



Code of Practice

For Future Foundations Training Ltd
& Future Foundations Society CIC

CONTENTS

| | |
|--|----|
| 1. Introduction to Future Foundations | 2 |
| 2. definition of Responsibilities | 3 |
| 3. Health & Safety | 6 |
| 4. Risk Assessment | 8 |
| 5. Safeguarding Policy | 10 |
| 6. Physical Contact with Young People during periods of conflict | 12 |
| 7. HR Policy | 13 |
| 8. Equal Opportunities Policy | 14 |
| 9. Emergency Procedures | 15 |
| 10. Critical Incident Management | 15 |
| 11. Data Breach or Loss | 19 |
| 12. Fire Procedure | 20 |
| 13. Procedure for a Young Person who is missing | 21 |
| 14. Related Policies | 22 |

This document comprises proprietary and confidential information and copyright material belonging to Future Foundations. It must not be reproduced, used, published, or disclosed to third parties without the prior written consent of Future Foundations Training Ltd and Future Foundations Society CIC.

1. INTRODUCTION TO FUTURE FOUNDATIONS

Future Foundations (FF) is a UK-based training organisation committed to inspiring and empowering young people to achieve their full potential and become leaders in their lives so they can contribute their skills, talents and passion to society.

Our programmes focus on developing social leaders by nurturing young people’s future world of work skills (identified by NESTA as critical for success) and through commitment to our foundation principles.

| FUTURE world of work skills: | FOUNDATION principles: |
|--|--|
| <ul style="list-style-type: none"> - Creativity / Enterprise - Self confidence - Risk taking - Energy / Motivation - Leadership | <ul style="list-style-type: none"> - Take personal responsibility - Be yourself - Know Yourself - Find your talents - Contribute to society |

We deliver coaching, mentoring, and training programmes to develop young people’s aspirations, attainment, and future employability.

The organisation is split into two companies: Future Foundations CIC is a not-for-profit company limited by guarantee, and Future Foundations Training Ltd is a for-profit company limited by shares. By having two companies with different legal structures, Future Foundations can ensure it can provide the best possible value to our clients. Both companies are social-purpose businesses: we judge ourselves by our social impact, not profit.

Our biggest clients include government, companies, youth organisations and schools. We contract with schools directly, or with the lead school in schools’ consortiums, such as independent state school partnerships.

We employ two types of people: full-time staff, and delivery staff. Our full-time team often have backgrounds in training or education. We use delivery staff to deliver and manage programmes on the ground. Our delivery staff are principally either training (trainers or coaches) or operations based. Our delivery staff all subscribe to our values and are passionate about making a difference in young people’s lives. We consciously encourage a diversity of background in our delivery teams, as we think this enhances the quality of our programmes. Some of our trainers are NLP-qualified, and most are aged below 35. They are both trained and observed in delivery and are always rated for quality from both participant and client feedback.

Jon Harper, Chief Executive Officer

2. DEFINITION OF RESPONSIBILITIES

Delivery at the School

The school remains in loco parentis throughout the programme delivery and therefore retain overall responsibility for their young peoples' welfare including supervision during breaks. We ask that teachers support delivery through supervision, and to support with behaviour management. FF reserves the right to remove members of the group from the site for breach of the rules.

The school will provide details of first aiders and are responsible for holding all next of kin details, and contacting parents/ guardians of any accidents or incidents.

All areas of responsibility are outlined ahead of any programme in a formal document requiring sign off by the Lead Teacher. This roles and responsibilities document takes into account the specific location, venue, transport and other requirements of the programme.

Visiting Groups – this is delivery away from the School site

The Party Leader / lead teacher is always in locus parentis and has ultimate sanction to withdraw young people at any time from any programme.

The Party Leader's authority is delegated to Future Foundations staff during session delivery. The FF coaches have the right to withdraw an activity for safety or operational reasons.

To avoid any confusion, we seek to ensure a clear handover of responsibility for students from accompanying responsible adults to our staff and vice versa at appropriate points of a programme.

FF staff provide support to the Party Leader/ Lead Teacher outside of session delivery, but they are never responsible for the children. The Party Leader and their representatives escorting the group retain responsibility for their young peoples' welfare and supervision. **Accompanying responsible adults should be always available on site.**

FF staff will identify the first aid leads and who to contact in what order if required. The Party Leader/ Lead Teacher is responsible for supplying and administering medication and is responsible for deciding whether a young person should be referred to a doctor or hospital.

The Party Leader/ Lead Teacher is responsible for notifying parents of any Doctor, Dentist, Hospital visit, or other incident affecting a member of their group, if appropriate. The Party Leader should keep a list of contact numbers for next of kin or have 24 hr access to this information.

The Party Leader/ Lead Teachers and accompanying adults are responsible for ensuring that their group adheres to the **Code of Conduct** and for managing the behaviour and discipline of the group. FF reserves the right to remove members of the group from the site for breach of the rules.

All areas of responsibility are outlined ahead of any programme in a formal document requiring sign off by the Party Leader or Lead Teacher. This roles and responsibilities document takes into account the specific location, venue, transport and other requirements of the programme.

Night-time Supervision for residential programmes

If agreed with the Party Leader/ Lead Teacher as part of the programme booking and agreed in the Roles and Responsibilities document, FF can provide a Night-time Supervisor (NTS) for the duration of a residential programme to ensure participants safety and general behaviour. The FF NTS shall conduct regular checks of the communal areas of the accommodation, security of the external doors, and shall not enter participants sleeping areas unless absolutely necessary for behavioural issues.

The frequency of these checks shall be agreed with the Party Leader in advance. The Party Leader / Lead Teacher will be woken by the FF NTS if absolutely necessary for pastoral or behavioural reasons, but otherwise the FF NTS will use their discretion and authority to address any situations that may arise, and report to the Party Leader/ Lead Teacher in the morning.

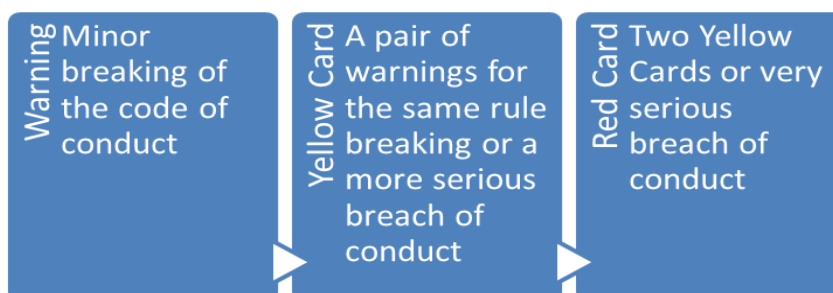
The FF NTS will be the point of contact for incidents and illness during the agreed night-time period and will carry a phone and contact numbers for emergency situations. The FF NTS may contact the Party Leader/ Lead Teacher if deemed appropriate.

Behaviour Management

The FF Delivery Team will always discuss behaviour management procedures with Party Leaders / Lead Teacher.

Ultimate responsibility for behaviour lies with the Part Leader/ Lead Teacher as does the decision to remove a participant from the programme.

Future Foundations operates a Red/Yellow card system for behaviour on programme. All participants sign a Code of Conduct at the start of the programme which sets out the rules they are expected follow.





Who issues warnings or Yellow Cards?

Warnings are issued by the Course Director with the agreement of the Party Leader / Lead Teacher.

Who issues red cards?

Red cards are issued by the Course Director with the agreement of the Party Leader/ Lead Teacher and the FF Programme Manager. A red card means the young person will be asked to leave the programme. We do not want to send anyone home from the programme however there may be times where this is necessary for the benefit or safety of the wider group. While at external providers e.g. outdoor activity sites, the centre staff may reserve the right to ask a young person to leave.

3. HEALTH & SAFETY

General Statement of Policy

Future Foundations has a commitment to ensuring the health and safety of all individuals connected with us. We recognise that the successful management of health and safety contributes to overall performance in a quality business. The organisation considers health and safety issues to be as important as commercial considerations.

The Operations Director oversees the completion of Health and Safety checks within the offices on an annual basis by the relevant staff, as well as the procedures and compliance for programme delivery.

The Company is committed to:

- Compliance with all relevant statutory requirements and expects employees and associates to do the same.
- Developing a positive health and safety culture which is under constant review throughout the organisation.
- Make available relevant training and equipment, together with information necessary to ensure the health, safety, and welfare of employees.
- Ensure that all employees are kept fully aware of their responsibilities under this policy and that an effective employer/employee consultation facility exists.

Every employee and delivery staff member has a responsibility for his or her own safety and for the safety of others and a duty to co-operate with the employer, by:

- Working safely and following the specified Codes of Practice.
- Using the protective equipment provided.
- Complying with all safety procedures.
- Reporting defects in the workplace.
- Reporting all accidents and assisting in subsequent investigations.

Failure to co-operate will be treated as a serious breach of the Contract of Employment or Delivery staff agreement (Members Network Employment Contract) and disciplinary measures could be taken.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas **all employees should:**

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person



Employees are encouraged to report and discuss any health and safety concerns with the Operations Director, or CEO to ensure their views can be taken into account. Cooperation on the part of all employees is vital to the success of our health and safety policy and is expected as a matter of course.

Covid-19

The Safety and wellbeing of our employees, partners, clients and participants is our main concern. Future Foundations acknowledge that we all have a vital role to play to control the spread of COVID 19.

Our Senior Management continue to monitor the situation closely and will continue to work with partners, clients and employees to ensure safe practices. We also continue to liaise with schools and partners to ensure that procedures are delivered in line with their expectations where Future Foundations are delivering programmes, either at a school or at a venue to ensure the safety of participants.

Future Foundations continually checks and updates procedures to follow Government guidelines in order to reduce the risk of exposure and ensuring safety at all times.

Some of the precautions we have taken include, but not limited to:

- Creation and updating of a COVID 19 Risk Assessment highlighting control measures for school programme delivery to ensure employee and participants are safeguarded
- Collating School/ venue Risk Assessment and procedures to ensure that our own are in line with expectations and standards of each client school / venue
- Procedures in place and communicated to employee specific to each programme, the venue and the requirement of the client
- Regular review by Senior Management of Government Guidelines, Risk Assessments and Procedures to ensure they remain current
- Employee training and sign off on Risk Assessments and Procedures as part of onboarding

Our full Health and Safety Policy can be viewed here: <https://www.future-foundations.co.uk/what-we-do/managing-safety/our-policies/>

4. RISK ASSESSMENT

For in school events or programmes we will only risk assess and take responsibility for the activities delivered by Future Foundations as outlined in our Roles and Responsibilities Document shared with the client.

Risk Assessments are completed for all our programmes with the involvement of the Operations Director, Project Managers and those leading programme deliveries. Risk assessment will be made for all areas of the operation. Risks will be minimised by implementing management systems and control measures. Residual risk will be calculated, with further action noted and operating procedures developed. Appropriately trained FF staff responsible for relevant areas of the operation will complete and review risk assessments.

Risk assessments will be reviewed:

- Annually
- When relevant legislation or industry guidance changes or is updated
- Following accidents or recurring incidents
- When aspects of the operation or staffing change, or as the RA becomes less valid
- As requested by FF Directors or external technical advisors

A plan and record of updates and reviews will be maintained, outlining responsibility for each area.

Training is provided ahead of programmes to senior delivery staff and delivery staff where required. These staff members will be trained to perform dynamic risk assessment during all aspects of FF operations. Pro-active safety management will reduce the impact of hazards.

Safety Briefings documents support the Risk Assessments to ensure the course Director communicates relevant actions to staff and participants.

Both Risk Assessment and Safety Briefings can be viewed upon request.

FF utilises a 5x5 measuring system for assessing risks. The two key elements of risk identification are:

- Seriousness & severity of the accident or injury
- The likelihood of that accident or injury occurring

Each of these will be attributed a score from 1 to 5, to then be multiplied together to get the total residual risk. The scores are allocated with all management systems and control measures in place.

| | Severity | Likelihood |
|---|--|---------------------------------|
| 5 | Multiple death and/or mass destruction | Highly likely, almost certain |
| 4 | Individual death or serious injury | Likely |
| 3 | Moderate individual injury or illness | Quite Possible with human error |
| 2 | Minor injury | Minimal probability, unlikely |
| 1 | No injury | Not likely at all |

The multiples are then categorised as Low, Medium or High.

| Residual risk | Scores | Definition | Action |
|---------------|----------|---|--|
| Low | 1 to 7 | Minor injury which is unlikely to occur | Ensure that control measures are fully implemented at all times Review to strive to reduce risk further |
| Medium | 8 to 16 | Serious injury unlikely to occur or Minor injury likely to occur | Seek & identify further control measures to reduce risk further Implement enhanced monitoring systems |
| High | 16 to 25 | A very serious injury which has a high or medium probability of occurring | Remove activity Implement further control measures to reduce risk to acceptable level |

5. SAFEGUARDING POLICY

Policy Statement

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- Some children 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 people, their parents, carers and other agencies is essential in promoting young people's welfare.

Future Foundations is committed to protecting the welfare of every person as they participate in Future Foundations' services and/or activities. Future Foundations understands its responsibility to comply with legislation and will constantly monitor developments in this field. However, Future Foundations recognises that the best protection for all people participating in our programmes is the vigilance and forethought of staff and volunteers in preventing circumstances where abuse of trust could occur. To that end, Future Foundations will strive to create a safe and secure environment where service users, volunteers and staff can work together confidently in mutual respect.

Future Foundations are also committed to the broader welfare and well being of all participants such as areas affecting mental health, their physical health, bullying and online abuse, for example. We are also committed to the Prevent strategy.

Future Foundations' staff and volunteers are required to abide by the Code of Conduct and, as part of that Code of Conduct, are required to notify Future Foundations of any police record or other factor which may make that person unsuitable to work with vulnerable people.

Future Foundations will ensure that the Code of Conduct, and the organisation's child protection and vulnerable adult procedures are continually monitored, developed and maintained and are appropriately communicated throughout the staff and volunteer network. Staff (and where applicable, volunteers) throughout the organisation are responsible for ensuring that they are familiar with the Code of Conduct, guidelines and procedures of the organisation, and that new staff and volunteers are appropriately inducted.



Future Foundations maintains several policies and procedures geared towards abuse prevention that include, but are not limited to the following topics:

- Enhanced Disclosure & Barring Service Checks
- Careful selection, training and supervision of staff and volunteers
- [Employee and Volunteer Disciplinary Process](#)
- Continuing education for staff
- Procedure for reporting suspected abuse
- [Staff Code of Conduct](#)
- Volunteer Code of Conduct
- [Safer recruitment procedures](#)
- [Whistle-blowing policy](#)
- Directors risk assessment associated with staff and volunteers

All staff and volunteers will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an on-going basis, and will cover information about their role, and opportunities for practising skills needed for the work.

Training on specific areas such as care and welfare of vulnerable people, identifying and reporting abuse, and confidentiality of personal information will be given as a priority to new staff and volunteers, and will be reviewed annually.

Our full Safeguarding policy can be viewed here: <https://www.future-foundations.co.uk/what-we-do/managing-safety/our-policies/>

6. PHYSICAL CONTACT WITH YOUNG PEOPLE DURING PERIODS OF CONFLICT

As Future Foundations contracts the services of staff and volunteers from a wide variety of backgrounds – including professionally qualified teachers and teaching assistants – it has to be understood that their required actions whilst acting on behalf of our organisation may be different to the actions they would take under similar circumstances but under a different organisation.

Future Foundations is not a school, and therefore is not covered by the same guidance issued by the Department for Education with regards use of “reasonable force” that some teaching staff may be familiar with. As such, this policy outlines how Future Foundations’ staff and volunteers should act in the best interests of the young people in their care, themselves and their colleagues.

Physical Constraint

Where a young person/young people are engaged/about to be engaged in physical violence, Future Foundations staff and/or volunteers should deliver strong, authoritative verbal behaviour control techniques and instructions to the young person/people to control the situation. Physical constraint of young people is not permitted by Future Foundations staff and volunteers. Physical constraint includes pulling clothing, limbs, holding limbs, violence, and pushing.

Physical Presence

Use of physical presence by Future Foundations staff and volunteers may be appropriate at times in order to dissipate an escalating physical situation. Physical presence can include actively standing between the conflicting parties, creating a physical/visual barrier between them. Support from other staff and volunteers at this time would be strongly encouraged, where they are working towards achieving the separation and isolation scenario below.

Separation and Isolation

If a young person has been involved with or caused an incident that led to violent or physical contact with another person, the individual should be separated and isolated from their peers and unconnected staff/volunteers. This should be achieved as quickly as possible in order to attempt to resolve the situation as safely as possible.

Depending on the circumstances, it may be more appropriate to instruct individuals who are unconnected with the incident to leave the area/room where it is taking place, as opposed to attempting to move the incident (and the people involved) into a different area/room.



7. HR POLICY

FF implements comprehensive recruitment, selection and training procedures for its entire staff.

Future Foundations is committed to a strict policy of checking DBS checks for all staff which will work in a position of responsibility with children & young people.

Internal Procedures

- At the time of contracting a staff member, ID checks & references will be checked thoroughly and an enhanced DBS check will be applied for.
- If these are not completed within 7 days of the contract being issued, it may be rescinded.
- All applicants will complete a disclosure outlining what is expected to appear on an enhanced check, and provide information summarising other relevant offences.
- If the DBS check is not returned before the start-date, a risk assessment will be completed, based on the applicant's disclosure and all other available information (references, previous knowledge etc.). A Director will decide whether the staff member may continue with the contract and may implement restrictions or other supervision procedures.

Further information can be made available on request with respect to the following aspects and policies:

- Recruitment procedures
- Vetting including reference checking, ID checks, List99 checks, interviews, CRBs etc.
- Induction process

Our Safer Recruitment Policy can be read here: <https://www.future-foundations.co.uk/what-we-do/managing-safety/our-policies>



8. EQUAL OPPORTUNITIES POLICY

Statement of policy

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant codes of practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Harassment: Policy Statement

This organisation forbids all forms of harassment, including that committed by third parties, and seeks to ensure that the working environment is comfortable for all its employees. The following procedure informs employees of the types of behaviour that are unacceptable and provides employees who are the victims of harassment with a means of redress.

Harassment on the grounds of sex, transgender status, sexual orientation, race, colour, nationality, ethnic or national origins, religion or belief, marital status, disability, age or perceived age or on any other grounds is unacceptable. Implementation of the policy is the duty of all managers and supervisors. All employees are expected to comply. (The organisation welcomes the support of the recognised trade union(s) in seeking to eradicate all forms of harassment from the workplace.)

9. EMERGENCY PROCEDURES

In the event of an incident or accident during delivery of a programme, supervising staff should:

- Implement First Aid as appropriate
- Arrange for the rest of the group to be supervised and engaged
- Report to a Duty Manager
- Call an ambulance if necessary
- Record the accident

If external medical treatment is being requested, provide the following information:

- Your name & phone number
- Nature of incident and injuries
- Exact location and directions for access
- Action taken so far

If necessary, direct ambulances to the location of the injured person.

Always ask which hospital the ambulance will go to.

If the accident or incident is serious, or might escalate, contact the relevant FF Director or external technical advisor, to get instructions.

A comprehensive Emergency Contact lists will be provided for all senior delivery staff and where relevant, details will be given as a handout to be included in name badges or posted by all phones, for each venue, including numbers for local doctors, hospitals etc.

10. CRITICAL INCIDENT MANAGEMENT

In the event of an emergency during the event, the following framework (or similar – details may change as the project develops) will be enacted. This framework is used on all programmes and tailored to ensure the right people are in position.

Incidents will be handled at the lowest appropriate level, only escalating in line with the severity of the incident. Where necessary, the Gold leaders will make strategic decisions and feed them back to the Silver leaders. The Silver leaders enact Gold level decisions with support from the Bronze level.

| | | |
|--|--|---|
| Gold leaders | <p>To include Senior Management from Client Organisations or Partners</p> <p>From Future Foundations:</p> <ul style="list-style-type: none"> • Jon Harper, CEO • Michelle Horne, Operations Director • Jess Talbot, Programmes Director • Heads of Programmes (as relevant) | |
| Silver | Incident Management | Welfare |
| Silver Leaders Meet at the Site Office | <ul style="list-style-type: none"> • Programme Course Director • Programme Operations Director • Head of Programme • Project Manager <p>Responsible for:</p> <ol style="list-style-type: none"> 1. Coordinating incident response 2. Any event communications 3. Coordinating with Emergency Services in conjunction with Venue 4. Mobilising all key staff for incident management 5. Copying medical and emergency details for Emergency Services 6. Completing the relevant Incident form and/or RIDDOR in conjunction with Venue 7. Call parents/ guardians if necessary | <ul style="list-style-type: none"> • Teachers • Pastoral Staff (FF) • Coaches (FF) <p>Responsible for:</p> <ol style="list-style-type: none"> 1. The safety and welfare of all participants during an incident. 2. Allocating staff to accompany a participant to hospital 3. Communicating with parents/guardians 4. Communicating with Venue as appropriate |
| Silver Other key personnel | <ul style="list-style-type: none"> • Key clients or partners for the programme | |
| Bronze level | Operations Staff TBC | Coaches (FF) care for participants with support from UL where appropriate |

Incident Levels and Reporting

| Gold Level Incident | |
|--|---|
| Criteria | Examples |
| <ul style="list-style-type: none"> • A major incident such as an accident, or other failings/negligence, that results in death, threatens life or there is a high likelihood of life changing injury • Performance or management system failings a high possibility • Major safeguarding or security failing or breach • Risk that operations cannot continue on programme • Incidents that are very likely to draw major negative attention and press coverage | <ul style="list-style-type: none"> • Fatality on a programme. • Immediate and ongoing life threatening injuries • Major multiple injured people • Sexual or other serious assault on programme, whether committed by young person or staff • Road traffic accident • Major infrastructure failing such as building collapse or fire |

| Gold/ Silver Level Incident | |
|--|--|
| Criteria | Examples |
| <ul style="list-style-type: none"> • Major incident resulting from an accident or other events that do not result in death or directly threaten life • Likely to attract adverse national social / media attention • A significant near miss that could realistically have led to death or major injury whilst on the programme | <ul style="list-style-type: none"> • Potentially life-changing injury/disability • Multiple injured persons • Criminal activity involving programme staff • Safeguarding allegation against staff • Death when confirmed from natural causes • assault • Significant loss of data |

| Silver Level Incident | |
|--|---|
| Criteria | Examples |
| <ul style="list-style-type: none"> • Medium level incident resulting from an accident • Injuries that require hospital attendance for diagnosis or treatment • Possibility of attracting local media attention • A near miss that could have led to a serious injury | <ul style="list-style-type: none"> • Fractured limbs through no obvious fault • Multiple minor injuries from the same incident • Minor theft/criminal damage • Work-related accidents • Substance misuse or possession |

| Bronze Level Incidents | |
|---|---|
| Criteria | Examples |
| <ul style="list-style-type: none"> • A minor incident resulting from an accident, or other events, that causes minor injuries only • Injuries that do not require hospital attendance for diagnosis or treatment during the programme | <ul style="list-style-type: none"> • Sprains, abrasions, bruising, minor cuts • Behavioural issues or antisocial behaviour • Loss or damage to equipment, cash or property |

| Gold Level | Gold / Silver Level | Silver Level | Bronze Level |
|--|---|---|---|
| <p>Must be reported within 1 hour to Gold Team through FF.</p> <p>Silver Team on the ground to coordinate response to the immediate issue.</p> | <p>Must be reported within 1 hour to Gold Team through FF leads, who will contact other Gold leaders.</p> <p>Silver Team on the ground to coordinate response to the immediate issue.</p> | <p>Must be reported to Silver Team, all reports to be completed and Gold Team from FF to be made aware within 24 hours.</p> | <p>Must be reported to Silver Team following as part of programme wrap up and handover.</p> |

11. DATA BREACH OR LOSS

Data Loss: This might include paper registers being lost, or any document containing information on an individual that identifies them

Data Breach: This relates to unauthorised access to data, potentially through email, access to podio or system hacks.

Loss of data can have serious consequences both for the individual whose data is shared or accessed, as well as for the organisation.

In the event of any data being lost the Data Controller, Michelle Horne, should be called as soon as the loss or breach is recognised.

The person reporting should detail:

- what has happened;
- when and how you found out about the breach;
- the people that have been or may be affected by the breach;
- who else is aware at this time.

12. FIRE PROCEDURE

Each school will have a site-specific procedure for evacuating in the event of a fire alarm.

When delivering programmes in school, it is the responsibility of the supervising teachers to ensure that the school's procedures are enacted, and the delivery staff should ensure they abide by any procedures. The school will need to communicate the procedure and indicate the meet point. Teachers will be responsible for any roll call, and procedures required upon evacuation.

During programmes where a 3rd party venue is being used, FF staff must familiarise themselves with these procedures and implement the venues' management system for checking that the building is empty, monitoring the evacuation & the assembly point and controlling the re-set of the alarm system before allowing people back into the building, as well as completing a record of all incidents and actions.

In some cases, including Residential Programmes, FF are in loco parentis and will have their own policies and procedures to ensure adherence to both the venue's procedures and FF 's own fire evacuation procedures and policies. All residential delivery staff will receive specific fire evacuation briefing, walk through and we aim to ensure there is a practice evacuation within the first 24-48 hours of all participants being on site.

Projects managed and operated by FF at 3rd Party Venues

FF will confirm that the following Fire precautions and management systems are in place, for all venues:

- Relevant County Fire & Rescue inspections and visits have taken place, with recommendations and action points implemented
- Buildings have alarms, smoke detectors, emergency lights and appropriate fire exits, which are periodically checked and tested, with records available
- Relevant materials within the building are fire-proof, to approved levels (doors, walls, curtains, carpets, beds, mattresses, bedding etc.)
- Rooms and corridors have sufficient signage showing evacuation plans and explaining the action in the event of a fire alarm
- Fire Assembly Points are clearly designated, with evacuation procedures explained

FF Course Director and/or Operations Director will assess the provision of the venue and agree an operational management process which meets the standards required. This will include induction procedures, staff training, emergency contact systems, a comprehensive evacuation procedure which incorporates accommodation checking, a review of the generic fire risk assessment and appropriate reporting and responsibility lines.

The company's Operations Director will support the Project Manager to ensure that each venue's procedures are checked, and understood, and create the appropriate operating procedures for delivery staff.

13. PROCEDURE FOR A YOUNG PERSON WHO IS MISSING

For all programmes delivered at a school's own site, FF will defer to their procedures for any missing persons. As the school remains in loco parentis, they will also hold all next of kin details as required.

FF staff should usually have a teacher present throughout the programme, who can take registers.

However, FF delivery staff should also alert staff if they notice a young person has not come to a session, in particular between any roll calls, such as break times or bathroom breaks.

Residential programme where FF is in loco parentis:

If a Young Person is Missing On Site

Contact the **Course Director immediately**, informing them of:

- your location
- the name of the missing young person
- the time & location they were last seen
- any other details

Searching Policy

Immediately search in vicinity of the location they are expected to be, including:

- toilets and changing rooms
- other meeting areas and rooms
- reception
- ask friends, colleagues and others from the same group/accommodation etc.

If the young person is still missing **after 20 minutes**, this constitutes a serious incident. Implement a site-wide search in teams.

- Divide the whole site into sections and send pairs of staff to search
- Ensure that a central location is used as a point of contact
- Use phones or radios to maintain communication
- Pairs report back after they have completed searching their area (they may be required to search another)
- Continue to search and re-search until told otherwise by emergency services or FF Director

If not found after **another 40 minutes** (an hour in total), call the police.

The Course Director will contact the Party Leader / Lead Teacher, where applicable, to agree levels of further contact with parents, and enacting the Critical Incident Policy and procedures.



14. RELATED POLICIES

Future Foundations lists policies on the company website: <https://www.future-foundations.co.uk/what-we-do/managing-safety/our-policies/>

These include many of our key policies that staff are expected to abide by. They are updated annually as a minimum, if new legislation or guidance is issued, and when an incident requires immediate review.

FF also have policies and procedures for internal reference which are available of request.

Last reviewed by: Michelle Horne, Operations Director. 31/08/2021

OUR MISSION IS TO
INSPIRE YOUNG PEOPLE
TO **ACHIEVE** THEIR FULL **POTENTIAL**

Future Foundations Code of Practice