



## **CHILDREN'S/YOUNG ADULTS SAFEGUARDING POLICY FOR THE YOUNG REPORTER SCHEME WORKING TOGETHER WITH NEWSQUEST MEDIA GROUP**

The Young Reporter Scheme abides by the duty of care to safeguard and promote the welfare of children/young adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children/young adults is paramount in all the work we do and in all the decisions we take
- All children/young adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children/young adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children/young adults, their parents, carers and other agencies is essential in promoting young people's welfare.

### **Purpose:**

The Young Reporter Scheme will:

- Protect children/young adults who receive the services from harm. However, in the event that students ignore the guidelines and rules and regulations, which are sent out to students and staff members and are on our website, we cannot be held responsible for any event that may occur as a result of their disregard to these instructions. This applies to all children/young adults who use our services
- Provide staff and volunteers, as well as children/young adults and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of The Young Reporter Scheme including senior managers, paid staff, volunteers, and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the company. All staff working for The Young Reporter Scheme Limited are DBS checked.

### **Definitions:**

**The Children's Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

### **Adult at Risk:**

- An adult who has needs for care and support (whether or not the authority is meeting any of those needs),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

## **Child and Adult Abuse:**

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

## **Safeguarding children/young adults:**

Safeguarding children/young adults is defined as:

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

The Young Reporter Scheme should have in place, arrangements that reflect the importance of safeguarding and promoting the welfare of children/young adults and young people as well as vulnerable adults.

## **The Prevent duty**

Some companies in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children/young adults and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty.

These companies include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other companies may also have 'Prevent' duties if they perform delegated local authority functions.

Children/young adults can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

**Radicalisation** is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

#### **Confidentiality and Information Sharing:**

The Young Reporter Scheme expects all employees, volunteers and freelancers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

#### **Recording and Record Keeping:**

A written record must be kept about any concern regarding an adult with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). **Safe Recruitment & Selection:**

The Young Reporter Scheme is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children/young adults from people unsuitable to work with them or have contact with them.

The Young Reporter Scheme have policies and procedures that cover the recruitment of all employees and volunteers.

#### **Social Media:**

All employees and volunteers should be aware of The Young Reporter Scheme's social media policy and procedures and the code of conduct.

#### **Use of Mobile Phones and other Digital Technology:**

All employees and volunteers should be aware of the Young Reporter Scheme policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children/young adults and young people without the explicit consent of the person with parental responsibilities.

#### **Online Training**

Where training is taking place online, the provider will continue to follow the Company's Code of Conduct policy, Data Protection policy and IT policies.

#### **Important Government Guidelines around remote education:**

Links:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>

Training providers should try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, consider what will be in the background.

If planning to record or livestream lessons via an online platform, any risks will need to be assessed and the appropriate actions taken to minimise harm.

Things to consider include:

**Where is the recording taking place?**

Trainers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

**Which platform will be used?**

Always make sure the platform being used is suitable for the children's/young adults' age group. The Company strongly suggests that trainers should read the terms and conditions of any livestreaming platform before deciding to use it. They should make themselves familiar with its operational use before starting any sessions and be aware of any functionality the students could use within the platform. Check any privacy settings.

**What should the trainer wear?**

As you are not in the school setting, the Company does not expect training providers to be formally dressed but would expect that their attire is appropriate for presenting to students.

**Groups sizes.**

For safeguarding purposes, training providers are asked to teach groups of two or more, to safeguard staff and students. If a situation arises where there is no other alternative, the Company would ask that the training provider arranges for the parent of the student receiving tuition to be in the room while presenting.

**Language used.**

Training providers should remain professional at all times and avoid informal discussions that could be misinterpreted.

**Should a livestream be recorded?**

On some platforms it is possible to record livestreamed sessions. The Young Reporter Scheme advises that no live sessions are recorded unless agreed with the school before the session begins. Any live recording that is made is for the sole purpose of the school and should not be forwarded, sold or used for any other purpose than that intended, without the written confirmation from the Young Reporter Scheme. Students likewise should not record the sessions without agreeing this with the school and The Young Reporter Scheme. Should it come to light, during a presentation, that the session is being recorded without due consent, then the session will automatically be terminated. Students should be reminded of their responsibilities before livestreaming takes place and should behave appropriately in all circumstances. Failure to do so will result in the student being banned from the session.

**Whistleblowing:**

It is important that people within

The Young Reporter Scheme have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their company. This includes concerns about another employee or volunteer.

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