
Safeguarding policy

Definitions

- *The Foundation* means The Economist Educational Foundation
- *Staff* are contracted to work for the Foundation, either through secondment from The Economist Group or as a freelance individual or organisation, on a **regular (at least weekly) basis**.
- *Volunteers* work for the Foundation on an **irregular basis**, for no fee.
- *Suppliers* work for the Foundation on an **irregular basis**, for a fee.
- *Young person* means someone who is under the age of 18.
- *Designated Safeguarding Officer* means the person who is responsible for safeguarding at the Foundation.
- *The Economist Group* means The Economist Newspaper Ltd and its group of companies
- *Teacher* means a member of staff at a school or college who is responsible for managing the relationship between that school or college with the Foundation
- *Trustees* means the board of trustees of the Foundation
- *NSPCC* means The National Society for the Prevention of Cruelty to Children, a charity campaigning and working in child protection in the United Kingdom

About this policy

This policy applies to all staff, volunteers and suppliers who have contact with young people in person or online through our work, and the board of Trustees. It is reviewed annually. It is provided to all staff during their induction period, and revised copies will be circulated when they are produced. It is made available to all teachers involved in delivering our programmes, and all volunteers or suppliers before they begin any work with young people through the Foundation.

The purpose of this policy is:

- To protect young people who receive the Foundation's services.
- To provide staff, volunteers and suppliers with the overarching principles that guide our approach to safeguarding.

The Foundation believes that a young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all young people and to keep them safe. We are committed to work in a way that protects them.

Legal framework

As the Foundation is a UK-based charity, this policy has been drawn up on the basis of UK law and guidance that seeks to protect young people, namely:

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- Data Protection Act 1998
- 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: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disability; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2018
- Keeping Children Safe in Education; HM Government 2021
- Safeguarding and protecting people for charities and trustees; HM Government 2019

- The Children's Code, 2021

Overarching Principles

We recognise that:

- the welfare of the young person is paramount, as enshrined in the Children Act 1989
- all young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse
- some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues and require specific action to protect them from abuse or neglect
- working in partnership with young people, their parents, carers, teachers and other agencies is essential in promoting young people's welfare.

We will seek to keep young people safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for young people
- adopting child protection and safeguarding practices through induction programmes, training, policies, procedures and codes of behaviour for staff, volunteers and suppliers
- recruiting staff safely, ensuring all necessary checks are made
- providing effective management for staff, volunteers and suppliers through supervision, support and continuing training
- sharing information about child protection and good practice with young people, teachers, staff, volunteers and suppliers
- working with teachers to coordinate the Foundation's safeguarding activities with the safeguarding and child protection policies of their schools and colleges and securing appropriate parental consent where required for children's participation in our programmes
- encouraging and helping teachers to educate young people about online safety, including managing online identities, participating in online discussions and chat groups, uploading user-generated-content (including photos and videos), understanding privacy and data protection issues and promoting 'learning by design' functionality to improve online safety.
- sharing concerns with agencies who need to know, and involving teachers and young people appropriately.

Role of the Designated Safeguarding Officer

The person responsible for safeguarding at the Foundation is Olivia Platman, Programme Director (0207 576 8133, oliviaplatman@economist.com)

If Olivia is absent, the deputy officer responsible for safeguarding is Tiffany Smyly, Chief Programmes Officer (0207 576 8219, tiffanysmyly@economist.com).

In addition, the Trustees will elect one of their number to be the Lead Safeguarding Trustee for managing, supervising and reporting on safeguarding and child protection policies on behalf of the Trustees.

The named responsible people have the following responsibilities:

- Develop appropriate policies and procedures to safeguard all young people that the Foundation has contact with.
- Ensure all staff, volunteers and suppliers who will have contact with young people through the Foundation's activities are aware of the Foundation's safeguarding and child protection policies and procedures.
- Receive and record information from anyone who has concerns relating to the welfare of a young person.
- Assess the information promptly and carefully, clarifying or obtaining more information when necessary.
- Consult initially with the relevant school or college or a national child protection agency, such as the local authority children's social care teams (previously called social services), or other relevant authority (such as, in the UK, the NSPCC) to talk about any concerns or to seek guidance.
- Make a formal referral when required to an authorised child protection agency or the police.

Any concerns about the welfare of a young person, questions about this policy, or questions / concerns about keeping young people in the Foundation's programmes safe, should be directed to Olivia Platman, or in her absence Tiffany Smyly. Olivia or Tiffany will follow up with the appropriate actions, as outlined in this policy.

All members of staff at the Foundation have a responsibility to uphold this policy and to inform the Designated Safeguarding Officer of any concerns.

Requirements for staff, volunteers and suppliers

We recognise that anyone may have the potential to harm young people in some way. All reasonable steps are taken to ensure suitable people are recruited, and that staff, volunteers and suppliers are provided with guidance and training that helps them to safeguard and protect young people who receive the Foundation's services.

Staff

Recruitment: A thorough interviewing process and reference-taking process will be used with all staff to ensure their suitability for working with young people.

DBS check: A Disclosure and Barring Service check will be conducted for all UK staff members at the Foundation. This will either be an Enhanced or Basic check depending on the role of the staff member. If a DBS check has been submitted but not yet returned, a clean DBS check from another organisation from within the last two years will be accepted until the completion of processing the new check. If a clean DBS check from another organisation is not available, the candidate will not moderate our online platforms or be alone with any young person. DBS checks will be conducted every two years. Similar checks and procedures in accordance with local rules and practice will be followed for any staff recruited outside the UK.

Training: All staff will receive training to understand the Foundation's principles, policies and procedures for safeguarding and protecting young people.

Supervision: When young people are participating in our programmes in person (as opposed to online), we will ensure they are supervised either by a member of staff with an Enhanced DBS check or by their teacher at all times.

Volunteers and suppliers

DBS check: Enhanced DBS checks will be conducted for UK volunteer moderators who have access to the participants' personal data or their content posted on the Festival Student Hub. Similar checks in accordance with local rules and practice will be followed for any volunteer moderators recruited outside the UK.

Supervision: When volunteers and / or suppliers are in the presence of young people they will be supervised by a member of Foundation staff, or the young people's teacher or parent/guardian at all times. This includes interactions on the Festival Student Hub where any volunteers without DBS checks will have their contributions moderated.

Guidance: Volunteers and suppliers who will engage with young people in person or online will be provided with this safeguarding policy and our behaviour code for working with young people.

Procedure for acting on concerns about a young person

This procedure is to be followed by any member of staff, volunteer or supplier who is concerned that a young person is at risk of abuse.

Ways that abuse may be brought to your attention:

- A young person might make a direct disclosure about themselves, or about another young person.
- A young person might offer information that is worrying but not a direct disclosure, about themselves, or about another young person.
- You might be concerned about a young person's appearance or behaviour, or about the behaviour of someone else towards them.

In the UK the NSPCC website provides useful information about the signs and symptoms of abuse.

See: <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

Concerns could arise from engagement with young people in person or from what they submit online.

If you are concerned you must: record the relevant information and report it to the Foundation's Designated Safeguarding Officer, confidentially. Do not discuss the information with anyone outside the organisation.

1. The Designated Safeguarding Officer will then consult with the child's teacher_or, if appropriate, the school's designated safeguarding officer.
2. If there are any continuing concerns, the Designated Safeguarding Officer may consult the relevant national or local children's social care authorities or advisory agencies (e.g. the NSPCC Helpline in the UK) without disclosing the identity of the young person. The Designated Safeguarding Officer may also follow up with the teacher after consulting with them, for example to ask if they referred the concern on to the relevant authorities.
3. If there is still concern after the conversations with the teacher, the Designated Safeguarding Officer may make a formal referral to the relevant national or local children's social care authority as soon as reasonably practicable.

Information you should record if you are concerned a child is at risk of abuse:

If you are concerned, you should record this information as soon as possible and send it to the Foundation's Designated Safeguarding Officer:

- Name of child.
- Age of child.
- Are you reporting your own concerns or passing on those of someone else? Give details.
- Brief description of what has prompted the concerns. Include dates and times of any specific incidents, and any physical or behavioural signs, or indirect signs.
- Have you spoken to the young person? If so, what was said? Use their own words.
- Have you spoken to or consulted anyone else? Give details.

- Has anyone been alleged to be the abuser? If so, give details.
- Your name and role.
- To whom you will report this, and date of reporting.

What to do if a young person tells you that he or she is being abused:

- Remain calm and in control but don't delay acting.
- Reassure the young person that telling someone about it was the right thing to do.
- Tell them that you have to do what you can to keep them, or the young person who you are concerned about, safe.
- Let the young person know what you are going to do next – that you are going to tell the Foundation's Designated Safeguarding Officer.
- Let the young person tell their whole story. Don't try to investigate or quiz them, but make sure that you are clear about what they are saying.
- Ask the young person what they would like to happen as a result of what they have said, but do not make any promises that you can't keep.
- If you can, give the young person the contact details of an appropriate support agency (e.g. in the UK ChildLine phone number: 0800 1111).
- Notify the Foundation's Designated Safeguarding Officer immediately following the conversation. It is that person's responsibility to liaise with the relevant authorities.
- As soon as possible, make a note of what was said, using the young person's own words. See the checklist above for the details you should write down and send a copy to the Foundation's Designated Safeguarding Officer.
- Don't tell the young person that you promise to keep it a secret – the first opportunity should be taken to say that this information will have to be shared with others. Make it clear that only people who need to know will be told.

Procedure for managing allegations against staff, volunteers and suppliers

This procedure outlines what the Foundation would do if a child protection allegation is made against a member of staff, volunteer or supplier.

Any such allegation must be notified immediately to the Foundation's Designated Safeguarding Officer, who will inform the Trustees and a relevant member of the Human Resources team at The Economist Group.

If such an allegation is made, the individual accused will immediately be suspended from working for the Foundation pending further investigations. The temporary suspension of the individual in no way implies guilt or innocence.

The individual against whom an accusation has been made will be summoned to an interview with relevant and appropriate members of the Foundation's staff, the board of Trustees and the HR department of The Economist Group. The accused person is entitled to be accompanied to this interview. Minutes will be taken of the interview. The aim of the interview is for the Foundation's staff and Trustees to decide whether or not the accused individual should be allowed to continue to work with young people on behalf of the Foundation. At all times the welfare and safety of young people will be paramount.

The Foundation's staff and Trustees may take advice from any relevant authorities or organisations as appropriate, such as a national or local children's social care department or advisory agency (e.g. the NSPCC in the UK).

If so instructed by the Trustees, the Designated Safeguarding Officer will report the allegation to the relevant national or local children's social care authority as soon as reasonably practicable, if the alleged behaviour suggests that the person in question has behaved towards a child in a way that suggests that he or she may be unsuitable to work with children.

This should also happen if the individual against whom the accusation has been made has volunteered the information themselves.

Any allegation against the Designated Safeguarding Officer should be referred to the Chief Executive of the Foundation.

Rights and confidentiality of the accused

If a complaint or allegation is made against a member of the Foundation's staff, the individual should be made aware of their rights under general law, employment law and internal disciplinary procedures.

If a complaint or allegation is made against a member of the Foundation's volunteers or suppliers, the individual should be made aware of their rights under general law and their employer or sponsoring organisation should be notified.

All relevant national and local laws and regulations must be followed. For example, both the alleged abuser and the person who is thought to have been abused may have the right to confidentiality under privacy and other laws.

Storing records

Clear and comprehensive records of any allegations made against staff, volunteers or suppliers involved with working with children will be kept. This includes:

- What the allegations were
- How the allegations were followed up
- How things were resolved

- Any action taken
- Decision reached about the person's suitability to work with children.

Records relating to the investigation of any allegations will be kept in the person's confidential file and a copy will be given to the individual. The Foundation will keep the records in secure storage for as long as required under the policies of The Economist Group.

Whistleblowing policy

Whistleblowing encourages and enables employees and others to raise serious concerns within the organisation rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

The Foundation is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect staff, and others that we deal with (including volunteers and suppliers) who have serious concerns about any aspect of the organisation's work, to come forward and voice those concerns.

This policy applies to all members of staff, volunteers and suppliers of the Foundation.

Policy aims:

- Provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Assure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

Concerns that are covered:

- Conduct which is an offence or a breach of law.
- Disclosure related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.
- Abuse or neglect of young people.
- Sexual or physical abuse of young people.
- Other unethical conduct relating to the activities of the Foundation.

Please note that other policies and procedures of the Foundation may be relevant to your concerns, such as the procedure for managing allegations against staff, volunteers or suppliers.

Protecting whistleblowers:

The Foundation recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service. The Foundation will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality:

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you, however, to put your name to your concern whenever possible. Please note that you:

- must disclose the information in good faith
- must believe it to be substantially true
- must not act maliciously or make false allegations
- must not seek any personal gain.

How to raise your concern:

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager or the Foundation's Designated Safeguarding Officer. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management, for example the Board of Trustees.

As an alternative step, you may raise a concern with The Economist Group through its whistleblowing line, details of which can be found on its website.

Policy for photography and sharing images of young people

We recognise the potential risks of photography and filming of young people, including:

- young people may be identifiable when a photograph is shared together with personal information
- direct and indirect risks to young people when photographs are shared on websites and in publications with personal information
- inappropriate photographs or recorded images of young people
- inappropriate use, adaptation or copying of images.

Our policy on videos and images featuring young people online

We choose to allow young people to feature in videos and pictures which are published on the Foundation's public online platforms and may be shared elsewhere online including social media, if they have parental permission. This is because:

- Allowing young people to communicate their views in different formats, including online, is an important part of our methodology to help them develop thinking and communication skills, and the confidence to have their say.
- Also, as we encourage young people to express their views and it is very common among young people to do this by uploading videos and images featuring themselves online, we have a responsibility to give them a safer way to do this and a safer online environment where they can learn how to manage some of the risks.

Our process for videos and images featuring young people

- We do not use young people's names in photograph captions (for Festival Hub users we can use their pseudonyms). We recognise that images accompanied by personal information, such as the name of a young person and their hobby, could be used to learn more about a young person prior to grooming them for abuse.
- We never store images or footage featuring young people together with the young people's real names.
- We ask teachers to take responsibility for obtaining parental permission for a young person to be photographed and videoed in relation to our programmes.
- We ask teachers to take responsibility for ensuring that no young people without parental permission are photographed or videoed in relation to our programmes.
- We only use images of young people in suitable clothing, to reduce the risk of inappropriate use.
- We do not allow external photographers unsupervised access to young people.
- We store images or video recordings of young people securely. They are saved to The Economist Educational Foundation drive to which only members of the Foundation team have

access. They are never saved anywhere else. The images or footage are transferred to the drive from cameras within 24 hours of being taken, then deleted from the cameras.

- We use Vimeo to host our own videos that are seen on the Festival Hub or The Economist Educational Foundation's website. The Foundation has its own Vimeo channel, and our videos for the Festival Hub or the Foundation site must first be uploaded to the Vimeo channel and embedded from there.
- We advise teachers to use their school channels and to follow their school policy with regards video uploads on behalf of children. It is the teacher's responsibility to ensure they manage safety settings appropriately.
- Our Vimeo channel is set so that only people with authorised access can see the video.

Online safety policy for Topical Talk Festivals

Parental permission is compulsory for the Festival Hub. Teachers must obtain parental consent for young people to take part in any online activity with the Foundation. We ask teachers to take responsibility for ensuring the students' parents / guardians give informed consent for their children to participate. Young people's accounts are set up by teachers once consent has been given. We ask teachers to ensure that parents of children who participate on the Festival Hub understand that their children's work will be shared on a public website and elsewhere online including social media.

Teachers take responsibility for managing parental consent: We ask teachers to take responsibility for ensuring that young people only participate on the Festival Hub in the ways that their parents have given permission for.

Pre-moderation: All content on our Festival Hub is pre-moderated, meaning nothing is published until it has been screened by our staff to ensure it does not appear to be harmful. If content submitted to the Hub platform concerns the moderator for any reason, we inform the relevant teacher so they can decide what action to take.

Advising students on behaving safely online: We ask teachers to take responsibility for advising young people on how to behave safely online. We also provide some materials on the Festival Hub to help teachers explain to young people on how to behave safely online.

Pseudonyms: We ask users of the Festival Student Hub to use pseudonyms (which we call usernames), including in videos or pictures. This is intended to show young people that it's best to give away as little as possible about themselves online, even if they choose to show their faces in videos.

Trolling: If young people are trolled in any way in connection to Topical Talk (outside our Hub) then our policy is:

- We do not to engage with the trolls or request that their content be taken down, as we believe that engaging with this sort of thing often encourages it and gives it a higher profile than it would otherwise have. We inform the relevant teacher and give them the opportunity to discuss any concerns with us and give their input.
- We consider whether to inform other teachers but err on the side of NOT doing so if their pupils are not affected. We will tell them if our approach / safeguarding policy changes or is affected by the incident.

Student workshops and events policy

Teachers or a responsible adult must obtain parental consent for young people to take part in any workshop or face-to-face event we deliver for young people: We ask teachers to take responsibility for ensuring that parents / guardians give informed consent for their children to attend, participate and give image permissions (as above) where relevant.

Teachers or a responsible adult take responsibility for managing parental consent: We ask teachers or a responsible adult to take responsibility for ensuring that young people only participate in the ways that their parents have given permission for.

Online safety policy for live online events and workshops

We host some live online events for young people. We follow the NSPCC advice on remote teaching and enforce the following steps:

- Parents/ guardians must give permission for children to participate
- When run through schools, teachers will take responsibility for managing permissions and adjusting their camera settings accordingly
- Staff, volunteers and teachers will use work email addresses to login
- Staff and volunteers will ensure their video background is neutral
- Video conferencing platforms will be assessed for safety before use
- A password will be required for entry
- Two members of staff will be present in any live breakout or discussion 'room'
- A register of attendees will be taken
- A brief set of guidance will be read by all volunteers, staff, teachers and students prior to, or at the beginning of any session. This will include directions for what to do if a participant is concerned by any interactions or feels overwhelmed by any activity or subject matter
- Private messaging between students or sharing of individual contact details is not allowed. Any 'chats' or group messaging during the session will be saved
- Live online events will not be recorded and photographs or screenshots will not be taken unless participants are informed prior to the session AND at the beginning of it. Permission must be given by parents/guardians
- Any new form of online live session will be reviewed by the safeguarding officer for sign-off.
- For any sessions where a live-chat function is enabled, we will have a zero-tolerance approach to offensive language. Attendees will be removed if they do not adhere to our code of conduct.

We will consider the best format for a live online session on a case-by-case basis. For example, if the event has an aim of connecting young people, then a 'meeting' format may be suitable rather than a 'webinar'. We will consider how to create a safe space for each session whilst reaching the required outcomes. This may include deciding to restrict attendee numbers, disable or closely monitor the chat function or other specific actions.

Managing young people in the workplace policy

On occasion, the Foundation may arrange for The Economist Group to offer work experience for young people. The work assigned to them on work experience will be project-based, useful and skills-focused. For all work experiences, we will:

- Offer to reimburse travel costs
- Seek parental permission to take part and for photo permission
- Ensure that on the first day of work experience the young person will fill out an emergency contact form, have a health and safety briefing, a tour of the office and read our safeguarding policy
- Assign a member of the team to manage the young person throughout their experience

Anti-bullying policy

If a member of staff, volunteer or supplier suspects that a young person involved in the Foundation's activities is being bullied, either because of behaviour or indicators seen in person or online, they should inform the Foundation's Designated Safeguarding Officer.

The Designated Safeguarding Officer will inform the young person's teacher of the concerns, providing all relevant details about why the concern arose, so that the teacher can decide on appropriate action to take.

On the Festival Student Hub any comments submitted by young people which look like bullying will not be published, and the member of staff moderating at the time will notify the Designated Safeguarding Officer.

Health and safety policy

For any events which take place outside of young people's own schools the Foundation will conduct a risk assessment and provide this to the young people's teacher in advance of the event.

Procedure for complaints

Complaints about these policies or procedures, or their implementation, should be addressed in writing to the Designated Safeguarding Officer, with a copy addressed to the Chairman of the Trustees:

Designated Safeguarding Officer

Olivia Platman
 Programme Director
 The Economist Educational Foundation
 The Adelphi
 1-11 John Adam Street
 London WC2N 6HT

Chairman of the board of Trustees

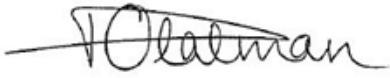
Daniel Franklin
 Executive Editor
 The Economist
 The Adelphi
 1-11 John Adam Street
 London WC2N 6HT

Review procedure

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed in September, 2023.

Signed:

A handwritten signature in black ink that reads "Olivia Platman". The signature is written in a cursive style with a long horizontal line extending to the left of the first letter.

OLIVIA PLATMAN
Designated Safeguarding Officer