

Future Quest Safeguarding Policy 2023-24

Safeguarding is everybody's responsibility

Safeguarding is the action taken to protect young people from harm. For the purposes of this document, we will refer to 'young people' and this includes any learners at a school. Where we refer to 'school' this includes any educational setting including sixth form centres and colleges.

You have a responsibility to share any concerns you may have about a young person. Each school has a member of staff that is responsible for safeguarding and in this policy they are referred to as the Designated Safeguarding Lead (DSL).

Any activities organised by Future Quest also fall under the scope of the UWE Safeguarding Policy which can be accessed through the UWE website:

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/safeguarding>

This document complements the UWE Safeguarding Policy and aims to provide clear reporting guidance to Future Quest staff, UWE student ambassadors, UWE volunteers, UWE staff, and external professionals working on the Future Quest programme.

Types of concern

Abuse is when a young person is intentionally harmed by an adult or another child. Types of abuse include: physical, sexual, emotional, neglect, bullying, cyberbullying, criminal exploitation and gangs. Young people may be abused by family, friends, people working in school or community settings, or strangers. Another element of safeguarding is the Prevent duty, which aims to stop young people from being drawn into extremism or terrorism.

If a Safeguarding concern occurs the young person's school has responsibility and must be informed as soon as possible

Reporting a concern about a young person

- **If you have a Safeguarding or Prevent concern about a young person you have been working with through the Future Quest programme, contact the school immediately and ask to speak to the Designated Safeguarding Lead and report your concerns directly to them. If you need any help with this, please speak to a member of Future Quest staff who will be happy to help you.**
- **If you cannot speak to the DSL, speak to another member of staff such as the teacher with the group, and ask them to report your concerns to the DSL.**
- **Keep a confidential note of the concern for your own records with accurate information, including word for word what was said, the time and date of the incident, and the place. Sign and date and keep in a safe place.**
- **Once you have completed the above actions use this [MS Form](#) to provide FQ with brief details of the concern. This will be kept securely in line with UWE policies. A link to the form can be requested from: future.quest@uwe.ac.uk**

Safeguarding reporting conversation example

The following script is a guide to approach a member of school staff with a concern:

"Excuse me, may I speak with you privately? I have a safeguarding concern regarding a child. Can you take me to a member of staff I can report this to?"

When in a private space describe what you have observed concerning Child X:

"During the session today I noticed Child X seemed withdrawn and I overheard them mentioning something that worried me. I heard [explain what you heard factually]."

"During the session today I noticed Child X had [your physical observation eg bruises on their arms] that worried me."

Out of hours:

If you have an urgent concern about a young person and you are not able to reach the school or Future Quest staff as it is outside normal working hours, please report your concern to one of the following numbers and let Future Quest know as soon as possible the next working day:

- Social care service for young people in Bristol: 0117 903 6444 or 01454 615165
- Social care service for young people in South Gloucestershire: 01454 866 000 or 01454 615165
- Young person at imminent risk of harm: Call 999

How to learn more

You can find out about the different types of abuse and how to spot the signs on the NSPCC website: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse>

You can learn more about the Prevent duty:

<https://learning.nspcc.org.uk/safeguarding-child-protection/radicalisation/>

Support after reporting

For UWE students that have raised a concern the UWE website provides many avenues of support: <https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe-on-and-off-campus/safeguarding>

For a Future Quest/UWE staff member who would like support following raising a concern, talk to your line manager or access the support pages on the intranet:

<https://uweacuk.sharepoint.com/sites/staff-intranet-health-and-wellbeing-hub>

Your conduct during a Future Quest activity

- Do not allow yourself to be left alone with a young person (unless agreed in advance)
- Avoid physical contact with a young person unless it is appropriate and necessary for your role and you should seek permission in doing so
- Do not take photographs on personal devices
- Do not share your contact details, such as mobile number or social media handles with a young person
- Do not arrange to meet a young person outside of or after an event
- You are a role model for the young person so be mindful of the language you use and what experiences and examples you share

If you have any questions about the guidance in this policy speak to a member of the Future Quest team or email future.quest@uwe.ac.uk