

SAFEGUARDING – DIRECT WORK WITH CHILDREN AND YOUNG PEOPLE

1. INTRODUCTION

- 1.1. This policy applies to all staff, including senior managers, the Board of Trustees, paid staff, consultants, agency staff, volunteers, students or anyone working on behalf of Birmingham Education Partnership.
- 1.2. It takes account of work where BEP may be leading direct work and activities with children and young people which may be face to face or online and may take place outside of school.
- 1.3. This policy must be read in conjunction with the following policies:
 - Safeguarding Policy
 - Social Media Policy
 - Safeguarding – Dealing with allegations made against a staff member
 - Safeguarding – Reporting Safeguarding Issues
 - Safer recruitment policy
 - BEP’s behaviour code for adults working with young people
- 1.4. The purpose of this policy is to protect children and young people and to provide everyone with the overarching principles that guide our approach to safeguarding and child protection.
- 1.5. We do this by:
 - Adopting child protection guidelines through a code of behaviour for staff and non-staff who are undertaking work on our behalf.
 - Sharing information about concerns with the schools we are working with and liaising with their Designated Safeguarding Lead (DSL) to report as necessary.
 - Sharing information about concerns with the Local Authority Safeguarding Lead where it is not appropriate to manage concerns via the schools Designated Safeguarding Lead.
 - Following carefully the procedures for recruitment and selection of staff and volunteers including the application and regular monitoring of Disclosure and Barring Service (DBS) checks
 - Providing effective management for staff through supervision, support and training
 - Appointing an in-house Designated Safeguarding Officer (DSO) and a lead board member for safeguarding
 - Ensuring that we have effective complaints and whistle blowing measures in place
 - Recording and storing information professionally and securely
 - Ensuring consent – that children, young people and parents/carers have all the information they need to make an informed decision before choosing whether to take part in activities.

- Following strict guidelines to ensure that when we communicate electronically we do not place anyone at risk of harm. More detail can be found in BEP's social media policy.
- That when we work with partner organisations, a term of our agreement with them is that they have in place their own safeguarding policies and procedures including requirements for appropriate safeguarding checks on all adults working with children and young people. This requirement forms part of the due diligence process in contracting with partner organisations and the safer recruitment policy for consultants and associates.

1.6. We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989 and 2004.
- All children 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 and help children to be happy and enjoy life
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs and/or other issues.

2. Management and consent for activities

2.1. Everyone working with children and young people must take extra care to make sure that they do not come to any harm. This requirement underpins BEP's safeguarding policy and informs the work we do.

2.2. Before running any activity with children and young people you must:

Inform your line manager who will be able to support you to ensure all plans have been signed off.

Seek permission - where BEP are leading an event outside a school setting and are the responsible body (i.e. this is not a school trip or where school is not responsible for gaining parental consent) we must ensure that we have parental/guardian permission. This includes online or virtual meetings.

Carry out a risk assessment – when planning any activity or event either in person or online, the risks involved, and the management of them, must be considered. See [Appendix 1](#) for a matrix to use to assess risk.

3. Consent for and use of images

- 3.1. Where you are leading an event and intend to capture any form of images, written permission must be obtained ahead of time for any photography or videography using BEP's photo/video consent form.
- 3.2. If any young person can be identified in visual imagery, it is your responsibility as the event organiser to ensure that appropriate permission has been sought for this to be published.

You may wish to use some form of easy identification to distinguish between those who have and have not consented.

- 3.3. All images and video shared should be celebratory, positive and encouraging in tone. They must not compromise the safety or integrity of an individual or put them at risk of bullying.
- 3.4. All images will be held and maintained centrally within BEP in a folder detailing the event and the date images were taken. Once you have posted and/or shared images to this central cache you must delete them from your device. Images will not be used beyond 3 years of the date on which they were taken.

4. Texting or emailing children and young people

- 4.1. It is not expected that BEP staff will have cause to be in direct communication with young people using the young person's personal telephone number or email address. Wherever possible, all communication should take place via parents/carers or via a school contact.
- 4.2. The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and (typically) the member of staff. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations.
- 4.3. In these circumstances, the following additional guidelines will apply:
 - a) The decision to use text/email messaging should not be made by any staff member in isolation and should be discussed and agreed with BEP's safeguarding lead. This will ensure that BEP's safeguarding expectations and requirements can be clarified, and the staff members undertake to comply with them. The details of any member of staff using individual messaging should be recorded and maintained by BEP's safeguarding lead. A record should be made of the email address or mobile phone number/s which will be used to send the messages – ideally this should be a single contact used consistently and should be a BEP email address and BEP owned mobile phone.
 - b) The consent should relate solely to the particular activity being undertaken. Messages should reflect the professional relationship between BEP staff member(s) and young person, and the staff member's position of trust. **Text messages and mobile phones must never be used for any other reason or in any other way.**
 - c) The messages which are sent must never contain any offensive, abusive or inappropriate language and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.
 - d) All messages sent to young people should also be sent either to a parent/carer or an external moderator (for example BEP's safeguarding lead). The moderator's role will be to ensure that messages are being used appropriately in line with BEP's procedures, and to respond to any concerns arising.
 - e) Young people should not be encouraged to text back; ideally it should only be used as a one-way communication channel. Young people should be made aware that if or when they choose or need to text a member of staff (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only

to matters relevant to the current activity, and that they are where possible, required to copy in either a parent/carer or school's staff member to all communications.

5. Online work with Children and Young People

- 5.1. There may be occasions where BEP staff or partner organisations work with young people using online and virtual meeting platforms such as Zoom or Teams. This guidance therefore outlines the measures that should be taken and the behaviours that staff and others should adopt to ensure the safety and protection of all those with whom we work.
- 5.2. This policy expands on and is in addition to BEP's general safeguarding policies and procedures. This policy is as a result of the expansion of online and virtual offers in light of Covid-19 and beyond.
- 5.3. The risk assessment in appendix 1 should be used for online work.

5.4. Types of online activity

5.4.1. Non-interactive Livestreaming

5.4.2. This refers to streaming of video or webinars (live or otherwise) where participant video/audio is not enabled. Such as when delivering a webinar through the specific webinar function within Zoom.

5.4.3. The following must apply:

- Content must be appropriate for and sensitive to the participants' age group and backgrounds
- Activity must be able to restrict the audience to just those intended participants
- Participants' personal information (i.e. contact information) must not be visible to others accessing the content
- If a webinar is to be recorded, this must be declared

5.4.4. Interactive Livestreaming

5.4.5. This refers to sessions hosted live via Zoom/Teams or other channel and where participant video/audio is enabled. Such as when delivering a training session with activities requiring participant feedback and group work.

5.4.6. In this situation, the following applies:

- Only an official BEP Zoom/Teams account should be used
- A waiting room should be set up to allow facilitators to accept only those names that are registered to attend.
- Ideally, a minimum of 2 facilitators will support any online work. This is to ensure the lead can focus on delivery and the support can focus on managing the group online.
- Facilitators should monitor interactions that take place via chat facility and respond to any moderation requests as a matter of priority.
- Challenging behaviour or inappropriate comments should be dealt with immediately by removing the offender from the platform.

- Where events will be recorded, this will be made clear on the registration form and at the beginning of the session. There will be the option for participants to join calls with their video turned off and to change the name displayed on screen before the recording begins.
- It should be made clear that participants should not take photos/ recordings of the session themselves.
- Facilitators should make clear to participants who they should contact if they hear/see anything upsetting or inappropriate.

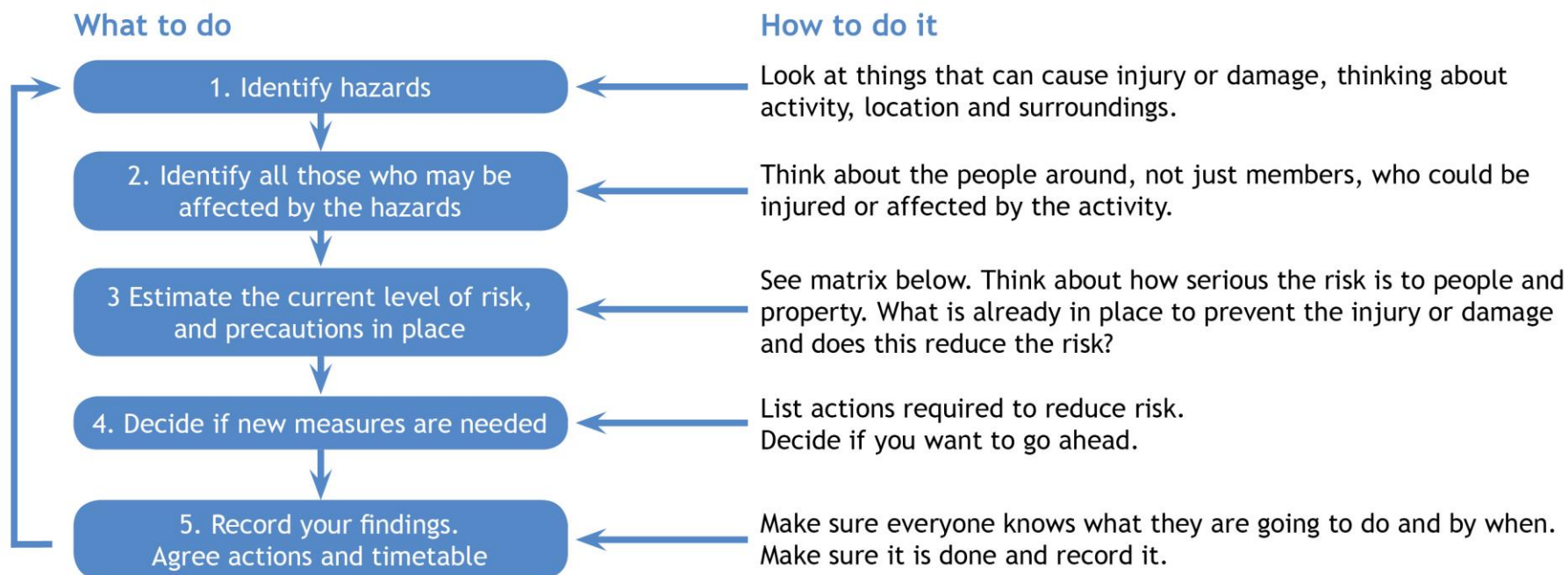
MONITORING AND REVIEW

The policy will be reviewed every 6 months or in the following circumstances:

- Changes in legislation and/or government guidance
- As a result of any other significant change or event.

Appendix 1: Risk assessment – can be adapted for face to face or online events.

- If you're planning an online activity with young people you need to:
- Complete this checklist and risk assessment.
- If working online, consider risks and benefits of different online tools and check their terms and conditions and age restrictions.
- Check you have enough adults to run your activity
- Make sure you have consent forms for all participants.
- Check that any adults supporting activities have relevant levels of DBS checks in place.
- This template can be used as a basis for your risk assessment. But, keep in mind that each activity's risks will vary depending on the age of young people, the activities planned and the number of young people.



Severity Likelihood	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
Unlikely (Rarely happens)	Low risk	Low risk	Medium risk
Likely (Often happens)	Low risk	Medium risk	High risk
Very likely (Nearly always happens)	Medium risk	High risk	High risk

Event information and risk assessment approval

Date:			
Lead staff member:	Total attending:	Adults:	Young People:
Up-to-date contact details held for all young people: Y/N			
Decision: once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this activity			Y/N
If you answered 'no' to the above decision question, please explain why:			

Risk assessment completed by:	Role:
Who have you shared this risk assessment with?	
Risk assessment due for review:	Date:

Hazards What could cause harm or damage?	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Likelihood of risk occurring (L/M/H)	Severity of risk (L/M/H)	Are further controls necessary? What else needs to happen to reduce the risk to an acceptable level?	Action by: name/date