

Fair Education Alliance Safeguarding Policy

Policy approved by The Board of Trustees in October 2023.
Entire policy for review no later than October 2024.

Emergency Contacts

- **The Police** on 999 for any incident where there is the risk of immediate harm.
- The **Fair Education Alliance Designated Safeguarding Officer**: Becca Weighell on youth@faireducation.org.uk and 07706916408.
- **The NSPCC Helpline** on 08088005000 or [help@nspcc.org.uk](https://www.nspcc.org.uk/help), if you are ever unsure or have concerns including those unrelated to the Fair Education Alliance.

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- A. Consent Form for Under 18s
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1. The Aims of this Policy

The Fair Education Alliance takes seriously its responsibility towards safeguarding all children and young people, who engage with the charity, with the focus being on their safety and welfare. The aim of this policy is to ensure that:

- Excellent safeguarding practice is promoted at the Fair Education Alliance with clear ways to prevent harm and abuse across all aspects of our work and recruitment;
- All children and young people who engage with the Fair Education Alliance are treated with dignity and respect;
- Everyone knows their safeguarding responsibilities and what to do in the event of a safeguarding incident or disclosure;
- Everyone who interacts with children and young people in relation to FEA activities meet high standards of behaviour and professionalism;
- All safeguarding reports are dealt with appropriately, consistently and are properly recorded.
- The FEA follows safer recruitment processes for all staff.

This policy contains specific safeguards aimed at protecting the welfare of:

- Children under the age of 18
- Young people aged 18-25

NB – A ‘Young person’ in this policy refers to an individual aged 18-25 who is engaging with the Fair Education Alliance in a specific capacity as a young person e.g. a member of the Youth Steering Group, a youth speaker or facilitator or a young person who uses the services of a member. This does not include employees, Trustees, members or contractors who happen to fall into this age category.

This means restrictions on communication or supervision requirements do not apply when working with these younger associates of the Alliance. However, where a younger associate chooses to apply for an additional role in the capacity of a young person, for example join the Youth Steering Group, when taking part in these specific activities they will be categorised as a young person and will be covered by the same safeguards as the other young people they are working with.

2. To Whom this Policy Applies

Fair Education Alliance Associates

This policy applies to everyone working on behalf of, or representing, the Fair Education Alliance, including all of our employees, consultants, trustees, volunteers and other associates. Any breach of this policy may result in disciplinary action and potentially, termination of your employment, contract or association with The Fair Education Alliance.

Safeguarding training will be included in part of all staff inductions and the Designated Safeguarding Officer (DSO) will run compulsory annual refresher trainings. For short term associations a safeguarding training will be required for any work with the potential for interaction with children, young people or their data.

All associates of the FEA who have the potential for interaction with children, young people or their data in their role, are required to sign the Safeguarding Declaration Form at the end of this policy and return to the DSO for secure storage. Where associates do not have the potential to interact with children, young people or their data, they are required to read this policy and a commitment to the policy will be included in their Consultancy Agreement.

Fair Education Alliance Members

The work of the Fair Education Alliance extends beyond the secretariat. We therefore apply our safeguarding principles to our work with member organisations, make all members and applicant members aware of this safeguarding policy and require them to have robust safeguarding policies and procedures in place, specific to their activities. This will be implemented as part of the membership application process and monitored via the Annual Member Survey.

Where there is a difference between the policies of a member and the Fair Education Alliance, when working together with children or young people, the policy with the highest level of protection for the child or young person will prevail. The specific detail will be agreed on a case by case basis ahead of beginning any engagement with children or young people.

3. Safeguarding Principles

Safeguarding and promoting the welfare of children and young people is defined for the purposes of this policy as:

- protecting children and young people from maltreatment;
- preventing impairment of children or young people's health or development;
- ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children and young people to have the best outcomes.

The Fair Education Alliance recognise the following core safeguarding principles across all our work and in all the decisions we take:

- The welfare of the child or young person is paramount.
- All children and young people, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- We will ensure that robust steps will be taken to protect children and young people from abuse and to respect their rights, wishes and feelings when they engage with the Fair Education Alliance.
- All suspicions and allegations of abuse will be taken seriously, and appropriate action taken to address these swiftly and fully.
- Anyone who is bound by this policy has the responsibility to report concerns.
- Anyone who is bound by this policy has the right to report concerns or suspicions in confidence and free from harassment.

This policy also seeks to manage effectively the risks associated with activities and events involving children and young people:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults;
- Requiring new employees and individuals involved in working with children, young people and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

4. Safeguarding Roles and Responsibilities

Safeguarding is the responsibility of everyone.

We can only prevent and respond effectively to harm and abuse, by each person knowing the role they need to play in ensuring the Fair Education Alliance upholds excellent safeguarding practice in all aspects of our work.

This section outlines the responsibilities for everyone working on behalf of, or representing, the Fair Education Alliance, including all of our employees, consultants, trustees, volunteers and other associates, and the additional roles for the following people:

- The Designated Safeguarding Officer (DSO).
- The Deputy Designated Safeguarding Officer (DDSO)
- The Safeguarding Trustee.

It also details the safeguarding considerations within the following specific areas of work:

- Safer Recruitment
- Data Protection
- Child and Youth Engagement in Events

The Designated Safeguarding Officer:

The Fair Education Alliance has a Designated Safeguarding Officer (DSO), to take leadership responsibility for aspects of our safeguarding work.

The **Fair Education Alliance Designated Safeguarding Officer** is:

Name: Becca Weighell,

Title: Youth Engagement Manager.

Contact: bweighell@faireducation.org.uk and 07706916408.

The **Fair Education Alliance Deputy Safeguarding Officer** is:

Name: Siwan Davies,

Title: Director of Scaling Impact.

Contact: sdavies@faireducation.org.uk and 07966662319.

We also both are the only people who have access to the overarching safeguarding and youth engagement inbox: youth@faireducation.org.uk. If you are unsure who to contact, or one of us is on annual leave, you can always email this address as this inbox remains monitored.

The DSO and DDSO must have an enhanced DBS check, no more than three years old, including being checked against the DBS Children's Barred List. The DSO will have received training on their responsibilities and required interaction with external protection services. The DSO will review child

safeguarding practice and ensure learning from incidents and continuous improvement, provide annual training to all employees and support the embedding of safer recruitment practice.

The Safeguarding Trustee:

The Fair Education Alliance also has a designated Safeguarding Trustee to assist the DSO in championing safeguarding across the organisation.

The Fair Education Alliance Safeguarding Trustee is: Dr. Vanessa Ogden

Dr. Vanessa Ogden has been assigned Safeguarding Trustee in addition to her role as FEA Board Chair. This will be reviewed on an ongoing basis.

Everyone

At All Times Everyone Must:

- Report any safeguarding concerns to the DSO within 24hrs of becoming aware via the process on page 8. If in doubt, report it.
- Ensure prevention of harm, safeguarding and the best interest of the child or young person are paramount in all decisions and actions of the Fair Education Alliance.
- Ensure everyone you work with, including children, young people, parents/guardians, are aware of the Fair Education Alliance Safeguarding Policy and reporting mechanisms.
- Treat all children and young people with dignity and respect, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation;
- Value children and young people's views and work with them in ways that empower them and enhances their confidence and capabilities.
- Recognise that any role that interacts with children or young people places you in a position of power and trust, and this must not be exploited.
- Seek the child/young person's informed consent, and parental consent for children, for any stories, photos or videos, which can then be used solely for official Fair Education Alliance purposes.
- Follow the activity-specific guidance [on page 6](#), when relevant.

Unacceptable Conduct for Everyone

- Never investigate a concern yourself.
- Never discuss or share a safeguarding disclosure or concern outside of the designated reporting mechanism.
- Never use language that is discriminatory, offensive, or abusive.
- Never act in ways that shame, humiliate, belittle, or degrade children or young people.
- Never behave physically in a manner which is inappropriate or sexually provocative.
- Never engage in a physical/sexual relationship with children or young people or develop relationships which could in any way be deemed abusive or exploitative.
- Never behave in any way, physically or verbally, that could be offensive to a child.
- Never make any kind of physical contact with a child or young person that would not be considered appropriate within a school or business environment, and report any inadvertent contact that could be misconstrued.
- Never incite children or young people to break the law.
- Never discriminate against, show differential treatment, or favour particular children or young people to the exclusion of others.
- Never invite children to your home or visit children in their own homes. The only exceptions to this are when a private residence is being used for an official FEA event which will be attended by

multiple DBS checked members of staff, or where you are collecting a child for an event and a parent or guardian is present.

- Never offer a child a lift in a car, unless you have approval from the DSO as part of an event risk assessment, have parental consent and another adult is present in the vehicle. The driver would also be required to have fully comprehensive insurance, including business use, and have a full and valid driving license. Where a car or booster seat is required, this must be provided and fitted by the parent.
- Never offer a young person a lift in a car, unless you have approval from the DSO as part of an event risk assessment. The driver would also be required to have fully comprehensive insurance, including business use, and have a full and valid driving license.
- Never lend or give money to, or accept gifts from or give gifts to (with the exception of small thank you gifts agreed with or declared to your line manager), any children or young people that you encounter through your association with the Fair Education Alliance.
- Never smoke or drink alcohol or take illegal substances when supervising children and not supply them with these items.
- Never sleep in the same room as a child or young person you are working with.
- Never discuss confidential information in front of children/adults at risk.
- Never arrange to meet or contact a child or young person outside of organised activities.
- Never follow or become friends with a child or young person you encounter through the Fair Education Alliance on your personal social media. Professional accounts such as LinkedIn and Twitter are acceptable, as long as the above principles are maintained, and any direct private contact is discouraged and reported to the DSO.
- Never share photos, videos, full names, schools or locations of children and young people you encounter through your association with the Fair Education Alliance on personal social media accounts.

Safer Recruitment

As part of The Fair Education Alliance's commitment to safeguarding, the following safer recruitment practices will be in place when recruiting new staff and/or consultants:

- Include information about the Fair Education Alliance's safeguarding commitments on job descriptions and pre-interview materials.
- Obtain a minimum of two references.

Where the role includes contact with children, young people or other vulnerable groups, the Fair Education Alliance will also:

- Include at least one relevant question on safeguarding within the interview.
- Obtain a DBS check, in line with the Fair Education Alliance DBS Use Policy, and ensure that this is renewed every three years.
- Obtain a minimum of two references, including the question 'Is there any reason why you would not recommend this individual to work with children?', with at least one followed up over the phone.

Within one month of starting, all new staff and consultants should receive a safeguarding induction from the DSO, specific to their role. All staff members will also be required to complete the online NSPCC Child Protection module and take part in a half-day new starter safeguarding training during their probation period.

Processing Children's Data

All data received, processed or stored at the Fair Education Alliance is done so in accordance with General Data Protection Regulation (GDPR). This includes the data of children and young people. Please refer to the [Fair Education Alliance Privacy Policy](#) for more information.

In summary, when working with children and young people's data the following principles are critical:

- Never share a child's personal or identifiable data with anyone, without first receiving approval from the DSO and informed parental consent. This includes identifiable images, their full name, the name of their school and contact details.
- Never share a young person's personal or identifiable data with anyone, without first seeking informed consent from the young person.
- All personal or identifiable data must be stored securely and only accessible to employees with a verified need to access it. This includes password protected or limited access files on Sharepoint, and using the 'young person' contact option on Salesforce.

Data protection is a vital part of safeguarding, however, GDPR and other data protection regulation should never prevent you reporting a safeguarding concern. This is because The Children's Act overrides all other laws and therefore you would not be punished for sharing data in order to prevent harm to a child.

Safeguarding within Events:

The adult to child ratios required differ depending on the age of the participants and who else is present. As a reminder, throughout this policy the term child refers to all people under 18, and young person is a person aged between 18-25 who is engaging with the Fair Education Alliance in a specific capacity as a young person e.g. on the Youth Steering Group.

If face-to-face contact is necessary, only meet children and young people in an appropriate public place, for example a library, a gallery or a classroom, where other adults are regularly present. Depending on your role, it may be appropriate to have a meeting in a confidential space, but this still needs to be an appropriate public space, such as a classroom with an open door, a coffee shop or a public area within your office.

For face to face events, comply with the following:

In accordance with [these NSPCC guidelines](#), Fair Education Alliance events with children in attendance will either have the children or young people accompanied by a parent or teacher, or following minimum Fair Education Alliance employee supervision.

Attending an in-person event	Minimum staffing required without other participants	Minimum staffing required when part of a larger event with other adults
1 or 2 children	One enhanced DBS checked ¹ adult <i>Example: Two 16yr olds and 1 enhanced DBS checked adult.</i>	No Change
Between 3-20 children	Two DBS checked adults present, at least one of whom is enhanced DBS checked, with 1 additional DBS-checked adult for every 10 extra children or young people present. If any children are under 13, the ratio reduces to 1 adult to eight children.	No Change

¹ DBS Check refers to Disclosure and Barring Service Checks. Basic DBS is the minimum level of clearance and Enhanced DBS is the highest. Where the level is not specified it means any level of clearance is suitable for the role. For further information please refer to the [Fair Education Alliance Disclosure and Barring Policy](#).

	<i>Examples: Ten 15yr olds with one enhanced DBS checked adult and one basic DBS checked adult.</i> <i>Twenty 12yr olds with two enhanced DBS checked adults and one basic DBS checked adult.</i>	
1 young person	One enhanced DBS checked adult <i>Example: A 19yr old and 1 enhanced DBS checked adult.</i>	No Change
2 or more young people	Two DBS checked adults should be present, for groups up to 20, with 1 additional DBS-checked adult for every 10 extra young people present. <i>Example: Eight 19yr olds and two basic DBS checked adults.</i>	No Change

Where virtual engagement is necessary, conduct online correspondence either in a workplace or location that does not expose personal information or access to inappropriate background content. All virtual engagement where children are present should be monitored by either:

- Having the level of Fair Education Alliance staff supervision outlined below, OR
- Having a parent/guardian present and at 'listening-distance' for the duration of the session.

Where virtual engagement includes the use of breakout rooms for short periods of time during a larger session, it is important the following principles are maintained:

- No adult who is not enhanced DBS checked should be alone with a child or young person.
- Children (under 18s) should not be in unsupervised groups without a DBS checked adult.
- Adults with a basic DBS check must have another adult present when working with children. This is referred to as being 'supervised'.

Please use the following table when planning online events:

Number of children / young people	Minimum staffing required for an event without other participants	Minimum supervision in a breakout room without other participants	Minimum staffing required for an event with other adults participating	Minimum supervision in a breakout room with other adult participants
1 or 2 children	One enhanced DBS checked adult <i>Example: Two 16yr olds and 1 enhanced DBS checked adult.</i>	One enhanced DBS checked adult <i>Example: Two 16yr olds and 1 enhanced DBS checked adult.</i>	One basic DBS checked adult – as long as this adult is never alone online with the children (always supervised) e.g. at the start of the event. <i>Example: Two 16yr olds and 1 basic DBS checked adult alongside any number of other adult participants.</i>	One basic DBS checked adult <i>Example: Two 16yr olds and 1 basic DBS checked adult alongside any number of other adult participants.</i>
1 young person	One enhanced DBS checked adult OR one supervised basic DBS checked adult.	NA	One basic DBS checked adult as long as this adult is never alone online with the young person.	Can be unsupervised as long as they are never alone with an adult who isn't DBS checked

	<i>Example: A 19yr old and 1 enhanced DBS checked adult.</i>		<i>Example: An 18yr old and 1 basic DBS checked adult alongside any number of other adult participants.</i>	<i>Example: An 18yr old alongside at least two other adult participants.</i>
Between 3-20 children	Two DBS checked adults, at least one of whom is enhanced DBS checked, with 1 additional DBS-checked adult for every 10 extra children present. If any children are under 13, the supervision ratio reduces to one adult to eight children. <i>Example: Ten 15yr olds with one enhanced DBS checked adult and one basic DBS checked adult.</i>	One enhanced DBS checked adult OR one supervised basic DBS checked adult. <i>Example: Six 17yr olds and one enhanced DBS checked adult.</i> <i>Four 15yr olds, one basic DBS checked adult and one additional adult.</i>	One basic DBS checked adult for every ten children (or eight children if any are under 13yrs old) – as long as this adult is never alone online with the children (always supervised) e.g. at the start of the event. <i>Example: Five 16yr olds and 1 basic DBS checked adult alongside any number of other adult participants.</i>	One basic DBS checked adult for every ten children (or eight children if any are under 13yrs old) <i>Example: Five 16yr olds and 1 basic DBS checked adult alongside any number of other adult participants.</i>
Between 2-20 children <u>and</u> young people together	Two DBS checked adults, at least one of whom is enhanced DBS checked, with 1 additional DBS-checked adult for every 10 extra children/young people present. <i>Example: Five children and five young people with one enhanced DBS checked adult and one basic DBS checked adult.</i>	One basic DBS checked adult <i>Example: 3 children, 2 young people and a basic DBS checked adult.</i>	One basic DBS checked adult for every ten children/young people. <i>Example: 3 children, 2 young people and a basic DBS checked adult alongside any number of other adult participants.</i>	One basic DBS checked adult for every ten children/young people. <i>Example: 3 children, 2 young people and a basic DBS checked adult alongside any number of other adult participants.</i>
2 or more young people	One adult who is basic DBS checked for groups up to 20, with 1 additional DBS-checked adult for every 10 extra young people present. <i>Example: Ten 19yr olds with one basic DBS checked adult.</i>	Can be unsupervised.	One adult who is basic DBS checked for groups up to 20, with 1 additional DBS-checked adult for every 10 extra young people present. <i>Example: Ten 19yr olds with one basic DBS checked adult alongside any number of other adult participants.</i>	Can be unsupervised.

All virtual correspondence with children and young people should be recorded for monitoring purposes and safely stored for six weeks past the date of recording, unless recordings are deemed to be needed by the DSO or where the Fair Education Alliance has permission, via a consent form ([see Appendix](#)) to keep the recording for other purposes. This guidance should also be followed for online events.

With regard to other communication, comply with the following:

- When using email, only communicate via a professional email address and copy youth@faireducation.org.uk into all correspondence with the child or young person.
- When corresponding with a child, their parent/guardian should also be copied into the email, unless parental permission has been sought previously to contact them without parental oversight.
- All contact via telephone, text message or Whatsapp with a child or young person should be conducted via the safeguarding phone held by the DSO or the youth engagement phone held by the Youth Engagement and Communications Coordinator. The exception to this is when an employee is designated as chaperone for a specific event and may be required to use their personal device. In these instances a whatsapp group will be set up including the child or young person, the safeguarding phone and the member of staff. Following the event, the child's or young person's number must be removed from their personal device.
- For phone contact with children, use group conversations with the parent/guardian included or communicate with the child via the parent/guardian's number, unless parental permission has been sought previously to contact them without parental oversight.
- Where further contact channels are required to communicate with a child, or there is a reason for direct communication with the child without parental oversight, parental consent must be gained.

If an employee has a concern regarding a Fair Education Alliance event or activity, they are to follow the procedure for 'How to report a safeguarding concern' outlined below.

5. How to Report a Safeguarding Concern

Everyone bound by this policy has a responsibility to be aware of child safeguarding issues, both in relation to your interaction with the FEA and in your day to day life.

It is not your responsibility to decide whether or not the potential child safeguarding incident requires investigation or further action, but you must act on any concerns by escalating the matter.

1. Witnessing a potential incident or receiving a disclosure:

In our work, and in our day to day lives, it is possible we will become aware of a potential safeguarding concern, either through witnessing it ourselves, hearing about something or receiving a disclosure. If someone tells you they, their child or someone they know is being abused, follow this process to ensure you can escalate the report but under no circumstances investigate the concern yourself:

- Ensure the space is appropriate and that a disclosure in this environment could not result in further harm or stigmatisation. Ask if they would like someone else to be present – another adult or a friend. If they decline, proceed but take extra care with your behaviour and body language and ensuring you are in a public place/office with open door. If the disclosure occurs online, where no one else is on the call, ask for permission to record.
- Allow them to speak without interruption and accept what they say.
- Be understanding and reassuring but do not give your opinion.

- Do not ask questions requiring further detail of the incident, allow the individual to share what they want to at this stage.
- Do not promise to keep what they have said a secret, but do say that only the people who need to know to be able to help will be told.
- Assure them that you will offer support but that you must pass any information to another professional who may take appropriate action if their safety, welfare, or wellbeing might be at risk.
- Keep calm and listen – do not have physical contact at any time.
- Using the actual words said by the individual wherever possible, take a detailed record of the conversation.
- If the disclosure is related to work, employees or associates of the FEA, give the individual disclosing the concern the phone number and email address of the DSO in case they remember anything else they want to disclose.
- Reassure them that they have done the right thing in telling you.

The following is a non-exhaustive list of child safeguarding issues which require escalation in accordance with this policy:

- Failure to protect a child from physical harm or danger;
- Failure to ensure adequate supervision of a child;
- Failure to ensure access to appropriate medical care or treatment;
- Failure to provide adequate food, shelter and clothing;
- Sudden changes in a child's behaviour or performance;
- Inappropriate or sexual behaviour of a child;
- Any physical, emotional or sexual abuse or neglect;
- Any exploitation or abuse of power;
- Any concerns of radicalisation;
- Any concerns of criminal exploitation, including criminal sexual exploitation
- Any other breach of the expectations of this policy.

The person accused of the safeguarding concern may be a member of staff, a person with caring responsibilities, another adult or another child. Regardless of the perpetrator, follow the same process as outlined below.

If you are in doubt whether your concern is relevant, always report it as outlined in stage 3. You do not need any evidence to make a report.

2. Immediate Steps

Emergency Response to a Safeguarding Concern

If there is an immediate risk of significant harm:

- Contact the police straight away by dialling 999.
- If safe to do so, ensure the child is removed from further harm and their needs are met.
- Record anything you have witnessed, either in written notes or voicenote.
- If related to the work, employees or associates of the FEA, notify the DSO as soon as possible and no later than 24hrs after you become aware of the incident. They can be reached on youth@faireducation.org.uk and 07706916408.
- Once the DSO has been informed, keep all information confidential and securely store your record of what has occurred.

In non-emergency situations

For safeguarding concerns related to the work, employees or associates of the FEA:

- Call the DSO on 07706916408 or email the DSO on youth@faireducation.org.uk. Share as many details (listed in stage 3) as possible. You must do this within 24hrs of being made aware of the concern, even on weekends or out of office hours.

For child safeguarding concerns unrelated to the FEA:

- Call the Police non-emergency number 111
OR
- Call The NSPCC Helpline on 08088005000 or email help@nspcc.org.uk
OR
- If you know the county or borough the child lives in, you can contact their local Multi-Agency Safeguarding Hub (MASH). The contact details can be found by googling the name of the area and MASH. All the contact details for the different MASH in each London borough can be found [here](#).

In all circumstances steps should be taken to ensure the needs of the child take priority, and the disclosure of information is dealt with confidentiality.

For safeguarding concerns related to someone over 18 that are unrelated to the FEA:

- Call the Police non-emergency number 111
OR
- If you know the county or borough the young person or adult lives in, you can contact their local Adult Social Care team. The contact details for each area can be found [here](#).

3. Reporting

Any concerns you may have for any child's welfare and safety in relation to either a Fair Education Alliance or member activity or event **must be reported within 24hrs.**

There are 3 ways to report a safeguarding concern internally. You only need to use one:

- Email or call the Fair Education Alliance Designated Safeguarding Officer, Becca Weighell, on bweighell@faireducation.org.uk and 07706916408.
- Email the designated safeguarding email address youth@faireducation.org.uk. This inbox is only accessible to the DSO, Becca Weighell and the Deputy DSO, Siwan Davies.
- If you would like to report the behaviour of one of these members of staff, please contact FEA Co-CEO Gina Cicerone on gcicerone@faireducation.org.uk.

Please include in your disclosure as much of the following information as you have:

- **Name and information about the child or young person**
This may include their age, gender, ethnicity, religion, school name and if they have a disability.
- **Nature of the concern**
What the child or young person has disclosed, what someone else has said, what you have witnessed or what you suspect. Remember you do not need evidence!
- **Date and time of the safeguarding incident, including details of the event or activity if relevant.**
- **Who else was present during the incident or disclosure?**
- **How have you responded so far?**
What you said to the child, young person or individual making the disclosure. Have you taken any other actions to safeguard them?
- **Any relevant observations about the child/young person in the past**
For example have you noticed behaviour change, or remember seeing bruises before
- **Name, address or organisation and position of the accused (e.g. staff, teacher, volunteer)**
- **Your name, role and contact details**
- **Your professional opinion**
What do you believe has happened? But make sure to distinguish from facts.
- **Who else is aware (including parents/ guardians) or has been informed?**

The contents of this email will be highly confidential and if allegations are serious, this may result in criminal proceedings, therefore please ensure no one else is copied into the email, it is deleted from your sent items and the email is not saved to Salesforce.

The DSO will then decide on any immediate steps to be taken, including whether an investigation is required and whether social services and/or the police should be informed.

If the safeguarding concern relates to an employee of Fair Education Alliance, the incident may be investigated in line with Fair Education Alliance's Disciplinary Policy or any other applicable Fair Education Alliance policy, at the discretion of the DSO or Safeguarding Trustee.

4. Updates

When the you report a safeguarding concern, your involvement in the investigation ceases unless told otherwise. Your responsibilities are now to:

- Keep the matter strictly confidential – it must not be discussed with any other person (apart from the DSO) to ensure all individuals involved are appropriately protected.
- Notify the DSO of any updates they become aware of, for example if the child makes a further disclosure. However it is important to remember that it is not your responsibility to seek out any further information regarding the incident and you must not interfere with the investigation.
- Continue to comply with any other applicable Fair Education Alliance policies and remain available to assist the investigation either by the Fair Education Alliance, Police or Child Protection Services.

6. Further Information

For more information on child safeguarding, types of abuse and the responsibility of organisations, you can refer directly to the following pieces of guidance:

- [Working together to safeguard children](#)
- [Keeping children safe in education \(updated annually\)](#)
- The NSPCC website also provides extensive information and resources on their [Safeguarding Children](#) page.

For more information on the Disclosure Barring Service (DBS) checks, please refer to our DBS Use Policy and the [Gov.uk website](#).

Safeguarding Commitment Form

As an associate of the Fair Education Alliance in my role as [job title] ,

I [full name] , confirm that I:

- have thoroughly read all 14 pages of this Safeguarding Policy;
- understand my responsibilities and how to report concerns;
- commit to ensuring the welfare of children and young people is paramount in all my work and interaction with the Fair Education Alliance;
- understand any breach of this policy may result in disciplinary action and potentially, termination of my employment, contract or association with The Fair Education Alliance.

Signature:

Date:

Fair Education Alliance

Consent Form for Young People Under 18

We want to make sure that your child is safe and happy while taking part in Fair Education Alliance activities. To help us, we ask you (the parent or legal guardian) to complete this form for any young person aged under 18 who is taking part in one of our youth engagement activities.

INSERT INFORMATION ABOUT THE ACTIVITY

Please note that the young person will not be able to take part until the completed form is received by the FEA Youth Engagement Manager, either as an email attachment or photo, sent to youth@faireducation.org.uk.

Data protection

We promise to keep this information secure and will only share it with people who are directly involved in working with your child on a need to know basis during the time when they are taking part in FEA activities. This data will be stored in adherence to General Data Protection Regulation (GDPR) laws and the [Fair Education Alliance Privacy Policy](#).

Young person's details

First name:	
Family/Last name:	
Gender:	
Date of birth:	
Nationality:	
Address:	
Contact Phone Number	
Contact Email	

We want to ensure all FEA activities are safe and accessible for all children and young people. The following section will allow us to provide the support they require to participate.

Does your child identify as Disabled?	Yes	No
Is there any extra support we can provide, or adaptations we can make to the activity to ensure they can participate?		
Is there anything else you think we should know?		

Parents' or Guardian's details

First name:	
Family/Last name:	
Relationship to child:	
Address:	
Mobile phone:	
Email:	

Secondary Emergency Contact

If there was an emergency and we were unable to reach person above, who should we contact?

First name:	
Family/Last name:	
Relationship to child:	
Address:	
Mobile phone:	
Email:	

Photographs and videos

I understand that the Fair Education Alliance may take photographs or videos during the activities and that these images may be used in the Fair Education Alliance's reporting, website and social media.

Please tick the relevant box for each of the activities below.

- I consent for images/videos to be taken. YES ☐ NO ☐
- I consent for images/videos to be shared via:
- FEA printed publications reporting on these activities. YES ☐ NO ☐
 - FEA and partner social media when promoting an event your child is part of. YES ☐ NO ☐
 - The FEA website to refer to these specific activities YES ☐ NO ☐

Behaviour and Reporting

I understand that:

- my child will come into regular contact with other young people over the age of 18, as part of the FEA youth engagement activities.
- All young people will be required to co-develop and sign an activity Code of Conduct which will outline acceptable and inappropriate behaviour.
- To report or discuss the behaviour of your child, another participant or a staff member you can report via the safeguarding process of the referring organisation or by emailing youth@faireducation.org.uk. This inbox is only accessible to the FEA Youth Engagement Manager, Becca Weighell, who is the designated Child Safeguarding Officer for the organisation, and the FEA Head of Scaling Award, Siwan Davies.

Reports can also be made by calling Becca on 07706916408.

If you would like to report the behaviour of one of these members of staff, please contact our Co-CEO Gina Cicerone on gcicerone@faireducation.org.uk. Disclosures will be securely processed in accordance with the [FEA Safeguarding Policy](#).

Parental / Guardian Consent

- I confirm that the above details are accurate and complete. YES ☐ NO ☐
- I have discussed the agreed arrangements with my child. YES ☐ NO ☐

I consent for[child's name] to take part in **INSERT NAME OF ACTIVITY**

Signature of the parent/guardian:

Date:

Young Person Consent

I have discussed this form and the activity with my parent/guardian. YES ☐ NO ☐

I want to take part in **INSERT NAME OF ACTIVITY**

Signature of the young person:

Date:

Fair Education Alliance

Consent Form for Young People 18 and Over

We want to make sure that you are safe and happy while taking part in Fair Education Alliance activities. To help us, we ask you to complete this form to confirm you want to taking part in one of our youth engagement activities.

Please return this form, either as an email attachment or photo, to FEA Youth Engagement Manager on youth@faeducation.org.uk.

Activity

INSERT INFORMATION ABOUT THE ACTIVITY

Data Protection

We promise to keep this information secure and will only share it with people who are directly involved in working with you on a need to know basis during the time when you are taking part in FEA activities. This data will be stored in adherence to General Data Protection Regulation (GDPR) laws and the [Fair Education Alliance Data Protection Policy](#).

Your details

First name:	
Family/Last name:	
Gender:	
Date of birth:	
Nationality:	
Address:	
Contact Phone Number	
Contact Email	

We want to ensure all FEA activities are safe and accessible for all children and young people. The following section will allow us to provide the support they require to participate.

Do you identify as Disabled?	Yes	No
Is there any extra support we can provide, or adaptations we can make to the activity to ensure you can participate?		
Is there anything else you think we should know?		

Emergency Contact details

First name:	
Family/Last name:	
Relationship to you:	
Mobile phone:	
Email:	

Photographs and Videos

I understand that the Fair Education Alliance may take photographs or videos during the activities and that these images may be used in the Fair Education Alliance's reporting, website and social media.

I consent for images/videos to be taken. YES ☐ NO ☐

I consent for images/videos to be shared via:

FEA printed publications reporting on these activities. YES ☐ NO ☐

FEA and partner social media when promoting an event you are part of. YES ☐ NO ☐

The FEA website to refer to these specific activities YES ☐ NO ☐

Behaviour and Reporting

I understand that:

- I will be required to co-develop and sign an activity Code of Conduct which will outline acceptable and inappropriate behaviour.
- To report inappropriate behaviour of another participant or a staff member you can report via the safeguarding process of the referring organisation or by emailing youth@faireducation.org.uk. This inbox only accessible to the FEA Youth Engagement Manager, Becca Weighell, who is the Designated Safeguarding Officer for the organisation, and the FEA Head of Scaling Award, Siwan Davies. Reports can also be made by calling Becca on 07706916408. If you would like to report the behaviour of one of these members of staff, please contact our CEO Gina Cicerone on gcicerone@faireducation.org.uk. Disclosures will be securely processed in accordance with the [FEA Safeguarding Policy](#).

Young Person Consent

I have read this form and understand what I am signing up to and my responsibilities YES ☐ NO ☐

I, [name] want to take part in **INSERT NAME OF ACTIVITY**.

Signature:

Date:

FEA Safeguarding Risk Assessment Form – Template.

Assessment by:	Date of activity:
People who will be involved in the activity:	Location(s) of activity:
Description of activity:	
Reason for / objectives of activity:	

Risk Score Calculator		If this risk occurred, what would be the level of harm?			
How likely is it that this might happen?	To calculate your risk score multiply together the harm and likelihood scores	Annoying rather than harmful 1	Minor injury or short-term distress 2	Physically or Psychologically Harmful 3	Extremely harmful or with long term negative consequences 5
	Not Possible 0	0	0	0	0
	Highly unlikely 1	1	2	3	5
	Unlikely 2	2	4	6	10
	Likely 3	3	6	9	15

Score	Action
0-2	It is good to know about this risk, but we should be able to go ahead with the activity.
3-4	We should be able to go ahead with the activity if it is critical for the project and cannot be done another way, but we should look at ways to bring down the likelihood or harm.
5-6	You must show evidence for you have tried to find ways to bring down the score. Unless the score can come down it is highly unlikely you will get approval for this activity.
8+	Regardless of the merits of this activity it is too dangerous and will not be done.

Activity	Risk(s)	Persons in Danger	Risk Score	Mitigation	Final Risk Score

Assessor Comments:			
Signature:	Name:	Role:	Date:
Further comments from others involved in the activity:			
Signature:	Name:	Role:	Date:
Signature:	Name:	Role:	Date: