



Digital Influx

Safeguarding Policy and Procedures

1. Introduction

Digital Influx LTD is committed to making a positive contribution to the world's communities through education technology, and they recognise the right every student enrolled on a 'UX for Kids' or 'UX for Teens' course has to be kept safe and out of harm's way.

Digital Influx staff do not come into any communication with students unless their school has granted permission for them to do so. In this case, the school must outline appropriate reasons and provide a written statement from a senior member of staff detailing the purpose of the communication.

Contact with students will be controlled and all safety procedures of said school will be carried out, including a DBS check on the Digital Influx team member if required.

This policy seeks to ensure that Digital Influx LTD undertakes its responsibilities of protecting students and will respond to concerns appropriately. The policy establishes a framework to support Digital Influx LTD staff in their practices and clarifies the organisation's expectations.

2. Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

3. Definitions

Safeguarding is about embedding practices throughout the education course to ensure the protection of children wherever possible. In contrast, child protection is about responding to circumstances that may arise. Abuse is a selfish act of oppression and injustice, exploitation, and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender, or culture.

It can take a number of forms, including but not limited to the following:

- Sexual abuse
- Emotional abuse
- Online bullying
- Neglect

3.1 Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

4. Responsibilities

All staff have a responsibility to follow the guidelines laid out in this policy and related policies, and to pass on any welfare concerns using the outlined procedures.

We expect all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

4.1 Additional specific responsibilities

Schools have a responsibility to ensure:

- The policy is implemented.
- The policy is monitored and reviewed regularly.
- Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented and amended in accordance with Legislative changes.
- Promoting the welfare of children.
- Ensure staff have access to appropriate training/information and seek advice from Digital Influx founders.
- Receive staff concerns via immediate line manager about safeguarding and to respond to all concerns seriously, swiftly and appropriately.
- Keep up to date with local arrangements for safeguarding and CRB if required.
- Take forward concerns about responses.

Digital Influx LTD have the responsibility to ensure:

- All concerns are swiftly reported to the correct authorities as necessary.
- A full and detailed document trail is in place.
- Confidentiality is always maintained.
- Dissemination of information is to correct and appropriate persons/schools only.
- No personal student information is shared.
- School information is only shared under written agreements.

5. Implementation

The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation.

5.1 Stages

These include:

- Whistleblowing – ability to inform on other staff / practices within the school
- Grievance and disciplinary procedures – to address breaches of procedures/ policies
- Equal Opportunities policy – ensuring safeguarding procedures are in line with this policy, around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of the schools duty to disclose
- Staff induction
- Staff training

There will be no direct communication between students from external schools. All work to be shared outside said school will be sent to Sujith Premachandran who will then share the work to outside mentors or schools whilst ensuring the school or child's personal information is removed. Only after a written agreement has been provided will a school's name be shared. The process for this is as stipulated below.

1. Students completes work.
2. Teacher selects work to be shared.
3. Teacher shares work with Sujith Premachandran.
4. Sujith Premachandran reviews work to ensure all safety guidelines are met (i.e. personal information is removed).
5. Another member from Digital Influx provides a backup review.
6. Work is sent to another school abroad.

6. Communications Training & Support for Staff

Digital Influx LTD provides comprehensive resources for induction, training of staff, effective communication and any other supportive Safeguarding methods.

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence)

Initial training on safeguarding including:

Digital Influx LTD provides comprehensive resources for induction, training of staff, effective communication and any other supportive Safeguarding methods.

Training:

All staff who, through their role, are in contact with schools will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- Awareness and understanding during induction training.
- Assessment during probation period
- Quarterly review and discussion to identify any areas for re-training or enhancement.

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Team meetings
- The School and Digital Influx LTD review meetings
- Board meetings
- One to one meetings (formal or informal)
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion (e.g. during supervision and team meetings) to identify any barriers to reporting so that they can be addressed.

Support:

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted within 24 hours.

7. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Digital Influx Ltd.

7.1 Physical Safeguarding Threats

1. Communicate Schools concerns with a member of Digital Influx.
2. Seek the necessary immediate support for the vulnerable person.
3. Contact parents or carer of child and obtain permission to make a referral if safe and appropriate.
4. If needed seek advice from the Children and Families helpdesk or Adults helpdesk.
5. Complete the Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact.
6. Ensure that feedback from the Local Authority is received and their response is recorded.

7.2 Digital Safeguarding Threats

1. Communicate schools concerns with a member of Digital Influx.
2. Seek the necessary immediate support for the vulnerable person.
3. Contact parents or carer of child and obtain permission to make a referral if safe and appropriate.
4. Digital Influx will review our safeguarding process and block the breach of communication.
5. Report the incident to local authorities and act on the response given.
6. The course will be shut down whilst up for review to rectify the situation.

8. Allegations Management

Digital Influx LTD recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation. The process for raising and dealing with allegations is as follows:

First step: Any member of staff from Digital Influx LTD is required to report any concerns in the first instance to their line manager / safeguarding manager / peer. A written record of the concern should be completed by the member of staff and a copy handed to a Founder of Digital Influx LTD.

Second step: Contact local authority for advice and supporting Agencies.

Third step: Follow the advice provided.

Digital Influx LTD recognises its legal duty to report any concerns about unsafe practice by any of its staff to the Independent Safeguarding Authority (ISA).

9. Managing Information

Information will be gathered, recorded and stored in accordance with the Data Protection Policy and Confidentiality Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children. The public interest in safeguarding children may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by Digital Influx LTD founders.

All staff must be aware that they cannot promise service users or their families / carers that they will keep secrets.



Digital Influx

This policy will be reviewed by Digital Influx founders, every 12 months, and when there are changes in legislation.