

# The Engineering Development Trust

## Safeguarding Policy

July 2022

### Contents

The Engineering Development Trust’s Safeguarding Policy Statement .....	2
The Engineering Development Trust’s Safeguarding Policy .....	3
Policy Summary .....	3
The Prevent Duty and 4 British (or Shared) Values .....	4
Working with Partner Organisations .....	5
Training .....	5
DBS/PVG/Access NI checks .....	5
Professional Boundaries .....	5
Sharing Information .....	6
Contact details .....	6
Different types of abuse .....	7
Identifying and reporting abuse or suspected abuse .....	10
Ways that abuse might be brought to your attention .....	10
What to do if you suspect abuse or it is disclosed to you .....	10
Immediate action following a concern, disclosure or allegation .....	10
Logging an incident or disclosure .....	11
Allegations against staff and volunteers .....	11
Flow chart – how to report a safeguarding concern.....	13
Appendix 1 – Online safeguarding principles at EDT .....	14
Appendix 3 – e-learning Prevent.....	16
Appendix 4– Keeping children safe in education – Part 1 .....	16
Appendix 5 – Notification of Safeguarding Concern Form .....	16
Appendix 6 – Local safeguarding children’s boards for each EDT’s office area .....	16

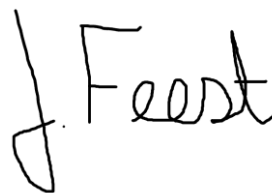
This Policy is reviewed annually, and was last reviewed in July 2022

## The Engineering Development Trust's Safeguarding Policy Statement

The Engineering Development Trust (EDT) works to promote the study of STEAM (Science, Technology, Engineering, The Arts, and Maths) amongst young people. The aim of this policy is to ensure that young people attending our activities, face-to-face or virtually, are well protected and that procedures are in place to safeguard their welfare. This policy works in conjunction with EDT's related policies.

A child is defined as a person under the age of 18 (The Children Act 1989). EDT believes that children and young people should never experience abuse of any kind and that all children and young people should receive the protection and support they need. EDT has a responsibility to provide safe experiences, free from harm, exploitation and abuse, where children have their rights protected. This is the responsibility of everyone working for, or on behalf of EDT, whether paid or unpaid, and we proactively encourage and support our partners to do the same regarding safeguarding children.

Our approach to safeguarding is led from the very top with a Designated Lead Trustee for Safeguarding. A Designated Safeguarding Lead (DSL) and Deputies are appointed from the Senior Leadership Team and they have received relevant safeguarding training to the appropriate level. Together the group takes the strategic lead on safeguarding within EDT and is responsible for developing and reviewing EDT's safeguarding policies and through their implementation, ensuring that EDT meets its legal and moral obligations. Importantly, the group makes sure that safeguarding is embedded across all areas of our organisation so that everyone is clear about EDT's commitment and responsibility to safeguard young people.



Signed:  
Date:

---

Elena Rodriguez-Falcon  
Chair of Trustees

Julie Feest  
Chief Executive Officer

## The Engineering Development Trust's Safeguarding Policy

The purpose of this policy is:

- to protect children and young people who receive The Engineering Development Trust's services. A child is defined as a person under the age of 18 (The Children Act 1989);
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

This policy applies to anyone working on behalf of The Engineering Development Trust, including senior managers and the Board of Trustees, paid staff, volunteers, sessional workers, agency staff and students. Our delivery partners will use their own policies but should check that these at least meet the standards of EDT's policies.

The Engineering Development Trust believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to work in a way that protects them.

### Policy Summary

- Staff and volunteers must report all safeguarding concerns.
- There is a clear reporting process and structure in place to ensure appropriate decisions are made and relevant agencies are informed if necessary.
- All safeguarding concerns raised will be responded to sensitively, promptly and managed appropriately.
- Staff and volunteers will all receive appropriate training and instruction on safeguarding best practice.
- All staff and volunteers in contact with young people will have appropriate DBS/PVG checks and be recruited responsibly.

EDT recognises that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989 and the Childcare Act 2006;
- All children and young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some children and young people are additionally vulnerable or have additional or other needs, because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children and young, their parents, carers and other agencies is essential in promoting young people's welfare;
- Abuse can take several forms and can occur online and offline.

Some children and young people can be at increased risk of neglect or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens or who have a high level of tolerance in respect of neglect.

Special consideration and attention should be given to children who are:

- Disabled or have special educational needs;
- Looked After Children (i.e., in care);
- Living in a chaotic or dysfunctional household;

- Affected by parental substance misuse or parent criminality;
- Asylum seekers;
- Living away from home;
- Vulnerable to being bullied/engaging in bullying;
- Living in transient lifestyles;
- Living in neglectful and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- Involved directly or indirectly in prostitution or child trafficking;
- Do not have English as a first language.

We will seek to keep children and young people safe by:

- valuing them, listening to them and respecting them;
- appointing a Designated Safeguarding Lead (DSL) for children and young people, deputies and a lead board member for safeguarding.
- providing training for Board members, EDT employees, temporary and casual staff, volunteers and others who work for or on behalf of EDT.
- holding and monitoring a detailed central training record and carrying out an annual audit to ensure that everyone has received the appropriate Safeguarding training.
- promoting effective safeguarding practices through developing, implementing and reviewing complementary EDT policies, such as:
  - Disciplinary Procedure (staff handbook, section 9)
  - Ethics and “Whistle Blowing” (staff handbook, section 11)
  - Anti-bullying procedure (staff handbook, section 16.2)
  - Social media code of conduct (staff handbook, section 18);
  - On-line safeguarding principles (appendix 1);
  - Volunteer code of conduct;
  - Data protection.
- recruiting and inducting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- ensuring that we provide a safe physical or virtual environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance and by following a set of online safeguarding principles (Appendix 1).

## **The Prevent Duty and 4 British (or Shared) Values**

The Engineering Development Trust has a statutory duty under the Counter-Terrorism and Security Act (2015) and the statutory Prevent Guidance (2015) to have due regard to the need to prevent young people from being drawn into terrorism.

Radicalisation is a process by which an individual or group adopt increasingly extreme political, social or religious ideals and aspirations that reject or undermine contemporary ideas and expressions of freedom of choice. Radicalism can be both violent and non-violent but more focus is on radicalisation turning into violent extremism.

Radicalisation can originate from opposing progressive changes in society or being against the British (or Shared) Values which include **democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs**. Actively promoting British (or Shared) Values means challenging opinions or behaviours which are contrary to those fundamental values.

The factors, which should receive special consideration, listed on page 4 and which can make young people more vulnerable to abuse or exploitation, are often present in young people who have been found to have been drawn into radicalisation or extremism.

### **The 4 British Values (also known as Shared Values)**

- **Democracy:** Children are listened to and we respect the rights of every individual to have their opinions and voices heard.
- **The Rule of Law:** The values and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken.
- **Individual Liberty:** Alongside rules and laws, we promote freedom of choice and the right to respectfully express views and beliefs.
- **Mutual Respect and Tolerance of those with different faiths and beliefs:** To promote and celebrate our different backgrounds, languages, religions, beliefs and traditions by respecting everyone and everything.

## **Working with Partner Organisations**

Where EDT is working in partnership with other organisations, written agreement must be reached with regard to the responsibilities, procedures and practices contained in this document. This is to ensure clarity as to which organisation is responsible for taking action in specific circumstances. Failure to reach agreement, or a situation arising that causes concern with regard to partner organisations, may lead to the cessation of partnership.

## **Training**

- All EDT staff, volunteers and trustees will receive the appropriate level of on-going safeguarding and specific child protection awareness/training, to ensure that the organisation has proper awareness and understanding of child abuse and neglect of children and young people.
- As part of their induction, all EDT staff are required to undertake the NSPCC on-line “Child Protection: An introduction” training and the Prevent e-learning training (links in Appendices 2 and 3).
- In addition, all EDT staff who deliver activities are required to read the statutory guidance “Keeping children safe in education – part 1” (link in Appendix 4).

## **DBS/PVG/Access NI checks**

- All EDT staff, volunteers and workers/ contractors who work directly with young people are required to have a clear and valid DBS/PVG/Access NI check and to complete internal safeguarding training.
- When appointing staff or volunteers to a post which requires a DBS/PVG or Access NI check, this should be sought as soon as possible after recruitment and prior to them commencing their role.
- If a staff member/volunteer starts in role prior to the receipt of a satisfactory disclosure (or equivalent), EDT will complete a risk assessment and get it approved by the school and the individual concerned must be supervised at all times.
- If a member of staff or volunteer is suspected as being unsuitable to work with children and young people, a referral must be made to the DBS (or equivalent agency) explaining the nature of concerns and stating any investigations or disciplinary hearings a staff member/volunteer has been involved with if it concerns safeguarding concerns.
- The above is only applicable to EDT staff, volunteers, workers/contractors and does not extend to partners who should follow their own procedures.

## **Professional Boundaries**

- Staff and volunteers must maintain professional boundaries at all times.

- They should avoid placing themselves in situations where their actions may be misinterpreted. Staff and volunteers should never find themselves alone with young people.
- It is possible that young people participating in EDT programmes and staff and volunteers may live in the same location. Staff and volunteers should never intentionally let a young person know where they live.
- Staff and volunteers should not communicate with young people through the staff member's or volunteer's personal mobile, private email account or social networking sites.
- Staff should not make contact with young people outside of working hours, except where it is unavoidable such as during a residential event.
- The provision of possible gifts from a young person should be discouraged.
- If staff or volunteers suspect that a young person has developed a crush on them, this should be discussed with their line manager/ EDT contact.
- If a staff member or volunteer is concerned that another member of staff or volunteer is acting in an unprofessional manner with (a) young person(s), this should be raised with the relevant line manager or via the Whistleblowing route.

## Sharing Information

- All information sharing will be done in line with the General Data Protection Regulation and Data Protection Act 2018 and always with the best interests of the child or young person as a primary consideration.
- We will share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to having their information shared. We may still share information without consent if, in our judgement, there is lawful basis to do so, such as where safety may be at risk, where seeking consent would prejudice the prevention, detection or prosecution of a serious crime or lead to an unjustifiable delay in making enquiries.
- Only necessary information about a child or young person is shared on a "need to know" basis, in a timely fashion and securely.

## Contact details

Safeguarding mailbox [edtsafeguarding@etrust.org.uk](mailto:edtsafeguarding@etrust.org.uk)

Trustee Safeguarding Lead: Alison Moore, 0208 4289977, [a.moore@etrust.org.uk](mailto:a.moore@etrust.org.uk)

Designated Safeguarding Lead (DSL):

Ciara Duffy, Director, 0141 4880987, [c.duffy@etrust.org.uk](mailto:c.duffy@etrust.org.uk)

Deputy DSL:

Florence Morgan, Director, 02382 120488, [f.morgan@etrust.org.uk](mailto:f.morgan@etrust.org.uk)

Alan Young, Education and Events Lead, 0115 8577810, [a.young@etrust.org.uk](mailto:a.young@etrust.org.uk)

Local police 101 or dial 999

NSPCC Helpline: 0800 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222) or [www.childline.org.uk](http://www.childline.org.uk)

CEOP (Child Exploitation and Online Protection Command) [www.ceop.police.uk](http://www.ceop.police.uk)

Anti-terrorist hotline 0800 789 321

Designated Officer: 01992 555420

Hertfordshire County Council Children's Services (HCCCS) 0300 123 4043

Hertfordshire Safeguarding Children's Board - HSCB: 01992 588757

## Different types of abuse

**Physical abuse** is violence causing injury or occurring regularly during childhood. It happens when:

- a child is hurt or injured by being hit, shaken, squeezed, thrown, burned, scalded, bitten or cut;
- someone tries to drown or suffocate a child;
- someone gives a child poison, alcohol or inappropriate drugs;
- someone fabricates the symptoms of, or deliberately induces, illness in a child.

In some cases, the injuries will be caused deliberately. In others, they may be accidental but caused by the child being knowingly put at risk.

**Sexual abuse** occurs when someone uses power or control to involve a child in sexual activity to gratify the abuser's own sexual, emotional or financial needs or desires. It may include:

- forcing or enticing a child to take part in sexual activities, whether the child is aware of what is happening;
- encouraging children to behave in sexually inappropriate ways;
- showing children pornographic material or involving them in the production of such material;
- involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

**Emotional abuse** is persistent or severe emotional ill-treatment of a child that is likely to cause serious harm to his/her development. It may include:

- persistently denying the child love and affection;
- regularly making the child feel frightened by shouts, threats or any other means;
- hurting another person or a pet in order to distress a child;
- being so over-protective towards the child that he/she is unable to develop or lead a normal life;
- exploiting or corrupting a child, e.g., by involving him/her in illegal behaviour;
- conveying to a child the message that he/she is worthless, unlovable, inadequate, or his/her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

**Neglect** involves persistently failing to meet a child's physical, psychological or emotional needs. It may include:

- failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met;
- failing to provide appropriate supervision to keep a child out of danger. This includes lack of supervision of activities or leaving a child alone in the house.

**Child sexual exploitation (CSE)** is a type of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities. It may include:

- young people being tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused;
- they may depend on their abuser or be too scared to tell anyone what's happening;
- they might be invited to parties and given drugs and alcohol before being sexually exploited;
- they can also be groomed and exploited online;
- some children and young people are trafficked into or within the UK for sexual exploitation;

- sexual exploitation can also happen to young people in gangs;
- child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

**Child trafficking** is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.

Children are trafficked for:

- child sexual exploitation;
- benefit fraud;
- forced marriage;
- domestic servitude such as cleaning, childcare, cooking;
- forced labour in factories or agriculture;
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering. Child trafficking can also be organised by individuals and the children's own families.

**Grooming** is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Grooming can take place either online or in the real world by either a stranger or someone the child/young person knows. Groomers can be either male or female. Many children and young people don't realise that they have been groomed or that what happened is abuse. Grooming can involve having someone pretend to be someone they are not such as saying they are the same age online, buying gifts, giving attention, taking the young person on trips, outings or holidays.

Once groomers have established trust, they will exploit the relationship by trying to isolate the child or young person from friend and family, making them dependent on them. This will progress by using any means of power or control to make the young person feel that they have no choice but to do what this person says. Groomers will use blackmail, shame, guilt or any other means to stop the child or young person telling anyone about the abuse.

Groomers no longer need to directly meet children or young people in real life to abuse them. Increasingly groomers are sexually exploiting their victims by persuading them to take part in online sexual activity. They are often opportunists who don't necessarily target one person, they may send something out hundreds and wait to see who replies. However, they will often target those who may post public comments that suggest the young person has low self-esteem or is vulnerable. The groomer will then use the information from the young person's profile to befriend them and build up a relationship.

If a young person discloses or you suspect that a child or young person is being groomed, you must report this to your line manager or volunteer supervisor straight away.

**Female genital mutilation (FGM)** includes procedures that intentionally alter or injure female genital organs for non-medical reasons. FGM is internationally recognized as a violation of the human rights of women and girls and is illegal in the UK and Europe. It is the partial or total removal of external female genitalia for non-medical reasons, and this is illegal in the UK. It is also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a girl is new-born, during childhood or adolescence, just before marriage or during pregnancy. It may be carried out for religious, social or cultural reasons, however FGM is child abuse. It is dangerous and a criminal offence.

Suspensions may arise in a number of ways that a child or young girl is being prepared for FGM to take place abroad. These include knowing that family members belong to a community where FGM is practiced, knowledge that an older sibling/mother has undergone FGM or talk of a "special procedure or ceremony".



Indicators that FGM may have already taken place include prolonged absence from school, noticeable behaviour change on return and long periods away from classes and activities. It can also include finding it difficult to sit still and appearing to experience discomfort or pain between the legs and possibly bladder or menstrual problems.

## Identifying and reporting abuse or suspected abuse

### Ways that abuse might be brought to your attention

- a child might make a direct disclosure about him/herself or another child;
- a child might offer information that is worrying but not a direct disclosure;
- you or a member of staff or volunteer might be concerned about a child's appearance or behaviour or about the behaviour of a parent or a carer towards a child;
- a parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering;
- a parent might offer information about a child that is worrying but not a direct disclosure.

### What to do if you suspect abuse or it is disclosed to you

- Establish the facts from the person (child or adult) making the disclosure.
- Reassure the child that telling someone about it was the right thing to do.
- Be observant and attentive without being judgmental.
- If you can, take notes, but, if this will stop the person talking or dealing with the person appropriately, take notes as soon as possible afterwards and be as accurate as you can. Do not "fill in blanks" or use your own words. Use the person's own words even if they use colloquial language or swear.
- Do not ask leading questions or interrogate. Ask open questions which will encourage the person to talk openly.
- It is not your job to investigate, this can only be done by relevant agencies such as the police or social care. You should only ask enough to establish the nature of the disclosure.
- Do not touch the person to comfort or reassure them.
- Tell him/her that you now must do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Let the person know what you are going to do next and who else needs to know about it.
- Let the person tell his or her whole story. Don't try to investigate or quiz the person, but make sure that you are clear as to what he/she is saying.
- Ask the person what he/she would like to happen because of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111.
- If applicable, take immediate action to keep the victim and alleged abuser(s) apart or to address an immediate danger or need for urgent medical attention. See details below "Immediate action following a concern, disclosure or allegation".
- Follow the reporting process. See details below "Logging an incident or disclosure".

### Immediate action following a concern, disclosure or allegation

- As well as establishing the initial facts, ensure that both the victim and the alleged abuser(s) are kept apart if applicable.
- In a residential setting, give consideration to returning one or both/all of the individuals to their home if the police are not to be immediately involved. Under 16s must be accompanied and this may mean bringing the whole group home, requesting additional staff or the accompanied return of one or both/all individuals.
- If unprotected sex has occurred, there may be an immediate need to seek emergency contraception and medical treatment for sexually transmitted infections. Where this is sought will depend on circumstances but should be factored into staff planning.
- If the child is in immediate danger and is with you, remain with him/her and call the police on 999. If the child is elsewhere, contact the police on 999 and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance on 999 and, while you are waiting for it to arrive, get help from your first aider.

## Logging an incident or disclosure

Once any immediate action has been taken if appropriate, use the form in Appendix 5 to record your concern or the disclosure.

All information about the suspected abuse or disclosure will be recorded as soon as possible after the event, in as much detail as possible and stating what actions, if any, were taken. The record should include:

- Date of the disclosure or of the incident causing concern;
- Date and time at which the record was made;
- Name and date of birth of the child involved;
- A factual, comprehensive report of what happened, clearly distinguishing facts, allegations and opinions. If recording a disclosure, it is essential to use the child's own words and note the non-verbal behaviour and key words;
- Name, signature and job title of the person making the record.

Contact the EDT's Designated Safeguarding Lead (or Deputy) and pass the record to them. They will decide whether they need to make a referral. If you feel that the incident has not been adequately followed up, you may make a referral yourself.

If a child is suffering or at risk of suffering significant harm, a referral should be made to the local children's social care (and if appropriate the police) immediately.

*The reporting process is summarised in a flow chart on page 13.*

## “Peer on peer” allegations, where victim and alleged abuser(s) are on an EDT programme

Follow the process outlined in the Safeguarding Policy to establish the facts, take immediate action if required and log the disclosure.

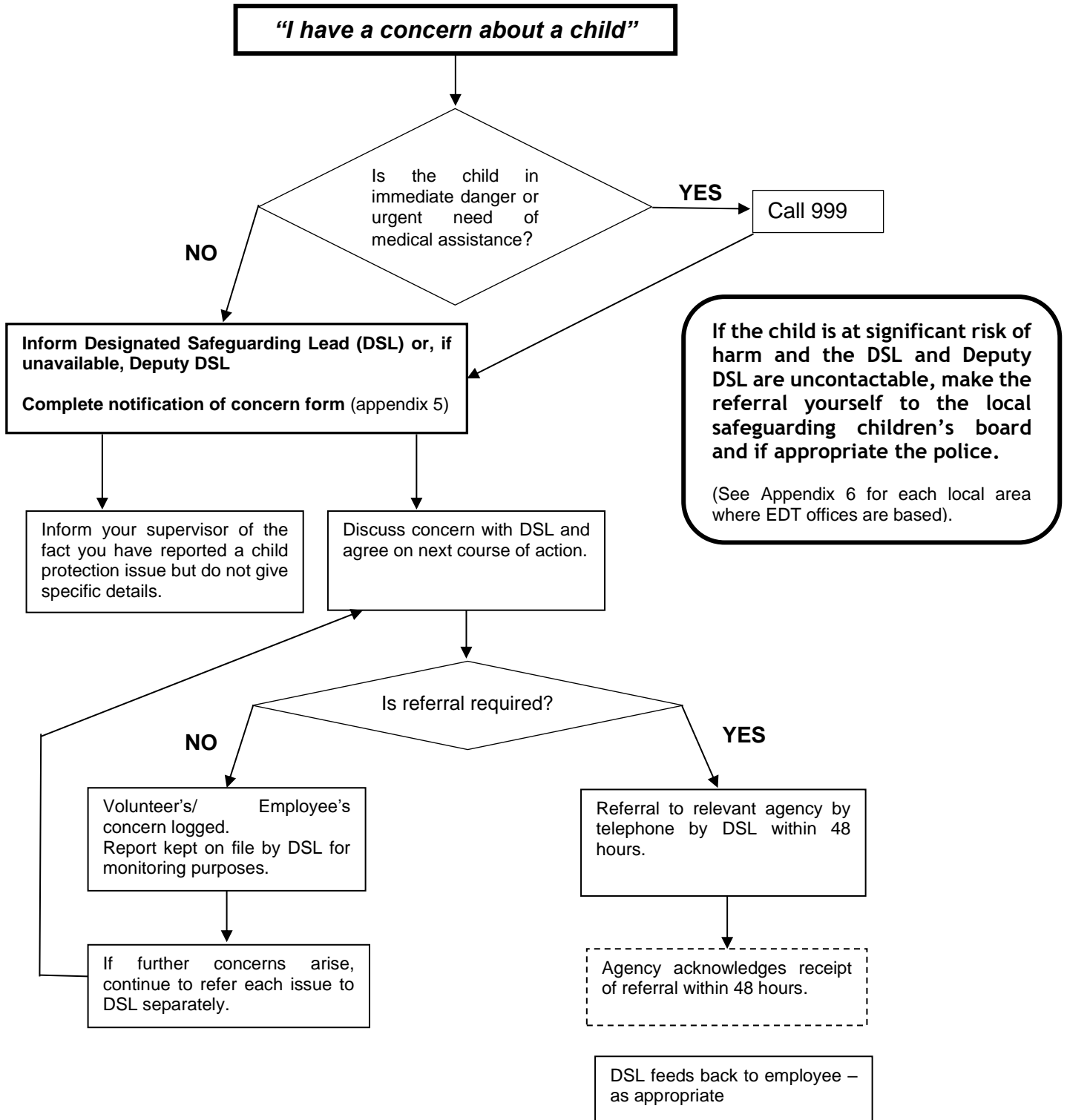
Where both the alleged perpetrator and victim are involved in the programme, EDT will not automatically cease working with either but will consider the most appropriate way of managing future involvement and support of each individual. This may include referring both or either party on to other organisations.

## Allegations against staff and volunteers

- Concerns about staff and volunteers must be treated with the same rigor as other Safeguarding concerns. If there is a concern or allegation of abuse or inappropriate conduct made against a member of staff or a person in a position of trust, or there is a suspicion regarding a member of staff or volunteer's conduct with regard to a young person, contact your line manager immediately.
- If the allegation or suspicion concerns your line manager then contact the Safeguarding Lead.
- Where the allegation concerns the Safeguarding lead, the relevant Director should be informed.
- Where the allegations are particularly serious or there is no doubt that an offence has been committed then police and/or relevant agencies will be informed immediately. A strategy for further action will then be agreed before a decision is taken to notify the staff member/volunteer. Note there are differences in law across the UK.
- Any allegation will be taken seriously and recorded in writing. Any witnesses will be asked to make a witness statement in writing confirming the time, date and details of the incident.
- The allegation must be reported to the Designated Safeguarding Lead (DSL), or the Deputy DSL if the DSL is unavailable.
- If further action is required, the Safeguarding Lead will liaise with HR and the SMT. Together they will co-ordinate decisions and actions to be taken.
  - Following advice from the DSL or Deputy, it may be necessary to suspend the member of staff pending full investigation of the allegation.
  - The staff member/volunteer will be informed of the allegation and given the opportunity to resign.
  - Staff under investigation will be treated sensitively, fairly and with respect.
  - A meeting will be held within 7 days between the staff member accused of abuse (who has the right to be accompanied) and two senior managers of EDT.

- Facts will be recorded and kept secure. All parties concerned will receive a written account of the meeting and actions within 7 days of the date of the meeting. All parties concerned will be kept up-to-date with what is happening and given a response within 7 days of completion of investigation.
- Following an allegation and whilst an allegation is being investigated there are likely to be strong feelings among staff, volunteers and possibly the wider stakeholder group, which will need to be addressed. The line manager in conjunction with Safeguarding lead and SMT where appropriate will give careful thought to the provision of appropriate support to staff and volunteers who might be affected.
- If an allegation is substantiated and the staff member/volunteer dismissed (or barred from working with EDT), the Safeguarding Lead will discuss with the Local Authority Designated Officer (or equivalent outside England) and decide whether a referral to the DBS/PBG or Access NI is required. If necessary, the report will be made within one month. For serious incidents, it may be necessary to notify the Charities Commission, OSCR or the CCNI.

## Flow chart – how to report a safeguarding concern



Designated Safeguarding Lead (DSL):

Ciara Duffy, Director, 0141 4880987, [c.duffy@etrust.org.uk](mailto:c.duffy@etrust.org.uk)

Deputy DSL:

Florence Morgan, Director, 02382 120488, [f.morgan@etrust.org.uk](mailto:f.morgan@etrust.org.uk)

Alan Young, Education and Events Lead, 0115 8577810, [a.young@etrust.org.uk](mailto:a.young@etrust.org.uk)

## Appendix 1 – Online safeguarding principles at EDT

This policy provides guidance on how EDT uses the internet and social media and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us.

Safeguarding is everyone's responsibility.

### Aims

The aims of our safety policy are:

- To protect all children and young people involved with our organisation and who make use of technology (such as mobile phones, consoles and the internet) while in our care;
- To provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents;
- To ensure our organisation is operating in line with our values and within the law regarding how we behave online.

### Understanding the online world

As part of using the internet and social media, our organisation will:

- Understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication;
- Be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phones or game consoles;
- When using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines;
- Regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated including: making sure concerns of abuse or disclosures that take place online are written into our reporting procedures;
- Provide training for the person responsible for managing our organisation's online presence.

### Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- All social media accounts will be password protected and at least 3 members of staff will have access to each account password.
- The account will be monitored by a designated person who will be appointed by SMT.
- The designated person managing online presence will seek advice from our Designated Safeguarding Lead to advise on safeguarding requirements.
- A designated supervisor will remove inappropriate posts by children and staff explaining why, and informing anyone who may be affected (as well as parents of children involved).
- Account page and events will be set to private so that only invited members can see content.
- Identifying details such as a child's home address, school name, telephone should not be posted on social media platforms, internet, webinars, or any other online communication tools.
- Any posts or correspondence will be consistent with our organisation's aims.
- We will make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account.
- Parents will be asked to give their approval for us to communicate with their children through social media or by other means of communication.
- Parents will need to give permission for photographs or videos of their child to be used on social media platforms.
- All of accounts and email addresses will be appropriate and fit for purpose.

### What we expect of staff and volunteers

- Staff should be aware of this policy and behave in accordance with it.
- Staff should seek the advice of the Designated Safeguarding Lead if they have any concerns about the use of the internet or social media (also refer to EDT ICT policy).

- Staff should communicate any messages they wish to send out to children and young people to the designated team responsible for online presence.
- Staff should not friend or follow children or young people from personal accounts on social media or accept friend request from children or young persons. We recommend that all staff check their own social media for privacy settings to reduce the ability of young people finding personal accounts online.
- At least one other member of staff should be copied into any emails sent to children or young people, where appropriate, also include parent or guardian.
- Staff should avoid communicating with children and young people via email outside of normal office hours.
- Emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as kisses (x).
- Any attachments should be professional, relevant and should have no personal information and use appropriate and age relevant language.
- Any disclosures of abuse reported through social media should be dealt with in the same way as face to-face disclosure according to our report procedures (please refer to safeguarding policy).
- Staff should always use organisational accounts to communicate with children and young people via email or social media, **never personal accounts**.
- Staff should always use age-appropriate language in communications and make sure all their communications are restricted and relevant to the work of the project they are involved in.
- Staff should use an organisational mobile or tablet to communicate with young people, never a personal device.
- Staff should understand how different social media platforms work and what their age limits are. Use [NetAware](#) to find out about age restrictions on social networks, apps and games.

### **Using mobile phones or other digital technology to communicate**

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging) we will take the follow precautions to ensure young people's safety:

- Staff will avoid having children's or young people's personal mobile numbers and will instead seek contact through parents, guardians or teachers.
- We will seek parental permission when we need to contact children or young people directly, the purpose of contact will be clearly identified and agreed upon.
- Staff should have a separate phone from their personal one for any contact with parents or young people.
- Texts will be used for communicating information (always use inhouse texting facility) – such as reminding children or young people about upcoming events, which kit to bring or timings and not to engage in conversation.
- If a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take following steps:
  - End the conversation or stop replying;
  - Suggest discussing the subject further at the next event or via responsible adult;
  - If concerned about the child or young person, contact the Designated Safeguarding Lead and designated online supervisors.

### **Use of other digital devices and programmes**

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled and smart TVs and whether an app, programme or website is used.

If any digital devices are used as part of activities with the organisation:

- We expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our on-line agreement.
- We will establish appropriate restrictions, more commonly known as 'Parental Controls' on any device provided to prevent misuse or harm.

## Appendix 2 – NSPCC Child Protection: an introduction

Link to course: <https://mylearning.nspcc.org.uk/ProductDetails.aspx?ProductID=207>

## Appendix 3 – e-learning Prevent

Link to course: <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

### Prevent Statutory guidance

Revised Prevent duty guidance: for England and Wales (revised April 2021);

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

Revised Prevent duty guidance: for Scotland (revised April 2021)

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-scotland>

## Appendix 4– Keeping children safe in education – Part 1

This is the statutory guidance for schools and colleges in England. All school and college staff are required to read at least Part 1. We extend this requirement to all EDT's staff delivering activities.

Link to the latest guidance:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912593/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf)

## Appendix 5 – Notification of Safeguarding Concern Form



Report Safeguarding  
Concern Form REVIEW

## Appendix 6 – Local safeguarding children's boards for each EDT's office area

Glasgow Child Protection Committee – 0141 287 0555- <https://www.glasgowchildprotection.org.uk/>

Durham Local Safeguarding Children Board - <http://www.durham-scp.org.uk/>

Safeguarding Sheffield Children – 0114 273 4855- <https://www.safeguardingsheffieldchildren.org/sscb>

Manchester Safeguarding Children Board – 0161 234 5001- <https://www.manchestersafeguardingpartnership.co.uk/>

Birmingham Safeguarding Children Board - 0121 303 1888- <http://www.lscpbirmingham.org.uk/>

Nottinghamshire Safeguarding Children Board – 0300 500 8080- <https://nscp.nottinghamshire.gov.uk/>

North Wales Safeguarding Board - <http://www.northwalessafeguardingboard.wales/>

Western Bay Safeguarding Children Board - <http://www.wgsb.wales/>

Bristol Safeguarding Children Board - <https://www.bristol.gov.uk/social-care-health/reporting-concerns-about-a-child-first-response>

Oxfordshire Safeguarding Children Board -0345 050 7666 - <http://www.oscb.org.uk/>

Southampton Local Safeguarding Children Board -023 8083 3336 - <http://southamptonscp.org.uk/>

Plymouth Safeguarding Children's Board – 01752 668000- <http://www.plymouthscbdev.delthosting.co.uk/>

The Safeguarding Board for Northern Ireland - <http://www.safeguardingni.org/>