

## Safeguarding at FutureSense Foundation

This policy outlines the FutureSense Foundation's Safeguarding policy for children and vulnerable adults.

A "child" is every human being below the age of 18.

A "vulnerable adult" is anyone who can be considered vulnerable due to their personal circumstance, background or due to any factor causing them to be vulnerable during a specific activity.

### Our commitment to safeguarding

The FutureSense Foundation has a zero tolerance for any form of exploitation or abuse. We recognise our responsibility in safeguarding everyone we work with, including children and vulnerable adults, from all forms of violence, abuse, harassment, discrimination, demeaning or culturally inappropriate behaviour, physical punishment, neglect and negligent treatment, maltreatment, and exploitation, including sexual abuse or sexually provocative behaviour.

The FutureSense Foundation recognises that all individuals shall be treated equally irrespective of their or their age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language ability, physical or mental disability, sexual orientation, or any factor that distinguishes them from others.

The FutureSense Foundation recognises the role of our partner organisations as the primary guardians, care takers or designated safeguarding leads of any child or vulnerable adult and in that context accepts its responsibility in ensuring that an official guardian, care taker or safeguarding officer or lead is always present during any interactions with children or vulnerable adults, and that all Foundation representatives follow the safeguarding standards outlined in this policy.

The Foundation recognises its responsibility to work together with its partner organisations to safeguard all children and vulnerable adults coming into contact with its programmes by ensuring adequate safeguarding standards are upheld by collaborating with safeguarding leads, educational institutions, parents, guardians and government authorities.

The FutureSense Foundation acknowledges its responsibilities in line with;

- the [UN convention on Human Rights](#),
- the [UN convention on the Rights of the Child](#),
- UK government child safeguarding and vulnerable people safe guarding policies;
  - [Children and Families Act, 2014](#)
  - [Safeguarding Vulnerable Groups Act, 2006](#)
  - [Keeping Children Safe in Education, 2020](#)
  - [Equality Act, 2010](#)
- local and regional safeguarding laws

### Who policy applies to

This policy applies to all 'representatives and individuals engaged with FutureSense Foundation' and its work. This refers to all staff, interns, volunteers, programme participants, contractors, consultants, trustees, advisors, visitors, and partner organisations.

The policy aims to protect all children and vulnerable adults engaged with the Foundation, irrespective of them being beneficiaries or if being associated with the delivery of programme activities, but does not cover safeguarding concerns in the wider community not perpetrated by representatives or individuals engaged with FutureSense Foundation.

## Policy Aim

This policy aims to ensure a safe environment and upholding of the basic needs of children, vulnerable adults and participants during any programme activities, in order to ensure their health and wellbeing, and enabling their best possible physical and mental development.

The policy aims to ensure that it is applied equally to all regardless of age, gender, status, class, caste, nationality, ethnic or social origin, faith, visual appearance, language ability, physical or mental disability, sexual orientation, or any factor that distinguishes them from others. Ensuring a safe and secure environment where each individual feels valued, respected, and safe to express themselves, their opinions and needs. Recognising that physically or mentally disabled individuals may require additional safeguarding practices and support.

The policy aims to adhere to internationally recognised standards and local laws while giving due consideration to local traditions and cultural values.

## Prevention & Implementation

To safeguard children and vulnerable adults, and prevent abuse and misconduct the Foundation is committed to implementing the following practices:

- Ensuring all programmes and programme activities undergo a documented risk assessment and safeguarding review. Identifying risk and documenting steps taken to mitigate the risks.
- Ensuring everyone engaged with our programmes are aware of our policies and their rights and responsibilities, and acknowledge our responsibility to ensure that our partners uphold this standard.
- Ensuring all programme activities are of a voluntary nature with the child or vulnerable adult being able to decide to not participate, and all activities involving children require the approval of their parent or guardian.
- Ensuring, where possible, that another adult is present when working with children or vulnerable adults.
- Ensuring that children and vulnerable adults have safe, secure and private facilities during the entirety of the programme activities.
- Ensuring all representatives and individuals engaging with FutureSense Foundation have completed a physical and psychological health check. Declared conditions of serious nature will require approval to participate from a health professional
- Ensuring all individuals engaging with children have undergone a national working with children's check, a police check and a personal reference check. The Foundation does not knowingly hire or engage with anyone posing a risk to children or vulnerable adults.
- Ensuring all representatives and individuals engaging with FutureSense Foundation have been appropriately vetted, inducted and reference checked.
- Ensuring all representatives and individuals engaging with FutureSense Foundation have been adequately trained on safeguarding processes and know their responsibilities.
- Ensuring all staff members and contractors are able to identify risk, mitigate risk, identify early warning signs, follow reporting procedures and provide first response (including the removal of the threat, providing physical or psychological first aid)
- Ensuring there is adequate staffing and safeguarding officers and leads for the number and specific needs of the activities and the children or vulnerable adults engaged.
- Ensuring all representatives and individuals engaging with FutureSense Foundation have acknowledged and committed to adhering to this Safeguarding policy, the Social Media Policy, the PSEA policy, the whistleblowing policy and have signed a Code of Conduct.
- Ensuring there are appropriate contracts and MOUs with all staff, contractors and partner organisations.

## Reporting

The FutureSense Foundation is committed to fully investigating all claims of exploitation, abuse, misconduct or non-compliance of policies.

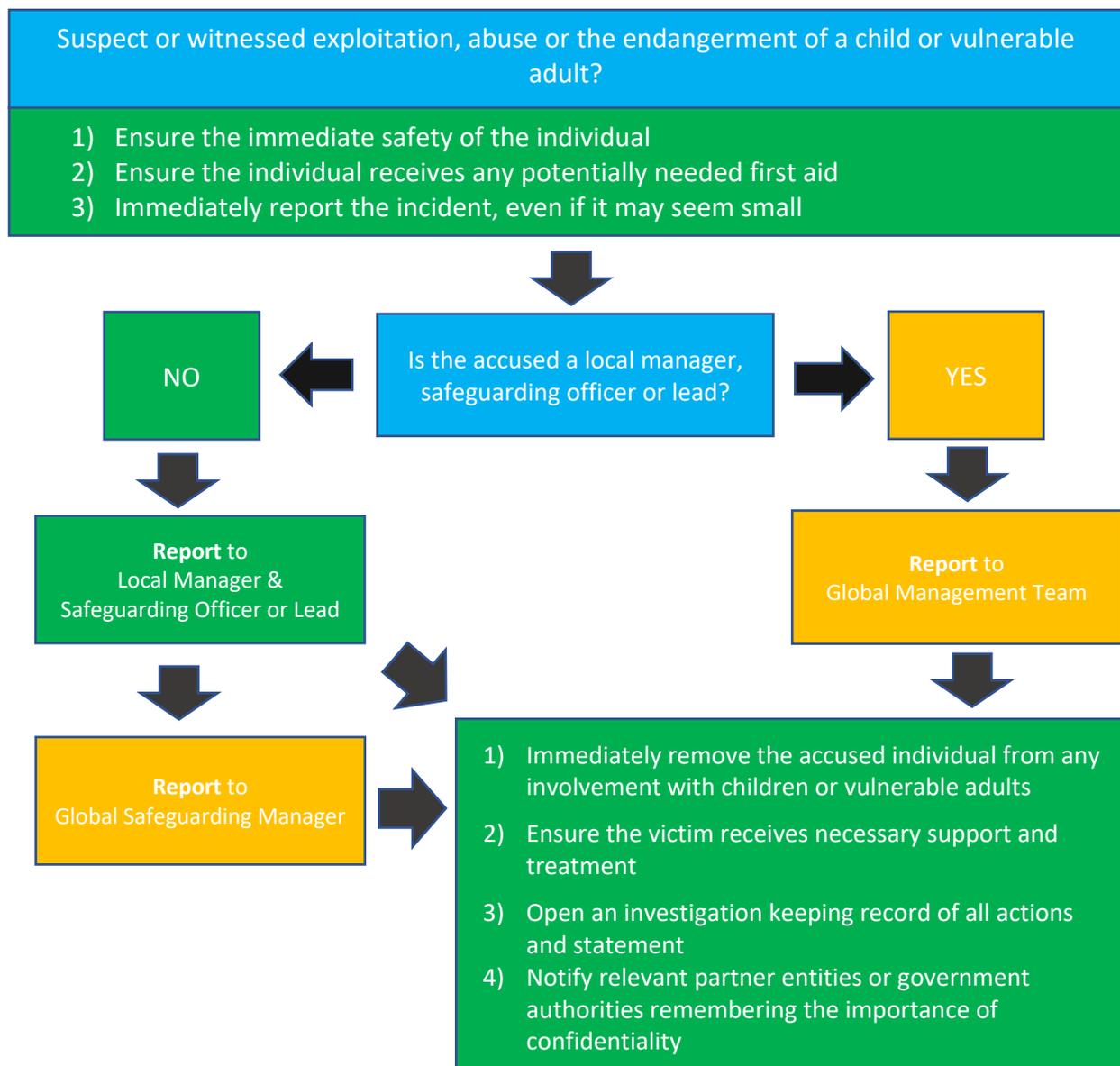
### Reporting & Whistleblowing

Anyone suspecting or witnessing in incident of exploitation, abuse, misconduct or policy violation is responsible to report it immediately. All reports should be made within 24 hours to a manager or a safeguarding officer.

The confidentiality will be maintained at all times on a need-to-know basis to ensure the safety and protection of the individual reporting an incident or suspected incident under the FutureSense Foundation whistleblowing policy.

Individuals can report a suspicion or incident directly to the Global Safeguarding Manager in instances where there is a conflict of interest, a senior manager or safeguarding officer or lead is implicated, or if the claim cannot otherwise safely or comfortably be raised.

Such incidents should be report directly to the Global Management team by emailing [safeguarding@futuresenseFoundation.org](mailto:safeguarding@futuresenseFoundation.org), or calling the 24-hour Emergency number +358 44 231 0046 (Global Operations Manager)



### Investigation

All claims will immediately be fully investigated, followed by possible disciplinary actions being taken. Including the possibility for suspension, termination, or criminal conviction under the local laws of the nations affected by the violation/crime.

Investigations will be carried out irrespective of the accused individual being still involved, engaged with or working with the Foundation.

During the time of investigation any accused individual will be transferred to other duties that do not involve working with children or vulnerable adults, until a conclusion has been reached. During the investigation, the Foundation will uphold full confidentiality, ensuring the individual's safety and right to received fair treatment.

### Recording claims

Records will be maintained of all investigations and shared with relevant partners and government authorities as required.

In the case of a false or malicious claim all records implication a specific individual will be removed. In case of substantiated claims, actions will be taken and processes will be reviewed to enhance safeguarding practices.

### Support

The FutureSense Foundation is committed to ensuring any child, vulnerable adult or representative subjected to exploitation, abuse or any other form of violence receives access to physical and mental health care support in their local language. Ensuring this can be facilitated through the governmental support system or through their mandated private insurance.

The Foundation will seek to provide guidance to ensure anyone making malicious or unsubstantiated claims can receive support.

The Foundation will offer guidance on support systems and programmes for individuals having violated the safeguarding policy, and directly supporting individuals subjected to malicious or unsubstantiated claims to ensure their wellbeing and their ability to return to work.

### Disclosure by a Child or Vulnerable Adult

It must be acknowledged that a child or a vulnerable adult may be the one making the report or claim. In such instances it is important to follow the below steps;

- 1) Ensure the individual is physically unharmed and not needing immediate medical treatment  
*Do not take the individual to a closed or remote place for privacy, but instead find alternative solutions such as providing them with a blanket or finding a quiet but not isolated corner.*
- 2) Listen calmly to the individual without interrupting.  
*Do not ask probing question, offer suggested answers or ask repeat questions or ask them to repeat what they have said as they may think you do not believe them or want them to give you a different answer*
- 3) Reassure they have done the right thing by reporting the suspicion or incident and explain to the individual what you are going to do and what will happen next  
*Do not promise to keep the information secret but explain the process and how you will be with them to support them during the process.*
- 4) Ensure they are not left alone, and that their physical and psychological wellbeing in upheld.
- 5) Record and report the incident immediately, following the reporting chart.
- 6) Remember to maintain a high level of confidentiality.
- 7) Ensure the accused is immediately and discreetly removed from any engagement with children or vulnerable adults until the investigation has been completed.

**Policy Review** - annually, or in the case of a substantiated claim of abuse or misconduct.