

## **Safeguarding Policy and Procedure**

Global Social Leaders (GSL) Festival

### **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

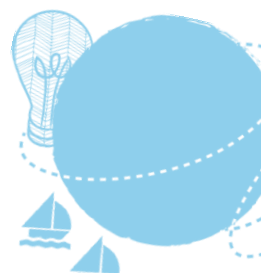
## **REPORTING CONCERNS**

If at any time before, during or after the GSL Festival you have a concern about behaviour by any attendee or need to report an incident you can contact the room host or moderators in rooms where the chat function is enabled.

You can also contact the Safeguarding Team on the day using Whatsapp messenger or WE Chat due to connectivity:

- **Michelle Horne 0044 (0)7796 162 444**
- **Jonathan Harper 0044 (0)7880 722 000**

**To report an incident you can also use our safe and secure online reporting form by**  
[\*\*CLICKING HERE\*\*](#)





## Access to the GSL Festival

Future Foundations has sent log in details for the festival to those who have registered, and they are not available online.

Adults attending the festival have not been given the details of how to access sessions specifically for young people, unless they are the parent/guardians of under 13s.

## Support at the GSL Festival

All our Zoom rooms have at least two member of Future Foundations staff present at all time to manage and moderate the space, these staff are DBS checked. We also have volunteers who have work for Future Foundations.

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 festival.

All under 13's must be accompanied by a parent/guardian in all sessions.

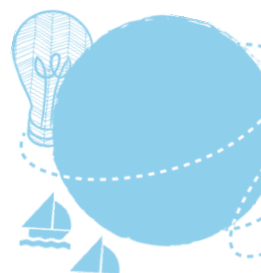
## Zoom Settings to safeguard attendees

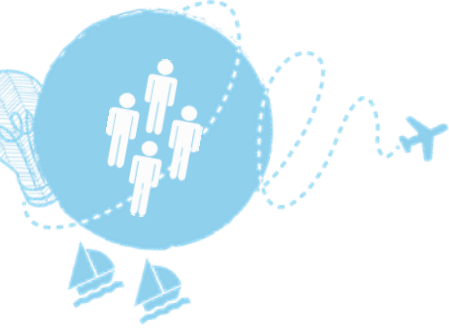
### Global Assembly - Webinar room

The webinar room is set up with the following controls to ensure it is a safe space. There will be adults and young people attending this room.

Zoom settings:

- **Video is disabled** – to ensure children can not 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





### Meeting Room - Young people

This room is for young people only. Teachers and general adult attendees will not be given details to enter this room. The details will be shared with the parent/guardian for any young person aged 13 or younger and must attend with their child.

Young people will be reminded about the code of conduct at the start of a session, 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

### Meeting Room - Teachers

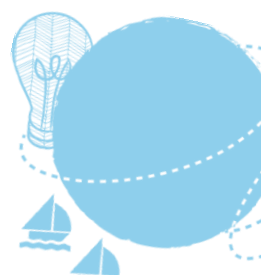
This room is for teachers only. No young person will have the details to enter this room.

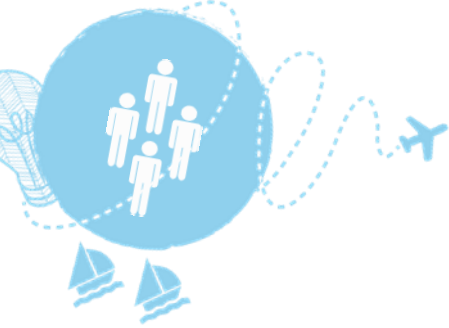
Zoom settings:

- **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

### Livestreaming of the Festival

We will be livestreaming specific sessions from the Global Assembly, which is clearly shown on the programme for the event.





All live stream sessions come from the Global Assembly room which has controls in place so that attendees cannot be seen, heard nor their names visible. Only Panellists will be seen and the Hosts in the Livestream

### **Recording the Festival & images**

To safeguard attendees, we will be recording all sessions which will not be shared externally. All recordings will be stored for one month 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. Hosts will inform attendees at the start of sessions that they are recorded, but not shared.

We are recording the sessions to ensure that if there is a concern or safeguarding incident at the Festival that we can act appropriately.

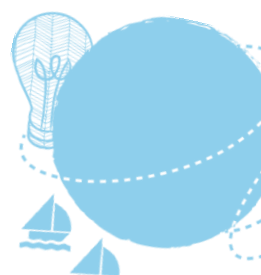
Future Foundations will not take pictures or screenshots of any sessions where a child is visible. Images will be captured from panel sessions and of speakers only without images of attendees. Before all sessions, the Host will remind all attendees that they have agreed to the Code of Conduct, which includes that no attendee will record, take screenshots of pictures of any sessions either for their personal record or to be shared on any externally.

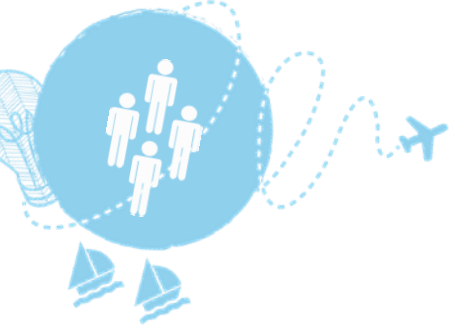
### **What happens if I don't follow the Code of Conduct?**

#### **Adults Attendees**

Future Foundations staff have the ability to remove anyone who is seen to be breaking the Code of Conduct. We have a zero tolerance policy for any adults who break the Code of Conduct in sessions which are attended by young people, in order to protect the young people who are attending the Festival.

We will take note of your name and contact you away from the programme. We would then engage in a dialogue, and may consider your re-entry to the Festival if appropriate and approved by our Designated Safeguarding Officer.





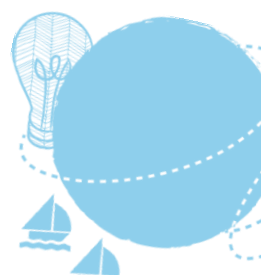
## Young people Attendees

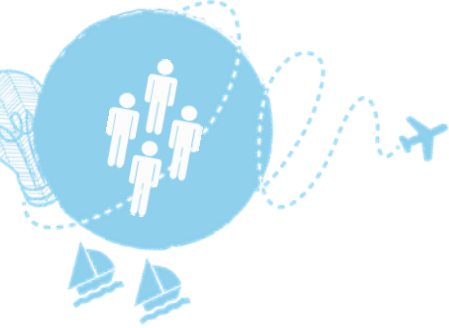
Future Foundations always wants to engage with young people on our programmes to understand why behaviour isn't appropriate and the effect of such behaviour. To safeguard other young people attending the festival, we aim to act quickly to any concerns raised by a child, by their parent/ guardian and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

Before all sessions in the programme for young people, we will remind them of the Code of Conduct and how to inform staff if they need support.

## Behaviour Management for young people at the Festival

- **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 and/or volunteers.
- **Formal warning and Final warning**
  - As the event is only two days, we will be enacting a formal and final warning as appropriate.
  - 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 formal warning 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 agree if you are able to continue attending the event, and what support Future Foundations can offer to enable the you to follow the Code of Conduct.
  - Where we need to speak to a young person and their parent/ guardian this can be done in a Zoom room, and would be recorded to safeguard staff and young person. We would ensure this is communicated and understood before the meeting.





### **Instant removal from the programme**

- In cases where behaviour is a serious breach of the Code of Conduct, a you may be immediately removed from the event without a formal warning being issued.
- 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 our website [HERE](#)

