

Future Quest Safeguarding

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Remember:

- to behave professionally, you are representing Future Quest and UWE
- do not allow yourself to be left alone with a student
- do not take photographs on personal devices while on site
- do not share your mobile number or social media handles with students
- do not arrange to meet students outside of/after an event
- you are a role model for the young people, therefore please be mindful of the language you use and what experiences and examples you share.

Handling a Disclosure

If a young person makes a disclosure to you:

Do	Do Not
Listen carefully. Show you care through open and reassuring body language.	Do not ask leading questions or physically comfort the young person.
Take what the young person says seriously.	Promise to keep secrets. Do not give a guarantee of absolute confidentiality, or say that 'everything will be alright'. Assure the young person that the correct action will be taken carefully and sensitively.
Remain calm.	Panic or delay.
Reassure the young person that it was right to tell somebody.	Express any opinions of what you have been told or make any decision as to whether abuse took place.
Use language the young person understands.	Ask them to repeat the story unnecessarily.
Inform your supervisor in the first instance if the disclosure is not an emergency.	Discuss the disclosure with anyone that does not need to know.
Explain what will happen next i.e. that disclosure of relevant information may need to be made to the relevant school's Safeguarding Lead.	Start to investigate. Contact the alleged abuser.
Write down verbatim immediately afterwards what was said, including the time, place and any other observations. Sign and date the record. As far as possible, use the words that the young person said. Use names and not initials. This must be passed to the supervisor.	Hold on to or store a written account.
Remember that you may need support. Seek advice and support for yourself from your line manager.	Avoid seeking advice from your supervisor/line manager if something is upsetting or worrying you.

If you have ANY doubt - Ask! If you are troubled or worried about a young person after they have left the campus always talk to your supervisor or line manager.

If you wish to bypass your supervisor/line manager, please see the correct procedure overleaf.

Reporting Procedure

If your supervisor/line manager is unavailable or you wish to bypass them, you can contact the relevant Safeguarding Lead of the institution where the incident took place:

UWE Bristol

Call the **UWE Bristol Serious Concerns line on +44 (0)7788 725507 during office hours (8.30 – 5 Mon-Thurs and 8.30-4.30 Fridays), or +44 (0)7814 791212 out of hours.**

School

- Ask the school receptionist to be put in contact with the school's Safeguarding Lead.
- At the earliest opportunity, call the **UWE Bristol Serious Concerns line on +44 (0)7788 725507 during office hours (8.30 – 5 Mon-Thurs and 8.30-4.30 Fridays), or +44 (0)7814 791212 out of hours**, providing an account of the incident, but excluding any identifying information (e.g.names).

If there is an immediate risk to harm, please Contact: +44 (0)117 328 9999 (if on a UWE campus) or 999 (if elsewhere). Consider using another phone or asking a colleague to call so that you can stay on the line. Follow the above relevant procedure informing the appropriate contact that you have called emergency services.