

POL-QUA-0053

Policy

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Distribution

All Futures employees, volunteers and apprentices, subcontractors, grant recipients and customers.

Version	Date	Author	Author's job Title	Changes
2023 V1	30/09/2023	KM	DSL	Formal Review, content changes in line with KCSIE 2023 and changes in staff
2023 V2	15/01/2024	KM	DSL	Update reference to working together to safeguard children 2023
2023 V3	07/03/2024	KM	DSL	Update contact details

For Information: Where we refer to as 'Futures' in this policy – we are referencing a group of companies made up of Futures Advice, Skills & employment Ltd and Nottingham & Nottinghamshire Youth Support Ltd

To keep things simple throughout this document, 'we' and 'us' means the Group Companies and its associated brands. This policy applies across all companies within the Group.

1. [Policy Context/Statement](#)
2. [Overall Aims and Objectives:](#)
3. [Our Framework for Safeguarding](#)
4. [Roles, Responsibilities and Structure:](#)
5. [Responding to Safeguarding Concerns](#)
6. [Recruitment, Selection and Training Procedures](#)
7. [Policy Monitoring and Evaluation](#)
8. [Prevent Duty](#)
9. [Designated Safeguarding Team Contacts:](#)
10. [Annex 1 Safeguarding Guidelines and Definitions](#)
11. [Annex 2 Safeguarding Process](#)
12. [Annex 3 Sexual Violence and Sexual Harassment Flow Chart](#)

1 Policy Context/Statement

- 1.1 This policy outlines Futures' commitment and role in safeguarding and promoting the welfare of children, young people and adults at risk in all aspects of our work. It applies to all our staff and our subcontractors and clearly set out their responsibilities and the need to act promptly when dealing with allegations or suspicions of abuse or neglect.
- 1.2 It describes our contribution to local authority policies and national protocols on providing safe environments for children, young people, and adults at risk. It also includes our role within The Prevent Duty which is to challenge and support customers who are susceptible to radicalisation.
- 1.3 Failure to comply with this policy will result in an investigation and the company disciplinary procedures being instigated against staff if there has been a breach.

2 Overall Aims and Objectives:

- 2.1 Futures is committed to safeguarding the welfare of all learners, customers, and other service users with whom we work. We will seek to employ staff who promote safeguarding by treating children, young people, and adults at risk with care and respect and by protecting their dignity at all times. **See Annex 1 Safeguarding Guidelines** for definitions of children, young people, and adults at risk.
- 2.2 We recognise that all people regardless of age, disability, gender identity, race, religious beliefs, sex, sexual orientation, marriage/civil partnership, or pregnancy/maternity have an equal right to protection from all types of harm or abuse. **See Annex 1 Safeguarding Guidelines** for definitions of abuse and neglect.

- 2.3 **SAFEGUARDING IS EVERYBODY'S** Responsibility. All staff will work together to prevent and minimise abuse. If we have concerns that someone is being abused our loyalty to the person at risk comes first.
- 2.4 **DOING NOTHING IS NOT AN OPTION** – If we know or suspect that a person is being abused, all staff have a duty to report any concerns to their line manager and/or the nominated manager/designated person immediately as outlined in the Futures procedures.
- 2.5 Futures recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote customers and learners' welfare and protect them from harm. This includes contributing to processes as required, such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
- 2.6 It is a requirement for all subcontractors to have their own safeguarding policies and procedures in place and to have due regard of the procedures in this policy depending on the contract they are delivering on behalf of Futures. Specific safeguarding requirements will be written into individual contracts with subcontractors where applicable.
- 2.7 Subcontractors not adhering to safeguarding practices and principles included in their contracts will be in breach and contracts will be withdrawn.
- 2.8 Futures assesses the risk and issues in the wider community when considering the wellbeing and safety of its customers, learners, and staff.
- 2.9 We will endeavour to safeguard children, young people, and adults at risk by:
 - 2.9.1 Ensuring that safeguarding underpins the way we organise, deliver, and manage services
 - 2.9.2 Ensuring that all staff in contact with children, young people and adults at risk have successfully passed through appropriate safer recruitment checks e.g., DBS (Disclosure and Barring Service)
 - 2.9.3 Ensuring that all staff in contact with children, young people and adults at risk are aware of the professional and personal boundaries for their work e.g., recording information, not using personal mobile telephones or home email accounts to contact customers.
 - 2.9.4 Ensuring contracts are managed to secure a safe and supportive environment for all
 - 2.9.5 Raising the awareness and knowledge of our staff about the importance of safeguarding
 - 2.9.6 Raising awareness to children, young people, and adults at risk to recognise when they are at risk and how to get help when they need it.
 - 2.9.7 Encourage customers and learners to talk openly and we will ensure that customers and learners wishes are taken into account when determining what safeguarding action to take and what services to provide.

- 2.9.8 At Futures learners are taught about Safeguarding and the Prevent Duty through curriculum activity, resources, and online activity.
- 2.9.9 Information on safeguarding and how to get help for customers and learners is available on the Futures website
- 2.9.10 Assess the risks and issues in the wider community when considering the wellbeing and safety of customers
- 2.9.11 Ensuring staff know what action to take if concerns arise, including cases of potential abuse and neglect.
- 2.9.12 Creating a climate that will enable customers and staff to raise any safeguarding issues they have concerning colleagues/staff including low level concerns.
- 2.9.13 Explaining to our customers how they can make a complaint if they are unhappy with the service provided
- 2.9.14 Sharing information with the appropriate agencies if there is a risk of harm to a customer or to others
- 2.9.15 Ensuring there are trained staff and/or managers (designated people) responsible for dealing with allegations and suspicions.
- 2.9.16 Ensuring that and concerns about staff or other adults within Futures are reported to the Designated Safeguarding Officer for HR and concerns about the DSO for HR should be taken to the Designated Safeguarding Lead. This includes reporting of low-level concerns that do not mean they are insignificant, but they do not meet the threshold for referral to the LADO. – **refer to managing allegation against staff policy** for details and procedures.
- 2.9.17 Where there are concerns about the way that safeguarding is carried out within Futures, staff should refer to the **Whistleblowing Policy**

3 Our Framework for Safeguarding

- 3.1. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people, and adults at risk. Futures' Safeguarding Procedures set out the framework for Futures' approach to safeguarding all.
 - 3.1.1 Children's Act 1989 and (2004)
 - 3.1.2 Children and Social Work Act 2017
 - 3.1.3 Education Act 2002 and (2011)
 - 3.1.4 Ofsted: Education Inspection Framework 2023
 - 3.1.5 Working Together to Safeguard Children (2023)

- 3.1.6 Keeping Children Safe in Education (2023)
- 3.1.7 Safeguarding Vulnerable Groups Act (2006)
- 3.1.8 Safeguarding Children and Safer Recruitment in Education
- 3.1.9 Counter Terrorism and Security Act 2015

3.2 The policy should be read in conjunction with related strategies, policies, and procedures in the policy section of the intranet

- 3.2.1 Safeguarding strategy
- 3.2.2 Safeguarding procedures
- 3.2.3 Prevent strategy
- 3.2.4 Managing allegations of abuse against staff Policy
- 3.2.5 Futures Online Safety Policy
- 3.2.6 Harassment and Bullying Policy
- 3.2.7 Human Resource Terms and Conditions
- 3.2.8 IT and data security Policy
- 3.2.9 Data Protection Policy.
- 3.2.10 Equity, Diversity, and Inclusion Policy
- 3.2.11 Health and Safety Policy
- 3.2.12 Complaints Policy and Procedures.
- 3.2.13 Whistleblowing Policy

3.3 Futures is committed to the principle of multi-agency working in order to safeguard children, young people, and adults at risk.

3.4 All senior managers operating at local authority level must work proactively with Local safeguarding partnerships (local authorities, chief officers of police, and clinical commissioning groups), Social Care, and appropriate voluntary agencies to ensure we are fully aware of and involved in local reporting procedures and attend training in safeguarding procedures delivered by the local authorities.

4 Roles, Responsibilities and Structure:

4.1 **Futures Board Safeguarding Representative**

In accordance with the protocols for safeguarding there will be a nominated Board member who will lead on safeguarding and receive regular reports and updates on safeguarding issues from the Futures Designated Strategic lead for Safeguarding. The Futures Board lead on safeguarding is Councillor Boyd Elliott, Gedling Borough Council. cllr.boyd.elliott@gedling.gov.uk

4.2 Futures Board receive appropriate safeguarding training which equips them with the knowledge to provide strategic challenge to test and assure themselves that safeguarding policies and procedures in place at Futures are effective and support delivery of services.

4.3 The company has appointed Designated Safeguarding Officers who are responsible for leading on safeguarding issues for the company together with the Futures Safeguarding Executive Group they help develop the overall safeguarding strategy and policy development and provide feedback direct to the Futures Board.

4.4 **Designated Strategic lead for Safeguarding (Operations Director)**

The Strategic Designated Safeguarding Lead is responsible for safeguarding and child protection at Futures. Provides reports to the Board on how Futures discharges its duty with regards to safeguarding, reporting deficiencies in procedure or policy and reporting of concerns and referrals. Chairs meetings of the Safeguarding Exec Group, Designated Safeguarding Team, and Supporting Functions (MI/IT/CPD/HR/Comms)

4.5 **Designated Safeguarding Lead (strategic DSL deputy)**

Key role of the Designated Safeguarding Lead is to manage referrals and keep records of all safeguarding concerns (even where that concern does not lead to a referral) Take a lead responsibility for raising awareness within the staff of issues relating to the promotion of a safe environment of Futures customers, learners, and staff. Complaints or concerns for staff or others from outside Futures. Work with external agencies and professionals on matters of safeguarding and the Prevent Duty. Raise awareness of safeguarding amongst staff and ensure Futures policies and procedures for safeguarding are fit for purpose.

4.6 **Designated Safeguarding Officers (DSOs)**

Additional Specialist safeguarding support for managers with safeguarding concerns, supporting managers with any specialized training requirements, reviewing safeguarding impact plans across their areas, Quality Performance clinics, champion specific safeguarding areas such as mental health, domestic abuse etc.

4.7 **DSO for People and Culture Team (staff):** Ensuring that all staff receive basic training in child protection/adults at risk issues on an ongoing basis and are aware of Futures protection procedures. Ensure specialised training is provided for specific roles as required. Responsibility for the company procedures on staff recruitment and vetting. Responsibility for investigation of staff allegations and low-level concerns and where required reporting to LADO within the local authority

4.8 **IT Manager**

Together with the Designated Strategic lead for Safeguarding, are responsible for meeting the standards of filtering and monitoring for schools and colleges, Keeping Children Safe in Education 2023 (KCSIE) at it applies to Futures.

4.9 Team Managers

Responsible for supporting staff with any safeguarding concerns and making referrals where necessary.

4.10 Other Staff

Responsible for supporting customers/learners with safeguarding concerns, making referrals, or signposting to support as required.

Staff working in outside locations: schools, Further Education colleges, Job Centre offices and other delivery outlets such as local authority run one stop shops and youth centres, must familiarise themselves with and follow the policies of the institutions to which they are attached and keep their Futures designated safeguarding lead informed of any disclosures.

All staff who report concerns have a duty to reassure customers and learners that their concern is being taken seriously and that they will be supported and kept safe.

5 Responding to Safeguarding Concerns

- 5.1 All safeguarding concerns, discussion and decisions will be recording in writing on Futures safeguarding concern forms and should be sent encrypted to the safeguarding@the-futures-group.com email box within 24 hours.
- 5.2 If there is an immediate concern the staff member will consult with the Team Manager or DSO before completing the form as reporting urgent concerns takes priority.
- 5.3 All staff will make appropriate safeguarding referrals using the relevant paperwork for their area. The relevant Team Manager will ensure that this is available and ensure there are clear guidelines on its use. Safeguarding forms, and process documentation are listed on the Futures intranet for internal staff and NCS Knowledge Store for NCS subcontractors. **See annex 2 Safeguarding Process**
- 5.4 All staff will share information in accordance with local protocols, the Children Act 2004, which imposes duties on public bodies to share information when this is necessary to safeguard the welfare of a child and Working Together to Safeguard Children 2023. Staff can consult their nominated manager/designated person for advice and clarity about sharing information.
- 5.5 Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers supports staff who have to make decisions about sharing information. Working Together to Safeguard Children 2023 also includes a section on Information Sharing.

- 5.6 The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
- 5.7 All staff will maintain and store records in accordance with Futures Data Protection and Information Security policies and local procedures. Any sensitive data e.g., Safeguarding or Child Protection Case Conference minutes must be securely stored and managed in compliance with information security best practice and GDPR. The line manager and nominated manager/designated person must have access to this information at all times.

6 Recruitment, Selection and Training Procedures

- 6.1 Futures has written recruitment and selection procedures which can be found on the company Intranet. The policy and procedures are designed with the aim of safe recruitment and vetting of staff.
- 6.2 All new employees are made aware of the policy and procedures during the formal employee induction process. New managers are informed of their role and responsibilities within safeguarding as part of their induction by their line manager.
- 6.3 Safeguarding and Prevent Duty training are mandatory requirements at induction. Regular safeguarding and prevent updates throughout the year with additional specialist safeguarding training for specific roles as required. Safer recruitment training is a mandatory requirement for managers.
- 6.4 Updated and amended procedures are disseminated and reinforced in training sessions, team meetings, and via email communications. Futures' safeguarding policy, procedures and guidelines are available to all, being accessible on both the website and intranet.

7 Policy Monitoring and Evaluation

- 7.1 The Futures Safeguarding Group will conduct an annual review of our Safeguarding systems and policies. This will include consideration of specific cases dealt with by staff in the last year. The resulting information, including feedback from staff, will be used by the Designated Lead to inform any improvements necessary. Quarterly Safeguarding reports will be reviewed at Futures Board and Executive Leadership Team level.
- 7.2 Futures Safeguarding Policy and procedures will be clearly communicated to staff, volunteers, subcontractors, Board Members and Service Users through the use of the company, intranet and extranet and our communications department. The Designated Safeguarding Officer: Policy and Procedures named person will be responsible for ensuring this is done.
- 7.3 The effectiveness of this policy will be monitored and measured in a variety of ways. These will include:

- 7.3.1 Regular reporting on safeguarding incidents to the Executive Leadership Team and Governing Body
- 7.3.2 Measuring staff confidence in managing safeguarding incidents
- 7.3.3 Individual training and development records
- 7.3.4 Development of appropriate mechanism for assessing experience of those reporting safeguarding concerns, or being subject to safeguarding enquiries
- 7.3.5 Feedback from partners on quality and appropriateness of referrals

8 Prevent Duty

- 8.1 As part of the Counter Terrorism and Security Act 2015, Futures has a duty to 'prevent people being drawn into terrorism'. This is known as the 'Prevent Duty'.
- 8.2 All reasonable steps will be taken to ensure suspicions and allegations are taken seriously, responded to quickly and appropriately and Extremist Organisations are not inadvertently funded.
- 8.3 Where staff are concerned that children, young people and any adult customer or staff are developing extremist views or show signs of becoming radicalised, they should discuss this with the Designated Safeguarding Lead.
- 8.4 The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.
- 8.5 We use the curriculum to ensure that our learners understand how people with extreme views share these with others, especially using the internet.
- 8.6 The Designated Safeguarding Lead links with the Regional Prevent coordinators across the regions.
- 8.7 All staff access Prevent Duty awareness training.

9 Designated Safeguarding Team Contacts:

- 9.1 Designated Strategic lead for Safeguarding – Amanda Payne, Operations Director
Mob: 07918 805943 Email: amanda.payne@the-futures-group.com
- 9.2 Designated Safeguarding Lead (Deputy Lead): – Karenza Morgan Mob: 07918 905846
Email: karenza.morgan@the-futures-group.com
- 9.3 Designated Safeguarding Officer Targeted Support - Janine Walker Mob: 07867 333910
Email: Janine.walker@futuresforyou.com
- 9.4 Designated Safeguarding Officer for Careers, Sarah Baranyai Mobile 07570671594
Email: sarah.baranyai@futuresforyou.com
Designated Safeguarding Officer for Careers, Amanda Williams Mobile 07708471627
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Designated Safeguarding Officer for Careers, Darren Scott Mobile 07918 943032
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FUTURES



Unlimited Possibilities



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