

Safeguarding Guidance

Science Boost CIC - Safeguarding Guidance for staff & volunteers

This guidance outlines procedures for staff (including contractors and volunteers) to keep themselves and our service users safe. This document has been written drawing guidance from expert sources and legislation. It will be updated and recirculated annually.

Safeguarding is part of the Child Protection obligation that is a professional duty for all staff in their relationship with our service users. By following correct safeguarding and child protection procedures, you are protecting our service users and yourself.

Vitality, ensure that you know what to do if there are any concerns about a child's safety or welfare. It also provides parents with a framework to enable them to understand that you are taking all the necessary steps to keep their child safe.

Risk assessments

Thorough risk assessments must be conducted before you engage in providing activities to children and adults on behalf of Science Boost CIC. Science Boost management will provide the required proforma for recording risk assessments, which they will then review and approve as required.

Procedure for handling cases of disclosure revealed by DBS checks

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Reporting safeguarding concerns

Having completed your safeguarding training, you will be aware of types of abuse and how to recognise the signs of abuse. It is your responsibility to safeguard the young people you work with, if you feel you need additional training in order to do this, you must tell Science Boost management who will arrange this. Science Boost management will keep a log of staff training to ensure that it is updated periodically as per Local Authority (LA) requirements.

Safeguarding Guidance

If you have any safeguarding concerns, these should be recorded using the *reporting a concern* form and reported immediately to the Designated Safeguarding Lead (DSL). If your concern is in relation to the conduct of the DSL you should report this to the LA on 0300 123 2224. If you have concerns about the conduct or behaviour of another Science Boost employee or volunteer, this can be raised in accordance with the *whistleblowing and allegations* policy.

Dealing with disclosures of abuse

If a pupil makes a disclosure to you, remember the following:

- Stay calm. Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell them you are pleased that they are speaking to you.
- Never agree or promise to keep it a secret. Assure them you will try to help, but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell them that you believe them. Children very rarely lie about abuse; but they may have tried to tell others and not been heard or believed.
- Tell the child that it is not their fault.
- Encourage the child to talk but do not ask "leading questions" or press for information. Use the acronym T.E.D: *Tell me. Explain. Describe.* to avoid leading questions.
- Listen, remember and record. Check that you have understood correctly what the child is trying to tell you, write the information down as soon as possible following your conversation.
- Communicate that they have a right to be safe and protected.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what they have told you. You still have a duty to report it.

It is essential to record in writing all you have heard, though not necessarily at the time of disclosure. It can be off putting for a child making a disclosure to see you are making notes. At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.

As soon as you can afterwards, use the *reporting a concern* form to make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations, keep it factual (dates, times, names mentioned and to whom

Safeguarding Guidance

the information was passed need to be clearly recorded). If the disclosure relates to a physical injury do not photograph the injury, but record in writing as much detail as possible.

The information should then be passed immediately to the DSL or LA safeguarding team on 0300 123 2224.

Safeguarding procedures specific to online tuition

A parent, carer or other adult working with the student should be on hand - in person - for the student when they are accessing their online lessons. This adult is not expected to participate in the lesson. It is important for the tutor to confirm an adult is present during the lesson. This is to safeguard the tutor and the student(s) and is detailed in our terms and conditions for parents and carers.

When accessing lessons at home, students should access the lesson from a shared area of the house (i.e. not a bedroom). Students should be dressed appropriately.

If you have concerns over dress, where the student is accessing the lesson or whether the parent is present, this should be taken up with the parent or carer in the first instance and concerns passed on to a Science Boost Director.

Tutors must dress appropriately and professionally. Your use of language should be appropriate at all times, and any use of illustrative materials or text should be relevant and appropriate. Language use with students should be engaging, polite and courteous and show non-possessive warmth. Challenges from students should be met with politeness at all times.

You will be trained in the use of suitable online technology and its best use. It is your responsibility to safeguard yourself and the student when using online tools. In particular, we draw your attention to the need to ensure people other than the student(s) and members of Science Boost staff are not able to join your lessons. When you are sharing your screen, you must only share one window with the student rather than your whole computer screen and it is your responsibility to ensure the student cannot see or access anything they shouldn't see, including any personal email addresses or login details.

It is your duty to be honest with Science Boost management about any training you need to ensure your online practice remains safe for you, the

Safeguarding Guidance

student and the organisation. Other members of the Science Boost team may 'drop in' to online lessons for monitoring and training purposes.

In addition, for online group lessons, you must ensure students accessing the lesson from different locations cannot communicate with each other without you being able to see. They should be able to type to the whole group in the chat box and privately message the teacher but not privately message each other.

Contact details

If the student is immediately at risk of harm and you consider it an emergency, you should contact the police by dialling 999.

In other circumstances, all safeguarding concerns should be passed on to the DSL or another director.

The Designated Safeguarding Lead (DSL) is:

- Katie Marshall - scienceboostfrome@gmail.com 07852946743

In the event of Katie Marshall not being available, contact:

- Vicky Heslop - vicky@scienceboostfrome.com
- Fi Dawson - fi@scienceboostfrome.com

If you are dissatisfied with how a safeguarding concern is being handled or you wish to consult someone outside Science Boost CIC, you can contact the Somerset Safeguarding hub directly: www.sscb.safeguardingsomerset.org.uk

Guidance reviewed August 2026

Next review August 2027