

SMBP Safeguarding Policy

1. Introduction

The Social Mobility Business Partnership ("SMBP") takes seriously its responsibilities to safeguard and promote the welfare of children and young persons by ensuring there are adequate health and safety arrangements in place at participating organisations and best practice guidance with regard to safeguarding is followed.

For the purpose of this policy the term 'staff' will be used to describe employees of SMBP, those people contracted as consultants by SMBP, trustees and/or anyone who is a volunteer on the SMBP Work Insight & Skills Experience ("WISE") programme and/or presenting to the children and young persons as part of the SMBP programme.

The terms 'child' or 'children' include any person under the age of eighteen (as defined in The Children Act 1989). The terms 'young person' or 'young persons' include any young person aged eighteen or over (as defined in the Children and Young Person's Act 2008).

2. Scope

This policy applies to any staff that are in direct contact with children & young people participating on the SMBP programme.

SMBP is committed to ensuring all children & young people, irrespective of their age, disability, gender, race, religion, sexual orientation, or identity can work in a safe environment whilst participating in the SMBP, free from abuse.

3. Purpose

The policy is designed to ensure:

- The SMBP programme is a safe environment in which all children & young people can learn and develop their skills
- Awareness is raised among staff of child protection and safeguarding issues
- Procedures for identifying and reporting cases or suspected cases of abuse are implemented and maintained

4. Legislation

SMBP recognises its duties under the relevant legislation as follows:

- Working Together to Safeguard Children 2010
- The Children Act 1989
- Children Act 2004
- Children and Young Person's Act 2008

5. Responsibilities (During and After the SMBP Programme)

All staff have a duty to safeguard and promote the welfare of children.

All staff must comply with the following during the SMBP scheme:

- Familiarise themselves with the safeguarding policy
- Address children at SMBP WISE days in groups and DO NOT be alone with a child or cause someone else to be alone with a child
- Do not agree to meet with children in person on a one to one basis prior to or following the SMBP WISE week
- Be aware that any physical contact with a child should always be avoided.
- Do not share personal email or telephone details with a child
- Do not attempt to or agree to 'connect' with a child/children through social media (including, without limitation, X/Twitter, Facebook, Snapchat, and Instagram)
- Do not attempt to or agree to 'connect' with a child/children under the age of 18 through LinkedIn. The SMBP LinkedIn Alumni Group should be used as guidance as to whether a child/children can or cannot be connected with, i.e. only young people aged 18 and above, who can be connected with will be members of this group
- All SMBP children under the age of 18 requiring support following the SMBP WISE week should be made aware of the SMBP virtual career mentoring services as an appropriate platform for support (for clarity, this service is available for children both under and over the age of 18)
- Safeguard and promote the welfare of children under the SMBP
- Alert the relevant co-ordinator of the SMBP day (if applicable) and the SMBP Safeguarding Officer (Carole Mehigan: CMehigan@ReedSmith.com) if they have concerns about a child or young person

Staff should be aware that being alone with a child, either directly or indirectly (for example contact by text or email) may result in a referral to the SMBP Safeguarding Officer and to the relevant Local Authority Children's Social Care team.

DBS checks

The following staff shall be subject to an enhanced DBS check:

- Trustees
- An appointed lead who will chaperone children on transportation booked by staff, known as the "Lead Chaperone". There may be additional chaperones to assist larger groups of children but only the Lead Chaperone will be required to complete an enhanced DBS check
- SMBP Student Sourcing Leads

SMBP will renew enhanced DBS certificates every 3 years.

6. Responsibilities (Data Handling)

Staff will have access to a range of personal information and data. The data may be held in a digital format or on paper records. This includes:

- Personal information about children, young people, and their family members - including names, addresses and contact details
- Academic data
- Any other information that might be disclosed by parents/carers

All staff that hold personal data relating to the children and young people must:

- Comply with the SMBP Data Protection Policy (available on request)
- Handle all information with sensitivity and confidentiality
- Keep information securely and not make it available to others without the relevant consent.
- Where necessary, dispose of data relating to under 18s in a confidential manner
- Not use information inappropriately, especially if it will cause harm to the child or young person concerned

7. Responsibilities (Virtual Career Mentoring)

Virtual mentors can only contact children and young people via the SMBP virtual Career Mentoring Platform.

All virtual mentors must comply with the following (regardless of the age of the child or young person):



- Ensure that all contact is appropriate
- All communication remains ONLY through the virtual service (i.e. is not via personal or business email, nor in real-time communication platforms such as Skype, Zoom, Facetime, and WhatsApp)
- Must not provide children or young people with their personal email or telephone details
- Alert the SMBP Safeguarding Officer if they have concerns about a child or young person

8. Reporting Procedures

If staff or others have identified any signs or indicators that a child or young person is being abused, then they must ensure:

- They record the known facts and any other information that might be relevant and pass this written information onto the SMBP Safeguarding Officer immediately, who will assess the risk and involve any relevant agencies or services, including the police and social services
- If the child or young person is in immediate danger or a crime has been committed, dial 999

If a child or young person discloses information to staff or others relating to abuse or bullying, staff and others must:

- Advise the child or young person that you will offer them support, but that you will have to pass the information onto the SMBP Safeguarding Officer. (If after advising the child or young person, they no longer wish to disclose the information, staff must still follow the steps set out in the following two bullet points)
- Record the facts in writing, using the words the child or young person used as well as including any other information that might be relevant and including the date on which the child or young person has disclosed the information
- Disclose any reports given to them with SMBP Safeguarding Officer, which in turn will be shared with the SMBP Managing Director and Founder of SMBP for their information. They will also involve any relevant agencies or services, including the police and social services

Trustees will report any serious incidents to the Charity Commission, in line with their legal duties.

Signed:

Date:

06/03/24

SMBP Safeguarding Officer