



Policies and Procedures

Operations Department

Safeguarding and Protecting Policy and Procedures

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Safeguarding and Protecting Policy and Procedures

1. Principles

Future Focus commits itself to safeguard and promote the welfare of its students with a special focus on the care for minors. Future Focus expects its entire staff to adopt and practice this assurance at all times. Students at Future Focus come first, and we ensure a welcoming, caring and inclusive environment within a culture of respect, openness and honesty.

Students are appreciated as unique individuals, and we apply a system that instils high esteem, security, confidence and independence. Safeguarding and protecting our students is a priority at Future Focus and as such it is an intrinsic part of our philosophy which is carried out in line with all due diligence.

2. Policy

This procedure applies to all students with a special concentration on minors, and also applies to staff. Further, any student undergoing difficulties or circumstances that may have an impact on their health, wellbeing or safety will be provided with the same level of identification, assessment, support and intervention regardless of age or circumstance.

3. Safeguarding and Protecting Policy Statement

We take seriously and are committed to our duty to safeguard and promote the welfare of students and therefore, we strive to:

- i. Create and maintain a safe learning environment
- ii. Identify where there are concerns
- iii. Take action to address them

At Future Focus we operate via the following main pillars:

Prevention - Through the provision of a safe learning environment, students of all ages can communicate their concerns to our staff that will constantly reinforce our continuing commitment to protecting our students.

Protection - The policies and procedures of Future Focus alongside regular training and updating ensure that all staff is well informed and equipped to identify and respond appropriately and sensitively to safeguarding and protecting issues.

Support - Through the provision of appropriate rapport between students and staff.

Reassurance – Continuous and consistent commitment to our principles and policies.

The policy within our Centre is that of placing the student at the focus, ensuring that conduct and behaviour across the board is one that promotes the safeguarding and protection of our students.

Quality Assurance Policies and Procedures

At Future Focus we create an environment where everyone feels valued, safe and respected and where individuals are encouraged to talk and know they will be listened to. We ensure that all staff acknowledge and assume the relevant procedure to be followed when made aware of an issue of concern relating to safeguarding and protecting. Likewise, students are made aware that there is staff whom they can approach if there is an issue or any reason for concern.

Apart from safety, we strive to maintain respect, confidence and mutual respect and tolerance for those with different faiths and beliefs as part of our approach to our students' personal, academic, social and cultural experience.

Future Focus adopts a rigorous and consistent approach to dealing with bullying, including but not limited to physical, verbal, sexual, cyber/ internet. This is emphasised in the case of minors, who require supplementary care and attention. We ensure that:

- i. All at the Centre, staff and students alike, acknowledge these principles;
- ii. All are aware of the strategies available to them to ensure their own protection and the importance of protecting others;
- iii. All students and staff are aware of the threat of radicalisation and help them to develop the knowledge and skills to challenge extremist opinions.

The objective at Future Focus is to provide support and regular training and guidance for all staff, in line with best practice and the requirements of these values.

4. Procedures and Interventions

At Future Focus we strive to:

- i. Establish and explain clear procedures for reporting and dealing with safeguarding concerns
- ii. Guarantee that all safeguarding and protecting concerns are handled sensitively and confidentially and in line with the Centre's procedures
- iii. Ensure that all staff is aware of all key policies and processes that relate to safeguarding and protecting, and understand their responsibility to adhere to these
- iv. Review our policy and procedures annually or in the event of any changes to legislation or regulations
- v. Ensure that every effort is made to establish effective working relationships between students and staff

Future Focus adheres to the responsibility of ensuring that the Safeguarding and Protecting Policy and Procedures are adopted and are fully implemented. Whilst maintaining a specific overall responsibility for Safeguarding and Protecting within the Centre, we ascertain all investigation necessary in the event of allegations of abuse made.

This is implemented by:

- i. Ensuring that the appropriate policies, procedures and systems are in place to safeguard and promote the welfare of all within the Centre
- ii. Ensuring that identified safeguarding procedures are followed and actions are agreed, monitored and achieved on relevant plans

Quality Assurance Policies and Procedures

- iii. Overseeing the referral of cases of abuse or suspected abuse to relevant authorities
- iv. Providing advice and support to all staff on issues relating to Safeguarding and Protecting
- v. Maintaining proper records of all referrals, complaints or concerns in respect of abuse or safeguarding (even where that concern does not lead to a referral).

5. Prevention

Future Focus encourages relations and a support system whereby students may feel comfortable to disclose where or when they feel they are at risk or are likely to be suffer from harm. We adhere to the policy of early intervention or additional support that may be required for any student.

Members of staff may become aware of such issues / situations where these are not necessarily disclosed by the student. In such cases, the member of staff refers to the support group with as much detail as they are aware of. On receiving a referral, further discussion with the referring member of staff and the student concerned will lead to the adequate support via relevant authorities.