

Future Foundations - Safeguarding Policy and Procedure

For the GSL Catalyst @Home

We believe that:

- The welfare of the child is paramount
- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them
- Our staff should be safe and supported

We recognise that:

- The online world provides everyone with many opportunities; however it can also present risks and challenges
- We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- We have a responsibility to help keep children and young people safe online
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and others is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety

REPORTING CONCERNS

If at any time before, during or after the GSL Catalyst @Home you have a concern about behaviour by any participant or need to report an incident you can contact the programme facilitators in rooms where the chat function is enabled. You should be able to privately message the programme facilitators.

Where a participant share concerns with a member of staff, we may have to pass this information on and can not keep it secret.

To report an incident you can also use our safe and secure online reporting form by

[CLICKING HERE](#)





Access to the GSL Catalyst @Home

Future Foundations will send log in details for the programme to those who have registered only and completed a code of conduct and parent consent form. The details are not made available in the public domain and all stakeholders are made aware they should not share details.

Support at the GSL Catalyst @Home

All our Zoom Rooms have at least two members of Future Foundations staff always present to manage and moderate the space, these staff are DBS checked.

Our Online Chat Function (Tawk) will be active on our Global Social Leaders and Future Foundations websites so that we can be contacted there, and the Safeguarding Team are available throughout the programme.

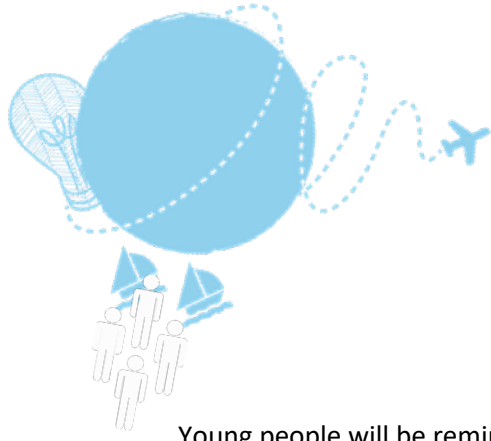
ZOOM SETTINGS TO SFEUARD ATTENDEES

Parent Evening and Student Assembly

This room is set up with the following controls to ensure it is a safe space.

Zoom settings:

- **Video is disabled** – to ensure children cannot be viewed, that inappropriate content is not seen or shared
 - Attendees cannot be seen, only the Host, Speakers and Panellists
 - Attendees cannot turn on their video
 - Attendees cannot share their screen
- **Attendees are muted automatically** – to ensure that inappropriate content is not shared
 - Only the Host or Panellists will be heard
 - Attendees cannot turn on their microphone
- **File sharing is disabled** – to ensure that inappropriate content is not shared
- **Chat function is disabled** – to ensure that inappropriate content is not shared either with the whole room, or that an individual can contact another
- **Attendees can be removed** by the Host



Programme rooms – for student sessions

Young people will be reminded about the code of conduct at the start of the programme, as well as how to let staff know if they need support.

Zoom Setting:

- **Screenshare is disabled**
- **File sharing is disabled**
- **Chat function is monitored** by Future Foundations staff; attendees can only chat in an open view to all attendees and not privately between themselves
- **Attendees can be muted** by the Host
- **Attendees can be removed** by the Host
- **A Waiting Room will be enabled** by the Host so that only registered attendees can attend

Recording the programme & images

To safeguard attendees, we will be recording all sessions which will not be shared externally. All recordings will be stored for three months on Future Foundations secure and encrypted system (podio) with access restricted to the Safeguarding Team.

When recording is taking place on Zoom rooms there is a notification to attendees that will appear. We are recording the sessions to ensure that if there is a concern or safeguarding incident on the programme that we can act appropriately.

Future Foundations will not take pictures or screenshots of any sessions where a child is visible. Participants will be reminded that they have agreed to the Code of Conduct, which includes that no participant will record, take screenshots of pictures of any sessions either for their personal record or to be shared on any externally.

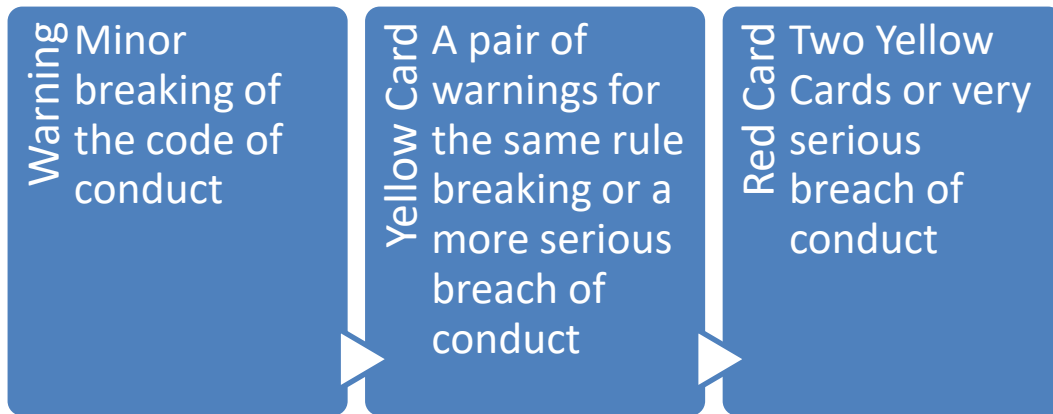
What happens if participants do not follow the Code of Conduct?

Future Foundations always wants to engage with participants on our programmes to understand why behaviour isn't appropriate and the effect of such behaviour. To safeguard other young people attending the programme, we aim to act quickly to any concerns raised by a child, by their parent/guardian and our staff supervising the programme.





BEHAVIOUR MANAGEMENT PROCEDURE



Warning - Minor or first-time incident

- If you behave in a way that doesn't follow our behaviour code, our staff will remind you about it and ask you to comply with it. They will give you an opportunity to change your behaviour.
- This gives you the chance to think and to plan how you could behave differently, with support from staff

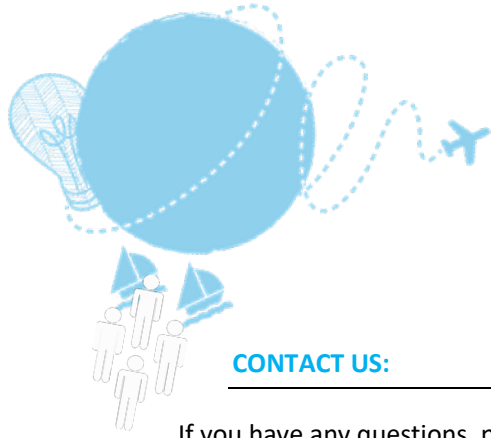
Yellow Card - Final warning

- If you continue not to follow the code of behaviour after the first reminder, or if your behaviour is more serious, you will be given a Yellow Card by Future Foundations staff.
- They will make a record about what happened and inform a parents or guardian in order to arrange to talk with the you about what happened and what support Future Foundations can offer to enable the you to follow the Code of Conduct.

Red Card - Instant removal from the programme

- Where you have received a Yellow Card already, and you receive a second Yellow Card- this is the same as in Football and a Red Card is issued. This means you are removed from the programme.
- In cases where behaviour is a serious breach of the Code of Conduct, you may immediately receive a Red Card and be removed from the programme. This would be to protect other young people, and would include bullying, abuse, or if inappropriate content is shared in any format including background in video, or in a chat message.

All of Future Foundations' policies can be found on the Future Foundations website [HERE](#)



CONTACT US:

If you have any questions, please do not hesitate to contact our team:

- Email - social.leaders@future-foundations.co.uk
- Instant chat - [click here](#) (available from 9am to 6pm, Monday to Friday).

If your concern is regarding a member of the Safeguarding Team you can contact Michelle Horne, Designated Safeguarding Officer – 07796162444, or if the concern is about the DSO to Jon Harper, CEO – 07880722000

Kind regards,

Amy Mander, Head of GSL

