

Previous version	10 June 2024
Frequency of update	Every calendar year
Next update due	December 2026

Aim:

- To protect children with whom Number Champions comes into contact. 'Children' should be interpreted as including all young people.
- To provide our personnel (as defined below) with the overarching principles that guide our approach to safeguarding and child protection.
- To define principles which can inform our approach to safeguarding our own personnel in their interaction with children.
- To define principles to reduce risk to our personnel and to other adults with whom the charity comes into contact.

This policy is informed by guidance from the Charity Commission and takes into account legal requirements and government 'best practice' guidance.

Below, 'organisation', 'charity', and 'we' refer to Number Champions.

The trustees recognise their duty to take reasonable steps to protect those connected with the organisation from harm. Thus our duty is predominantly but not solely towards volunteers and the children with whom they work and to our staff.

The charity shall appoint a Designated Safeguarding Lead ('DSL', 'NC Safeguarding Lead') who shall;

- Provide expertise on safeguarding
- Periodically review and advise on policy and procedures
- Specify and in some cases deliver training
- Be the point of contact whenever there is a concern on safeguarding of a child

The charity shall also appoint a trustee as 'Alternate DSL' ('Alternate Safeguarding Lead') who shall lead for the board on safeguarding matters and be an alternate contact when the DSL is absent.

This policy applies to all trustees and volunteers, and to all staff or anyone temporarily working with the organisation, for example as an intern. These are referred to collectively in this policy as 'personnel'. All personnel will be given this policy on joining the organisation and will sign to signify that they have read and understood it. **In-School Volunteers need read only pages 1 and 2; other personnel must read the whole policy.**

Each update of the policy will be circulated to all personnel with a note on material changes.

We believe that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children with whom we come into contact, and to keep them safe. We are committed to practise in a way which protects them.

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989;
- every child is of equal importance, regardless of age, disability, race, religion or belief, sex or sexual orientation, or gender reassignment;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues;

- working in partnership with children, their parents, carers, schools, and other agencies is essential in promoting young people's welfare. We note that Number Champions will generally not have direct contact with parents, guardians, and carers.

#### Procedure for reporting a concern about a child

Any volunteer or other member of our personnel who has concerns about a child must raise these on the same day with the DSL of the school, or, if the DSL is unavailable, with an appropriate staff member. (The school should provide volunteers with the DSL contacts as part of their induction and it should also be displayed in reception and on the website. If needed, our Head of Operations will find a school DSL; contact details are given at the end of this policy.) As soon as possible after reporting to the school, they should also report the concern to the NC Safeguarding Lead or, if the Lead is unavailable, to the Alternate Safeguarding Lead; email and phone numbers for these are also at the end of this policy.

The report to Number Champions should give the same detail as to the school, together with stating which staff member the report was given to and whether the report was written or verbal.

If the report was not in writing to the school DSL, the NC safeguarding Lead will evaluate the severity and if appropriate contact the school DSL to make sure they have received the report. As Number Champions will not have the context, it will generally not be appropriate for the NC safeguarding Lead to be further involved, but particularly if another concern is raised on the same child at a later date the Lead shall consider taking a more active role in discussing the case with the school DSL.

For confidentiality and data protection, Number Champions will not record any details of safeguarding referrals on a child's record on its database.

#### Requirements for In-School Volunteers and other personnel working one-to-one with a child

- Value, respect, and listen to children, take their concerns seriously, look out for signs that there may be problems, and fully understand and comply with the safeguarding policy of schools in which you work;
- If a child asks if you will keep a secret, make clear that if there is something going on which may be bad for them you will have to tell someone who can help;
- Where you have a concern about a child, report it as described above under 'Procedure for reporting a concern about a child' above. Do not investigate the concern further with the child;
- Use your judgement to decide whether to tell the child you will report a concern; generally tell only if this will comfort the child and do not tell if there is a danger that the child (on purpose or inadvertently) will give a warning to a person about whom you have the concern;
- Do not put yourself in a position where you may come under suspicion in being with a child. For example, always be somewhere you can be observed by others, do not touch a child, and do not contact the child outside the school. Similarly, do not use electronic devices capable of displaying images while with a child, except in circumstances where the school specifically allows their use;
- Be aware of the delicate balance in maintaining an appropriate relationship with each child which is distinct from being a teacher or family member or friend, and do not create dependency in the child, for example through overfamiliarity or gifts;
- If you feel a concern is not being addressed, escalate it within the school and/or Number Champions and if necessary escalate or whistleblow to an appropriate agency such as the NSPCC or the police.

#### Related health and safety issues

Personnel should also be aware of health and safety issues such as the possibility of children having allergies or other medical conditions. We will ask schools to inform us of such issues in the 'Selection of child' form which they give us for each child we work with and give the In-school Volunteer a copy of this.

- As nut allergies are relatively common, we require personnel not to take nuts into any school.

**In-School Volunteers are not required to read the remainder of the policy; however, they are required to sign to acknowledge that they have read and understood the policy, and will be bound by its terms.**

We aim to keep our risk in safeguarding relatively low by requiring the following:

- (i) Maintaining a Recruitment Policy, which, among other provisions, requires:
  - a. interviewing all volunteers face to face, including remotely with video, and
  - b. taking ID and two references for each volunteer (except that, where a school finds a volunteer from its parent community, we will accept one reference rather than two).
- (ii) Allowing communication with children only on schools' premises where the schools' own safeguarding processes will apply.
- (iii) Structuring our activities so that only our In-School Volunteers are alone with children in their role, and having our agreement with schools requiring them to ensure there is a DBS (Disclosures and Barring Service) check for each of these volunteers, with procedures in place to ensure that we check this before the volunteer starts.
- (iv) In line with Charity Commission guidelines, also requiring our trustees to have an enhanced DBS check on appointment and our staff to have a basic DBS on appointment, and for this to be renewed at least every three years.
- (v) Making explicit in this policy the obligation to whistleblow outside Number Champions in certain circumstances.

If our risks become more complex, we shall implement further policies and procedures to manage these risks.

The trustees of the charity shall be actively engaged in oversight of safeguarding. This shall include but not be restricted to:

- Periodically and at least annually, receiving and considering a report from the NC Safeguarding Lead to include
  - a review of whether this policy is being adhered to. The board shall give full assistance to help the DSL to carry out this review and, where the review identifies a shortfall in adherence, shall initiate corrective action;
  - recommendations on changes to this policy or other actions to improve the charity's management of safeguarding;
- Receiving quarterly statistics from the DSL on active safeguarding cases;
- The DSL immediately informing the Alternate Safeguarding Lead (or as appropriate the board directly) of all safeguarding issues
- Receiving training of safeguarding on appointment and thereafter receiving update training at least annually.

We shall seek to keep children safe by the following:

- As part of the initial training of In-School Volunteers, providing training in the overarching principles of safeguarding, while recognising that this on its own is not a substitute for an individual school's training;
- Including the contents of the section 'Requirements for personnel working one-to-one with a child' above in this initial training;
- At the start of each school year the NC Safeguarding Lead giving refresher training and updates, normally to be provided remotely, to all In-School Volunteers who are continuing with the charity and to trustees, with volunteers and trustees being required to attend this training;
- The Safeguarding Lead, periodically and at least annually, reviewing if there are any emerging safeguarding issues, and distributing an alert on these to all personnel as and when is necessary;
- Our agreement with partner schools requiring that they train all volunteers in safeguarding as part of an induction process before they take up post;

- Implementing an operating model whereby all communication between our personnel and children on behalf of Number Champions takes place only on the premises of schools with which we partner, and is subject to the school's safeguarding policies and procedures;
- Requiring recruitment of all personnel to involve checking identities and taking references, including following up a proportion of references by phone, and ensuring that either Number Champions or the school makes a DBS check;
- Requiring any of our personnel who has a concern about a child to raise this on the same day with the DSL of the school, or, if the DSL is unavailable, with an appropriate staff member. The member of personnel must follow all the steps in the 'Procedure for reporting a concern about a child' above.
- Encouraging any of our personnel who has concerns about any safeguarding issue or potential issue which is not resolved by their reporting to a school to raise this with the Number Champions DSL or Alternate DSL; email and phone numbers for these are at the end of this policy;
- encouraging personnel, should they have concerns about safeguarding activities of Number Champions itself, to attempt to resolve these within the organisation and, should this be unsuccessful, to whistleblow to a school they work with, to the NSPCC, or to another agency;
- Maintaining good communication between personnel and encouraging sharing of information and advice on safeguarding issues;
- When we implement quality assurance observations of volunteer sessions, including safeguarding in the evaluation;
- Maintaining full records of all incidents and allegations associated with safeguarding issues.

#### Other requirements

We understand that under the Safeguarding Vulnerable Groups Act (2006) Number Champions is a 'regulated activity provider' as it provides unsupervised instruction of children. The Act requires that (i) where we have reasonable belief that one of our personnel has harmed or poses a risk of harm to a child, and (ii) we remove them from contact with children, we have a statutory duty to refer this to the Disclosures and Barring Service and to send an incident report to the Charity Commission. Where we have reasonable evidence that a crime may have been committed we should also inform the police and other agencies.

We understand that Number Champions is not a 'specified authority' under the Counter-Terrorism and Security Act 2015, and therefore it does not have a specific obligation to have 'due regard to the need to prevent people from being drawn into terrorism'. (The 'Prevent duty') Nevertheless, personnel should be aware of the risk of children being drawn into terrorism and should report relevant incidents or suspicions, as they would with any other safeguarding concern.

In addition to the requirements above relating to the safeguarding of children, the charity recognises that it has a duty of care to the adults with whom it interacts. It therefore requires its personnel:

- To be aware of their own safety, and, in their activities for the charity, not to put themselves in a position they are uncomfortable with. Number Champions will support personnel who raise concerns in this area and we will do our best to resolve issues.
- Where they meet someone in-person one-to-one on behalf of the charity, this should be in a public rather than a private space. This is to protect both against actual risk to our personnel and against the possibility of misreporting of behaviour.

Where any adult who is not a member of Number Champions personnel is on the premises of the charity or at an activity arranged by the charity, the personnel of the charity directly involved should take appropriate steps to ensure that their presence does not compromise the safeguarding requirements in this document. The trustees should ensure that there is appropriate oversight for this.

The charity allows volunteers from the age of 16, but recognises that these are still children until they reach 18. Where we have volunteers under 18, then:

- Any of our personnel who is with the volunteer one-to-one in person must have a current DBS and either have attended Number Champions safeguarding training or been recruited with proof of experience as a teacher.
- Contact in writing with the volunteer must be copied to the Head of Operations or the CEO.
- Contact (i) by telephone (ii) in person one to one or (iii) by video one-to-one should be minimised, and each instance must be reported to the CEO or the Head of Operations. (If either of these is in one-to-one contact, they should inform the other.)
- Any interview of a candidate under 18 should have two members of personnel present.

#### **Contact details**

**Number Champions DSL David-Jack Hanson**

**07936 884 446**

**[safeguarding@numberchampions.org.uk](mailto:safeguarding@numberchampions.org.uk)**

**Number Champions Alternate DSL Lisa Baglin**

**07711 706 338**

**[lisa@numberchampions.org.uk](mailto:lisa@numberchampions.org.uk)**

**Beth Silver - Number Champions CEO**

**[beth@numberchampions.org.uk](mailto:beth@numberchampions.org.uk)**

**07468 642824**

**Number Champions' Head of Operations Lorraine Gerrard will help to find contact details for school DSLs**

**[lorraine@numberchampions.org.uk](mailto:lorraine@numberchampions.org.uk)**

**07918 410 847**

**NSPCC Helpline 0808 800 5000**