

**Yes Futures**

**Covid-19 Addendum**

**(Updated 26 February 2021)**

Prepared by Yes Futures  
[www.yesfutures.org](http://www.yesfutures.org)

## **Covid-19 Addendum**

### **Premise**

Keeping pupils safe continues to be our top priority. All Yes Futures staff have a continuing responsibility to promote the welfare of the children we work with and protect them from harm (in the form of neglect or physical, emotional, or sexual abuse).

This annex to our safeguarding policy details changes to our procedures and practices on account of the new statutory guidance on safe working in education, childcare and children's social care settings which was updated on 14<sup>th</sup> December 2020. This supersedes earlier 2020 Covid-19 guidance which has now been withdrawn. Our safeguarding policy is reflective of the latest guidance and should be viewed in tandem with the additional measures described in this document.

### **Additional guidance from 8<sup>th</sup> March 2021**

Following the new 'Schools coronavirus (COVID-19) operational guidance' published by Department for Education on 22<sup>nd</sup> February 2021, Yes Futures has reviewed its safeguarding measures in light of students returning to school.

We continue to work closely with each of our partner schools to support their individual procedures and any changes they are implementing. In addition, we continue to keep abreast of the government guidance and will make further safety adjustments as recommended.

The government has made clear that, from 8<sup>th</sup> March 2021, schools should continue to offer extra-curricular and wellbeing support for students, including external providers and 1-1 youth work. The support that Yes Futures provides our young people is vital to their wellbeing, confidence and skill development, supporting them through this difficult time.

Along with the whole education community, we will continue to prioritise the wellbeing and long-term futures of our children and young people. We are proud to have been able to make safety adaptations to ensure continued delivery of our highly impactful programmes, at this time when they are more needed than ever.

## Guiding principles

The way we are currently working in response to coronavirus is fundamentally different to our usual programmes; however, a number of important safeguarding principles remain the same:

- The best interests of children come first.
- Anyone who has a safeguarding concern about a child must raise the concern immediately with the Yes Futures Programme Manager who will inform the school's Yes Futures Lead Teacher and DSL (Designated Safeguarding Lead).
- Children should be protected online by following the Codes of Conduct in this document.
- If a Yes Futures team member has safeguarding concerns about another member of the Yes Futures team he/she should follow the procedures described in the main Safeguarding policy.

## Legislation and guidance

Yes Futures staff and volunteers must use this in combination with the following Yes Futures policies:

- Safeguarding Policy 2021
- Behaviour Management Statement 2021
- Data Protection Policy 2021
- Safer Recruitment Policy 2021

The Department for Education COVID-19 helpline is available to answer questions: 0800 0468687 email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

## Yes Futures contacts

Programme Managers:

Hannah Wilkinson-Tough – [hannah@yesfutures.org](mailto:hannah@yesfutures.org) - 07908 687788

Rebecca Somers – [beccy@yesfutures.org](mailto:beccy@yesfutures.org) - 07535 738293

Sharon Armfield – [sharon@yesfutures.org](mailto:sharon@yesfutures.org) - 07535 738292

Designated Safeguarding Lead (DSL):

Sarah Sewell, Chief Executive – [sarah@yesfutures.org](mailto:sarah@yesfutures.org)

Deputy DSL:

Sophie Bartlett, Impact Manager – [sophie@yesfutures.org](mailto:sophie@yesfutures.org)

## Protocols for online coaching sessions in schools

The protocols below should be used in conjunction with the Risk Assessment in Appendix A.

Coaches are expected to read the Coach Code of Conduct before coaching remotely. They must sign the Coach Declaration below to agree to adhere to the requirements stated in this Addendum.

Coaches must be aware of the potential safeguarding risks presented by remote learning and therefore must follow the procedures for online safety outlined below.

### Coach Code of Conduct

Coaches must:

- Dress appropriately as they would if coaching face-to-face in school.
- Set appropriate boundaries and behavioural expectations, and maintain the same professional standards as they would if coaching in school.
- Never make inappropriate jokes or comments online.
- Correspond professionally in tone and content.
- Never conduct a live session with only one pupil if the Programme Manager is not in the room.
- Never contact pupils outside of the scheduled Yes Futures online session.
- Never share their Zoom meeting link with another person.
- Ensure that they are in a confidential space where they cannot be heard and make sure that there is never a possibility of another person having access to the screen.
- Ensure that their personal email address, or other personal information, is not visible when coaching online.
- Ensure their video background is neutral and does not share any personal information (this may mean removing photos from walls or changing location to a neutral background in a quiet area of your home).
- Conduct the coaching session within the times identified on the coaching timetable.
- Report immediately any concerns about online safety of pupils to the Programme Manager. Any such concerns should be dealt with as per our Safeguarding policy.
- Send any additional resources (e.g. that they want to recommend to students) first to the Programme Manager to check the suitability.
- Fill in the online 'Coach Record' to report on progress and any areas of concerns after every session.

## Programme Manager Code of Conduct

Programme Managers must:

- Have regular check-ins with Coaches, including briefing and de-briefing sessions before and after each delivery day.
- Ensure a register of attendees is taken at every session, and attendance is shared with the school.
- Ensure Coaches are aware of the reporting route should they have a safeguarding concern about any child or member of staff.
- Ensure that all Coaches have the correct Zoom safety settings before starting their remote coaching session.
- Ensure all tablets are locked with password or code when not in use.
- Ensure students are supervised at all times when using tablets.
- Ensure all devices used for remote coaching to have the Zoom safety settings in place detailed in this addendum.
- Ensure they have read any additional school documentation regarding Covid-19.
- Use alcohol sanitizer to clean any equipment brought into schools immediately prior to use, including pens and tablets/laptops.
- Regularly clean hands with alcohol sanitizer or soap and water.
- Wear a face covering whilst moving around school premises, or in classrooms/activity rooms when social distancing cannot be maintained.
- Follow any school procedures put in place to minimize the risk of spreading the Covid-19 virus.

## Zoom safety settings

We are using the video conferencing platform Zoom. This has been thoroughly assessed for safety features and chosen as it provides the best solution to safety and connectivity concerns.

- All online sessions will take place within a pre-agreed timetable agreed by Yes Futures and the school, as part of the students' school day. This timetable and the meeting link will be shared with all staff, parents/guardians and young people involved. All individuals are asked to keep this information completely confidential.
- Zoom meetings will always be led by a Yes Futures Programme Executive and will begin and end at the pre-agreed time.
- The Programme Manager must be the host of the meeting.
- Chat function is controlled by the Programme Executive and is disabled for all students. It will be enabled for Coaches only in the event that they need to share a document for students to work on.
- Screen share function is controlled by the Programme Executive and disabled when not in use.
- Waiting room function must be enabled.
- The meeting is locked once the Coach and student are both in the meeting.
- Programme Managers, Coaches and students must use their first name only in the 'name' box.

## Headphones

In order for students to have the optimum experience during their online coaching sessions, they will be allowed to use headphones. Yes Futures will provide headphones for all sessions and will also ensure they are disinfected in between use. We will also actively encourage students to bring their own headphones to sessions if they prefer.

## Mental health

The Yes Futures team are aware that temporary school closure and distance learning can affect the mental health of pupils and their parents. Yes Futures staff should take this into account when working with students.

If Coaches are concerned about a child's mental health, due to the child's behaviour or emotional state, they should raise any concerns with their Programme Manager. The Programme Manager will then pass this information onto the school's Yes Futures Lead Teacher who can then follow school safeguarding procedures and escalate to the DSL if appropriate.

## Data protection

- Under GDPR all online content from a pupil is personal data and subject to the provisions under the Data Protection Act.
- All staff should maintain the security of computerised databases of information on individual pupils.
- The names, email addresses and phone numbers of parents and students are personal data; therefore only relevant people should have access, and the information should only be kept for as long as it is required.
- Student data should not be kept on the private devices of Coaches.
- Coaches should make sure their personal email and other information is not visible when coaching online.
- Yes Futures has a policy of not recording sessions. If a school requires zoom sessions to be recorded, they will be sent the recording and are responsible for storing this recording confidentially, in compliance with the Data Protection Act. Yes Futures will delete the recording from their system as soon as it is sent to the school. The purpose of recording and the related procedure will be communicated to both the Coach and the student.

# Coaching Declaration



## Key expectations of your role

- Proactively support a group of young people through one-to-one coaching.
- Help students to set achievement goals and work towards accomplishing them.
- Be committed to supporting your students and attending all aspects of the programme.
- Serve as a positive, professional adult role model.
- Build self-esteem and motivation in all young people (and adults) that you work with.
- Build a positive relationship with your coaching team by participating in programme activities together.
- Uphold the Positive IMPACT values of Yes Futures by representing the organisation positively and ensuring that your behaviour falls in line with our values at all times.

## Photographic consent

I **AGREE** to allow Yes Futures to use any photographic image of me taken while participating in the programme. These images may be used in promotions, social media, or other related marketing materials. **Initials:**

## Social Media

If you would like to engage with Yes Futures on Social Media, please include details of your handles below:

**Twitter Handle:** @....

**Instagram Handle:** @....

## Contact consent

I **AGREE** allow Yes Futures to share the following details with the rest of my Coaching team for the purpose of allowing us to communicate throughout the programme. **Initials:**

**Email address:**

**Mobile number:**

## Confirmation

I confirm the following statements about myself are true:	Initials
I have never been accused, arrested, charged, or convicted of child abuse or molestation.	
I am not a user of illicit drugs.	
I do not use alcohol or controlled substances in an excessive or inappropriate manner.	
I am not currently in treatment for substance abuse. <i>If substance abuse has occurred in the past you must have completed a non-addictive period of at least 5 years.</i>	
I have not been hospitalised for a mental disorder in the past three years.	
I have not have falsified information during the course of the selection process.	

## Declaration

I agree to follow all Yes Futures programme guidelines and am committed to the Coaching role for the duration of the programme.

I agree to read and follow all Yes Futures policies including the Covid-19 addendum and understand that any violation of the policies could result in the immediate suspension and termination of the Coaching role. In addition, I understand that certain serious violations may result in notification being given to legal authorities that may result in arrest or legal action, and may be punishable by fine and/or imprisonment. I agree to treat confidential and/or sensitive information under the confidentiality guidelines provided, to follow all safeguarding guidelines and procedures, and to commit to the expectations of a Coach listed above and in the role description.

By signing below, I attest acknowledgement of all information listed on this Declaration Form and agree to all the above terms and conditions. I understand that this agreement is binding for the duration of my appointment with Yes Futures and without limit in future.

**Full name:**

**Signature:**

**Date:**

**Policy review:**

*This policy was last reviewed by: Sarah Sewell, CEO*

*Date: 26th February 2021*