



## SAFEGUARDING CHILDREN POLICY FOR INSIGHT OUTREACH

### 1 Introduction

- 1.1 Insight Outreach is a charity (number 1178862) led and operated by:

#### **Trustees**

Joyce Connell (Founding Trustee & Chair)  
Nik Cerutti (Founding Trustee & Vice-chair)  
Barney Holleran (Founding Trustee & Treasurer)  
Amol Chalisgaonkar (Trustee & Secretary)

#### **Board members**

Hannah Okorafor (Safeguarding Lead)  
Daniel Martin (Corporate Sponsorship Lead)  
Richard Lloyd (Student Recruitment & Selection Lead)

#### **Voluntary staff**

Jemima Robertson (PR & Partnerships Lead)  
James Miller (Operations Lead)

- 1.2 Insight Outreach is based at:

Church House, Church Street  
Hadlow  
Tonbridge  
Kent  
TN11 0DB

- 1.3 Insight Outreach is managed by its trustees and board members (together, the Board). Two trustees have particular responsibility for safeguarding children.
- 1.4 The Board has adopted this safeguarding child policy and expects every adult working or helping at Insight Outreach to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Insight Outreach.

### 2 Purpose of the Policy

- 2.1 This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
- 2.2 As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.



### 3 The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

### 4 Universality of Protection

4.1 We recognise that:

- the welfare of the child is paramount.
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

### 5 Safeguarding children at events / activities

5.1 There are three kinds of events/activities:

- (i) those open to adults and children of all ages
- (ii) those for children accompanied by a 'parent'
- (iii) those for unaccompanied children, which are sometimes run alongside other events/activities, such as online academic mentoring and virtual internships.

5.2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

5.3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one



adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

- 5.4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.5 Both events and activities are to be defined broadly to include any occasions where Insight Outreach will be providing a service.

## 6 Disclosure and barring

- 6.1 Insight Outreach offers the following activities for children
- Oxbridge-style mock interviews with comprehensive feedback
  - Teaching and practice of mnemonics to help students hone essay-writing and problem-solving
  - Recommendations on wider reading based on first year of chosen Oxbridge course
  - Brainstorming and advice to produce top calibre UCAS personal statement
  - Online Oxbridge-style tutorials to hone critical thinking and problem-solving and practise skills required by entrance tests and academic interviews
  - Insight on courses and colleges from Oxford and Cambridge students and graduates
  - learning frameworks widely available;
  - Provision of online education via a dedicated teaching platform to run classes across multiple subjects;
  - Lessons, seminars, conferences, lectures and cultural experiences to bring learning to life and help achieve educational goals; and
  - Work experience opportunities to develop leadership, entrepreneurial and problem-solving skills, build a CV and improve future employment prospect.
- 6.2 Our activities may therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.
- 6.3 Insight Outreach will take very seriously any allegation of impropriety on the part of any member of Insight Outreach. A member of Insight Outreach who discovers anything amiss should get in touch immediately with Hannah Okorafor, Safeguarding Lead, at [hannah@insightoutreach.org](mailto:hannah@insightoutreach.org)
- 6.4 The Board will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Insight Outreach.

## 6 Training



- 6.5** Level 1 safeguarding course and a Level 1 Prevent Duty course will be made available to the responsible Child Safeguarding officers and Insight Outreach operational team as part of their training:

<https://accreditation-uk.english.britishcouncil.org/>  
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

## **7 Health and safety aspects of safeguarding children**

- 8.1 Before starting any event for unaccompanied children, the Board will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Board will keep a record of all risk assessments.
- 8.2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## **8 Whistle-blowing**

- 8.1 It is the clear responsibility of all members of IO staff and volunteers to act on any concerns or information that gives them concern about the safety and wellbeing of a child arising from circumstances or events under IO's OMS or outside of this environment e.g. at school or in the home.
- 8.2 Equally it is the responsibility of all members of staff and volunteers to act on any concerns or information that gives them concern about the safety and wellbeing of a child or children under OMS and IO. Such a concern in a whistle blowing context may be related to:
- The conduct or behaviour of a member of staff or volunteer towards an individual child or children.
  - Information that suggests a member of staff or volunteer is unsuitable to work with children.
  - Belief that the Safeguarding Lead, senior managers or Governors have failed to take appropriate action in response to safeguarding concerns raised.
- 8.3 Concerns should be raised with the Safeguarding Lead who will immediately investigate concerns.

## **10 Procedures for reporting**

- 10.1 The steps for reporting allegations of child abuse, irrespective of learning or home environment are:
- STEP 1: OMS staff or volunteers must report to Insight Outreach management concerns or allegations of abuse immediately.
- STEP 2: The Safeguarding Lead will immediately investigate the allegation.



STEP 3: If necessary, the allegation will be referred to an outside agency (NSPCC or police etc).

- 10.2 All Child Protection records will be dated and signed and will describe the action taken. Where there are concerns about the safety of a child, sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Insight Outreach reserves the right to share concerns with outside agencies (i.e. the police).

## **11 Policy on the prevention of bullying**

- 11.1 We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at an Insight Outreach event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. In the absence of parents, Insight Outreach will deal with matters in the most practical way. using measured judgement.
- 11.2 The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of Insight Outreach. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

## **12 Photographing children**

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact Insight Outreach immediately.

## **13 Managing behaviour, discipline and acceptable restraint**

- 13.1 Adults supervising children at Insight Outreach events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
- 13.2 Unacceptable behaviour at Insight Outreach events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.
- 13.3 Insight Outreach may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by Hannah Okorafor, the Safeguarding Lead.
- 13.4 A parent who is aggrieved by this ban may appeal to Insight Outreach who will hear the views of all relevant persons. The decision of Insight Outreach is then final. Any such appeals should be made to, and will be determined, by Ms Joyce Connell (Chair of IO Board) at [joyce@insightoutreach.org](mailto:joyce@insightoutreach.org)



13.5 All students that receive mentoring support in full, or in part have been asked to confirm their understanding of minimum expectations as to behaviour and conduct to receive best benefit from our IO's programmes and services.

13.6 This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

## 14 Responsibilities of IO staff and volunteers

All Insight Outreach staff and volunteers have a responsibility to provide a safe learning environment in which children can learn and will be required to confirm that they have read and understood this policy that abides by NSPCC principles for the code of conduct for adults.

## 15 Approval

This Policy was updated and approved by the trustees and the Safeguarding Lead and is due for review at the December 2021 meeting of the IO Board prior to being approved out-of-committee by Trustees.

### **Presented by:**

Hannah Okorafor (Safeguarding Lead)

### **Approved by:**

Joyce Connell (Founding Trustee & Chair)  
Nik Cerutti (Founding Trustee & Vice-chair)  
Barney Holleran (Trustee & Treasurer)  
Amol Chalisgaonkar (Trustee & Secretary)

On the 27<sup>th</sup> day of January 2021.