radicalisation. Further information can be found at:

<http://www.gov.uk/government/publications/prevent-duty-guidance>

<http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

<http://educateagainsthate.com/>

APPENDIX F

Transportation of young people and trips policy

Where it is necessary to transport children, young people or vulnerable adults Flying Futures recommend the following good practice:

- Where parents make arrangements for the transportation of children to and from the activity, without the knowledge of Flying Futures it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements;

Where Flying Futures make arrangements for the transportation of children the members of staff and volunteers involved will undertake a risk assessment of the transportation required.

- This will include an assessment of the following areas:
- Ensuring that all vehicles are correctly insured for the purpose;
- Ensuring the driver has a valid and appropriate license for the vehicle being used;
- All reasonable safety measures are available i.e. fitted, working seatbelts;
- An appropriate ratio of adults per child.

When using external transport providers, Drivers should not be alone with children at any time and adequate supervision maintained by Flying Futures staff.

Ensuring drivers have adequate breaks. When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons;

Where practicable and planned, written parental consent will be requested if staff or volunteers are required to transport children. To safeguard the member of staff or volunteer the following good practice is required:

Agree a collection policy with parents which will include a clear and shared understanding of arrangements for collection at the end of a session;

Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey;

Take all reasonable safety measures e.g. children in the back seat, seatbelts worn;

Where possible, have another adult accompany you on the journey;

Call ahead to inform the child's parents that you are giving them a lift and inform them when you expect to arrive. Those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leaders co-ordinate the arrangements to safeguard the safety and welfare of children during the trip. The Designated Safeguarding Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and

welfare of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact and parents.

Risk assessments

Potential areas of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

Travel arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.

Adult to Child Ratios

All trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on adult to child ratios will inform an assessment of the numbers of adults required to safely supervise the group. Those involved should be recruited and selected in accordance with the recruitment procedure, and relevant checks made.

At least two adults should be present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe (following NSPCC guidance):

- 0 - 2 years
- 1 adult to 3 children
- 2 - 3 years
- 1 adult to 4 children
- 4 - 8 years
- 1 adult to 6 children
- 9 - 12 years
- 1 adult to 8 children
- 13 - 18 years
- 1 adult to 10 children

At least two adults should be present, even with smaller groups.

Group leaders should be familiar with and agree to abide by the Flying Futures Safeguarding and Child Protection Policy, procedures and Code of Conduct. More information about Child Ratios is available from the NSPCC website. [Please click her to download their latest guide.](#)

Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue and

accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

- The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation.
- Location: central and remote locations both present different challenges;
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff or volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate;
- Appropriate safeguards where others have access to the sleeping quarters;
- Special access or adaptive aids required by group leaders or children;
- Environmental factors;
- Personal safety issues.

Residential at a Facility or Centre

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been CRB checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

Involving Parents

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour. Parents must complete a consent form and provide emergency contact details. In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

During the trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with children during the trip and remember that they are in a position of trust at all times. The use of alcohol or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip. Group leaders should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible.

Appendix G

Social Media Policy

Introduction

The child/young person's parents or guardian MUST sign a Flying Futures media consent form before photos are taken or films or audio recordings are made.

We want to use social media more and better. More of our customers and people we deal with use it so this policy is designed to help you use it too.

We can use it to:

- Respond to customer requests
- Share good news
- Share service updates
- Develop a relationship with our service users
- Let communities know what we are doing and how they can help

More and more of our customers/participants want to use social media to contact us and we need to ensure we can respond positively and confidently. Social media has become an important communications tool in people's lives. Using a mobile device to share or find information is now an essential piece of modern life kit.

Flying Futures want to get more involved in the social media world. We want to do this not only because we can talk to more people but it will help us to change and move forward as a company.

This links into the aspirations and founding principles of Flying Futures which encourages us as members of the community to serve our communities better and ensure that we have effective, value for money services at the heart of what we do. Similarly, our People Strategy as an employer also underlines that we need a positive culture and environment that helps us perform better and improve.

What is Social Media and how we want to use it

Social media put quite simply is a way for people, organisations and businesses to talk and interact with each other using information technology.

The term social media covers a range of online communication tools and services. These allow individuals and organisations to communicate and engage with each other online in a variety of ways. The number of social media channels is growing rapidly and they encompass the following activities:

- Social networking sites (i.e. Facebook and Google+)
- Micro-blogging sites (i.e. Twitter)
- Video sharing sites (i.e. YouTube and Vimeo)

- Photo sharing sites (i.e. Flickr and Instagram)
- Audio sharing sites (i.e. AudioBoo and Myspace)
- Online meeting platforms (i.e. CoverItLive and ScribbleLive)
- Location-based networks (i.e. FourSquare)
- Professional networking (i.e. LinkedIn)
- Instant messaging services (i.e. BBM, WhatsApp)
- Blogs (i.e. Tumblr or Wordpress)
- Email/text messaging subscription services (i.e. Google Alerts)
- Presentation sharing (i.e. Slideshare)
- Forums
- Podcasts

Flying Futures uses twitter, Facebook, Instagram and YouTube as the main social media platforms currently. We want to build these first before we use any more.

Going about our daily business

If you work on the front line or work dealing with our customers then it is possible that social media may be used by customers to interact with us, and some of these interactions could be permanently captured. This includes filming (including sound recording) and photographing conversations or actions. Potentially these could then be uploaded onto social media such as YouTube. It is always best to remember that we should professionally and courteously interact with customers and these are the standards we expect from staff.

Social Media in projects

We want more of our projects to use social media. This policy sets out why and where we should use it and the accompanying Social Media do's and don't document supports that.

Our Social Media Policy

Social media offers great potential for building relationships and improving the services that we provide.

The aim of this policy is to ensure:

- We engage as much as possible and to the best possible potential with local people and communities.
- We successfully communicate Flying Futures services or events through social media.
- We have a consistent and corporate approach when we use social media.
- Our information at Flying Futures remains secure and is not compromised through the use of social media.
- We all operate within existing policies, guidelines and relevant legislation and not in a personal 'outside of work' capacity when representing the company. You can find these in the Employee Code of Conduct.

- We protect Flying Futures reputation and do not do anything on line that could damage it or adversely affect it.

Remember if you are unsure about any matter involving social media – seek advice first before you act.

Scope

This policy applies to all employees and other workers (including casual and agency workers, secondees and contractors) who use the Flying Futures infrastructure and are granted access to our IT channels.

What we expect from you

We trust you to use social media appropriately and that you will ensure you will adhere to the principles and behaviours associated with Flying Futures. You can find more about this in the How to Guide.

We need to know if what we do on social media is working. If you are a manager, ensure your staff are trained, and have the time to use social media as part of their workload. You also must ensure that there is business continuity and capacity within your service(s) to deliver social media activity and to cover if people are absent due to sickness or on holiday or leave the company.

You are able to use social media on a personal basis and this is covered by the Employees' Code of Conduct and you should bear this in mind when using social media (in a personal capacity) outside of work. We will investigate any reports of inappropriate activity, linking them to Flying Futures.

With the rise in identity theft and fraud, you may want to consider the amount of personal information you display on your personal profile and ensure your security settings are at an appropriate level.

Other areas social media will be used

a. Customer complaints

We can use social media to deal with complaints and this is covered in the How to use Social Media Guide.

b. Investigatory Use

There will be times when social media is used for investigatory purposes, such as identifying fraud, illegal events etc. It is important that employees who use social media for this purpose comply with relevant guidance and legislation.

c. Use in Emergencies

If there is an emergency then an Emergency Planning team will be solely responsible for messages across all communications channels including social media relating to that emergency or issue. Staff should not tweet on the emergency planning incident. Staff should be sensitive to the issue being dealt with and tweet appropriately on usual business matters and not the emergency itself. Again seek advice from your line manager if in doubt.

Social Media Do's and Don'ts

The child/young person's parent or guardian MUST sign a Flying Futures media consent form before photos are taken or films or audio recordings are made.

Facebook

As a member of staff for Flying Futures it is vital you do not abuse your position in anyway and this includes social media.

- The number 1 DO NOT – you should never accept a friend request from a young person, participant or ambassador. You are in a position of power and the young people we work with are primarily under the age of 18. Safeguarding should constantly be at the forefront of your mind whilst working for the company. This is in place to protect the young person, yourself and ultimately the reputation of the company.*
- Think about your security settings – Your personal Facebook pages are your own to manage, although it is important to think about what is visible to the public on this page. If young people and parents were to search for you online, what would they find? Anything you want to keep private or kept between friends should stay that way! Therefore, ensure your security settings are set to **'share with friends only'**. Please note, having your settings as 'share with friends of friends' can also leave you open to people looking through your personal images and timeline.
- You are your own brand – if your account is open to be viewed by the open public think about what you post. Is it appropriate? How does this look to your employer? Does any of this content pose a safeguarding risk?
- Never discuss young people – it is of great importance that you never discuss a young person on your social media. Data protection should be kept in mind at all times and not shared with the public. Think about what you are writing and how this could affect others.
- Follow our page by visiting www.facebook.com/FlyingFutures. Through following our page you will receive regular updates regarding our work, including projects that our young people are currently undertaking. We are keen for all our employees to share the great work that you do within your own networks. This will ultimately broaden our reach as well as inform and inspire our audiences, including prospective members of staff, partner organisations and young people.

Twitter

If you want to use your personal Twitter account (which we strongly encourage) to promote the great work and projects that our participants are undertaking this summer, please follow these simple 'to do's'.

- In your profile – please ensure you have the following statement 'All views expressed are my own'. This will help protect the company from anything else on your feed deemed inappropriate.
- Who to follow – we realise young people may choose to follow you on Twitter, but you must not follow them back. Young people may ask you to follow them back but please state that 'we do not wish to cause offense however due to safeguarding you are not able to do so'. Encourage

them to tweet @FlyingFutures in their tweets and we can retweet their messages.

- Tag in @FlyingFutures to your project tweets – anything you Tweet on programme should include this username so we can share this with our followers for you. We will also be running competitions for different teams which will include Tweeting.
- Do include pictures – take pictures that show what your groups are up to as well as fun and engaging images. Please DO NOT however take photos of young people on your own personal devices. If you want to share photos of young people on Flying Futures social media platforms please encourage your group members to take and share their own images. Alternatively, if you have access to Flying Futures photography equipment then please use this. At no point should you have any imagery of young people on your own personal devices.
- Watch your language – think about what you write in your Tweet. How does this reflect on yourself as an employee and on Flying Futures as a business? Would you be happy with a parent reading what you write?
- Banter and Bullying – There is a huge risk with social media for things to be taken out of context and what began as a joke can become serious much quicker than imagined. Please encourage your young people to be light hearted with their messages, we want everyone to have fun but please make sure all your group members feel okay with the tweet before posting online.
- Please consider what else you post – if you choose to use your personal account to promote the work of the organisation on programme, consider what you post before and after. If someone chooses to look at your profile, will you give a good impression?

Hashtags #

- It is important to use the process of hash tagging when creating Twitter posts.
- Hashtags are used to attach your post to a series of other posts on social media that have also used the same hash tag as you. An example of this would be #NCS. Every time someone searches 'NCS' all posts that have used the hashtag '#NCS' will show up in the search results.
- It is vital to use hashtags when promoting programmes as it broadens our reach and ensures our work receives maximum promotion and exposure.
- All hashtags must be researched before publishing. You may feel a hashtag is appropriate or clean but you can't guarantee that this hashtag isn't misused by other users. Please therefore ensure you research the hashtag first and check out what search results come up before using the hashtag in your own posts. If you are happy with the content associated with the hashtag and deem it acceptable for Flying Futures to associate itself with then please proceed to use the hashtag.

*If you find you are already a friend with a young person on any social media platform before programme begins due to a previous encounter please inform a member of the safeguarding team immediately. This is not a problem, although it will need to be reported to ensure a log is taken in order to ensure all parties involved are protected and aware. You will be instructed from the team on how to proceed with this, usually involving sending the written statement below to the young person noting that until the programme is over you will not be able to communicate

with them over such mediums for safeguarding purposes.

“I have been advised by the Flying Futures safeguarding team that during the length of the programme delivery we are not to correspond through social media to keep within the organisations safeguarding procedures. If you have any questions or queries regarding the programme please contact the programme lead/engagement officer”.

If you are unsure on any of the above points or have further questions that arise during the project around social media, please ask the team.

If you need any further assistance or are unsure how to make changes to your current account, please feel free to contact Amy Stables for assistance on amy.stables@flyingfutures.org

Contacting Participants

There should be no instance where staff share their personal telephone numbers with participants, or that staff contact participants on their personal phones.

Staff should never save participants phone numbers, or accept calls or texts from participants.

All calls made to participants must be made on Flying Futures phones.

During programme delivery (particularly on social action)

Participants will have the programme lead number (Flying Futures Phone), if they wish to get in touch with staff in their group they will have to go through the programme lead, who will then contact the staff member on their behalf.

If staff need to get in touch with their participant group by phone, they must use a Flying Futures phone (this can be done through the programme lead).

Participants should feel free to give out their phone numbers to each other, make “whats-ap” groups or group chats, but staff members should never be a part of this.

If you require further clarification on these matters, or you have any concerns please contact any one of the safeguarding team at Flying Futures:

Julie Golze 07827838880

Sharon Golze 07852253055

Sarah Keenan 07827813147

Social Media Policy developed by: Amy Stables