



# **CHILD PROTECTION AND SAFEGUARDING POLICY**

Updated July 2023

For annual review by Future Frontline Team



# 1. The purpose and aim of this Policy

Future Frontline is a community interest company, company number 14205166, that inspires and supports today and tomorrow's NHS healthcare workers. Future Frontline works with children and young adults as part of its activities. These include, but are not limited to, workshops and webinars as part of The Next Gen Programme which involve educating children and young people about healthcare careers available within the NHS and providing university application advice and support.

Future Frontline is committed to ensuring we maintain high standards of safeguarding of children. Future Frontline has a range of preventative steps and systems in place to prevent abuse and a clear system for disciplinary action in the event this policy is breached. Whilst this page outlines the current rules and policies, these are reviewed regularly and can be revised at any time.

## 2. Scope of this Policy

This policy applies to all children under 18 and all Future Frontline staff.

For the purpose of this Policy, the term "Future Frontline Staff" will be used to describe:

- Future Frontline core team volunteers;
- Future Frontline Next Gen Programme officers;
- Future Frontline board members;
- Any guest speaker who is invited to participate in a Future Frontline activity.

The terms 'child' or 'children' include any person under the age of eighteen (as defined in The Children Act 1989).



### 3. Context

This Policy is supported by the following legislation and guidance:

- The Children Act 1989
- Children Act 2004
- Children and Young Person's Act 2008
- Working Together to Safeguard Children 2010

### 4. Policy Statement

All Future Frontline staff have a duty and responsibility to promote the welfare of all children to keep them safe and to work in a way that protects them.

We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

We recognise that some children are additionally vulnerable due to the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

We are committed to keeping children safe by:

- Listening to children and respecting them.
- Appointing a designated safeguarding lead who takes responsibility for safeguarding at the highest level in the organisation.
- Writing detailed safeguarding and child protection procedures.
- Making sure all staff involved with Future Frontline's activities understand and follow the safeguarding and child protection procedures.
- Ensuring children and their families know about the organisation's safeguarding and child protection procedures.



- Building a safeguarding culture where staff and children know how they are expected to behave and feel comfortable about sharing concerns.

## 5. Supporting Documents

This Policy should be read alongside the following Policies:

- Code of Conduct for staff and volunteers
- Online Child Protection and Safeguarding policy
- Privacy Policy

## 6. Recruiting the right people to volunteer at Future Frontline

Future Frontline are committed to using safe recruitment procedures.

All staff at Future Frontline must have and provide evidence of an enhanced level Disclosure and Barring Service clearance certificate, certificate ID or confirmation of DBS status from their home institute. Equivalent evidence for Scotland and Northern Ireland is also accepted.

All staff, except external guest speakers, complete an application form and are interviewed before joining the team. Staff sign our Code of Conduct form when they join Future Frontline and are required to read this policy.



## 7. Communication and Privacy

All contact by Future Frontline staff with children, parents/carers and teachers attending Future Frontline activities is via the official Future Frontline email accounts (ending @futurefrontline.co.uk) or Future Frontline social media accounts which are regularly monitored by the Designated Safeguarding Officer. Future Frontline maintains social media accounts on [Instagram](#), [Twitter](#), [YouTube](#), [TikTok](#), Threads and [Facebook](#).

Future Frontline staff are informed not to share their personal contact details with children, parents/carers and teachers. Personal contact details include, but are not limited to, mobile phone numbers, personal email addresses or personal social media accounts.

## 8. Key responsibilities – Future Frontline Staff

Future Frontline Staff will:

- Review this Policy on an annual basis;
- Sign a Code of Conduct when they join the team (or for external guest speakers before participating at an event);
- Have a duty to safeguard and promote the welfare of children;
- Have a current enhanced DBS certificate;
- Never communicate with a child through a personal email address or social media account;
- Ensure that during all online activities their camera will not display any inappropriate images or activity;
- Ensure that all language used and comments made (verbally or in text format) when carrying out Future Frontline activities will not offend or be in any way discriminatory;



- Comply with the terms set out in the Privacy Policy

## 9. Reporting Responsibilities

### For the purposes of this policy:

- A *safeguarding query* is a question about safeguarding but is not a concern or allegation;
- A *safeguarding concern* is a worry that a child involved in Future Frontline's activities is, or may be at risk of, neglect, sexual abuse, emotional abuse or physical abuse.
- A *safeguarding allegation* is when a Future Frontline Staff member is thought to have:
  - Acted in a way that has harmed a child involved in Future Frontline's activities;
  - Committed a criminal offence against or related to a child involved in Future Frontline's activities;
  - Acted in a manner that indicates that they could pose a risk of harm to children.

### When to report a concern or incident

- You should never wait until a child directly informs you that they are experiencing abuse of any kind before you take action.
- You should recognise and share concerns or incidents quickly.
- If you have any uncertainty about how to report a concern or incident you should contact a Designated Safeguarding Lead

### How to report a safeguarding query

- All safeguarding queries should be sent to the Designated Safeguarding Officer at [safeguarding@futurefrontline.co.uk](mailto:safeguarding@futurefrontline.co.uk)
- The Designated Safeguarding Officer will respond within five working days.



## How to report a safeguarding concern or allegation

- Use a [Safeguarding Incident Report Form](#) to document your concerns;
- Be as specific as possible about the nature of the concern;
- Try and complete the form within 24 hours of the concern or incident;
- Include information about when the cause for concern or incident happened, who it involves and who else was present at the time.
- Contact the Designated Safeguarding Officer if you would like to be signposted to appropriate resources for your own wellbeing if that you have been affected by the concern or incident.
- If a child is in immediate danger or a crime has been committed, you should dial 999.

## Future Frontline's response to report

- Future Frontline's Designated Safeguarding Officer will investigate every Safeguarding Incident Report Form they receive.
- Future Frontline will respond by contacting the police, local authorities, the family or school, or other departments where necessary.
- Designated Safeguarding Officer will contact the local authorities and social services for advice on the necessary response when needed.
- If a safeguarding concern or incident is raised against a Future Frontline staff member, the staff member will be removed from the Future Frontline team and all activities at Future Frontline until the matter has been formally investigated and resolved.
- If a safeguarding concern or incident is raised against a one-off external speaker, the speaker will not be invited again to participate in any Future Frontline activities until the matter has been formally investigated and resolved.
- After a concern or incident has been investigated and resolved, the Designated Safeguarding Officer will review the effectiveness of their response and discuss any follow up actions that need to take place, such as updating this or other policies.

## Sharing and storing child protection information



- The safety and welfare of children and young people that engage in Future Frontline’s activities is the utmost of importance and protecting confidentiality is not a reason to share information in the case of child protection.
- We will always try to seek consent to share confidential information about a child or young person unless this would compromise their safety.
- We follow the principles for sharing information set out in the UK government’s safeguarding advice for practitioners, updated March 2015.
- All Concern or Incident Report Forms and related records are stored in the Future Frontline office as appropriate.

## 10. Key Safeguarding Contacts

The Designated Safeguarding Officer (DSO) is responsible for overseeing safeguarding children and young people for Future Frontline. The DSO has attended training by the NSPCC.

Child protection concerns which involve a potential allegation against a Future Frontline staff member must be reported directly to a DSO, as they have the required authority to carry out further measures or support volunteers when required.

Future Frontline Designated Safeguarding Officer

- David-Jack Hanson
- [safeguarding@futurefrontline.co.uk](mailto:safeguarding@futurefrontline.co.uk)

### Other contacts

You can contact the NSPCC if you are worried about a child or young person:

- Call 0808 800 5000
- [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- <https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

You can contact Childline for more information, advice or help:





- Call 0800 1111
- <https://www.childline.org.uk/>