



Email: info@thepromisefoundation.org.uk

Website: thepromisefoundation.org.uk

Registered Charity number: 1158695

"We are committed to social mobility and our belief that this should be a collective responsibility"

Promise Foundation Child Protection/ Safeguarding Statement

Promise Foundation is committed to safeguarding and promoting the welfare of children, staff and volunteers and recognises a duty of care. Promise Foundation promotes best safeguarding practice which reflects statutory responsibility and the latest government and regulatory guidance. Promise Foundation volunteers work within schools and therefore are governed by each individual school's Child Protection and Safeguarding procedures and policy.

Regardless of age, ability, disability, gender reassignment, race, religion or belief, socio-economic background or sexual orientation including LGBTQ+ Promise Foundation will ensure that all the young people who we mentor:

- Experience a positive, informative and enjoyable experience in a safe, controlled and child/young person centred environment
- Are protected, under Safeguarding legislation as outlined in the statutory guidance Keeping Children Safe in Education

Promise Foundation acknowledges that some young people may be vulnerable, particularly those who might seek support from the organisation. It is essential that everybody working in a school understand their safeguarding responsibilities and Promise Foundation staff ensure that they will adhere such principles.

All staff, trustees and volunteers share this commitment.

A child/young person includes every mentee under the age of 18.

Promise Foundation takes the recruitment of our mentors extremely seriously and we will ensure that we conform with the Safeguarding and Child Protection procedures for each school in which we work.

Before being matched with a mentee, all mentors must:

- Complete a full application form (CVs are not solely acceptable)
- Be interviewed by our Programme Director
- Provide referees (two reference must be received) (PF reserves the right to undertake on-line searches of individual applicants if thought necessary for due diligence purposes)
- Show original identity documents (e.g. passport), a second proof of address and evidence of their right to work/volunteer in the UK.
- Undergo an enhanced DBS check by the host school.
- Receive training which includes Child Protection and Safeguarding as outlined by each host school at the part of induction to the role.
- Be provided with a handbook which includes guidelines and a summary of all Promise Foundation policies and procedures.
- Are provided with the Safeguarding and Child Protection procedures for the host school.
- Are included on the SCR for the host school when approved by the host school DSL.
- All approved mentees are trained and understand Part One of Keeping Children Safe in Education



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The matching process is carefully managed, and in conjunction with the host school representative, to maximise the benefit to both mentor and mentee.

Mentors and mentees are usually gender matched.

Mentoring sessions have boundaries and all mentors must abide by the Promise Foundation Code of Conduct for Mentors.

They take place at the same time each week on school premises and are typically overviewed by the link school co-ordinator.

There are regular supervisory meetings between mentors and the Promise Foundation Programme Director. Separate meetings will be held between mentees and the Promise Foundation Project Director to maintain standards and regulatory compliance.

A supplementary Safeguarding and Child Protection training session is undertaken for all registered mentors with the Promise Foundation at the start of each Academic Year.

The Programme Director has specific responsibility for ensuring that Promise Foundation Child Protection procedures match those of the partner school and are fully understood by our volunteer mentors and staff.

Details of all mentors and an agreed timetable of mentoring sessions are provided to the Link Co-ordinator and other relevant staff members at the partner school for further monitoring processes.

All communication with mentors and mentees outside of a school mentoring session is conducted via the Programme Director coordinator or the host school Link Co-ordinator. (There will be no direct communication between mentor and mentee outside the regulated mentoring sessions). If we do appoint an administrative post, then this could be assigned to that person.

In the event of the cancellation of a mentoring session, the parent is informed via the host school Link Co-ordinator.

It is Promise Foundation's responsibility to ensure the following:-

- That we adhere to all safe recruitment procedures in checking the suitability of all staff and volunteers to work with children.
- We continually promote and prioritise the safety and wellbeing of children and young people.
- Implement procedures for identifying and reporting any disclosures or suspected matters surrounding child/young person safeguarding to the host school DSL using the Promise Foundation Flow chart of Safeguarding Responsibility process for reporting disclosure or suspected abuse.
- To provide safe environment for mentors and mentees to conduct their weekly meetings.
- A full understanding of roles and responsibilities in respect of safeguarding with training to recognise, identify and respond appropriately to any signs of all forms of abuse, including domestic abuse (recognised or not recognised), neglect, disclosure or any other safeguarding concerns relating to children and young people.



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- That children feel safe and secure during their time within Promise Foundation Programme mentors and associated activities.
- Are aware of and able to support matters of on-line safety for our mentees.
- That all confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored with the host school's DSL.
- Prevent the employment or re-deployment of any unsuitable individuals.

It is the responsibility of the Promise Foundation Programme Director and/ or the Promise Foundation Trustee with responsibility for safeguarding to report cases of abuse, or suspected abuse to the relevant outside agencies, in close liaison the host-school's DSL, to ensure consistent and best practice is always maintained.

All staff, volunteers and Trustees are made aware of the Promise Foundation Safeguarding and Child Protection Responsibilities, the details of Part One which are also readily accessible on our website.

Failure to comply with policy procedures will be addressed without delay and may result in dismissal/exclusion from the Promise Foundation organisation.