

Safeguarding Policy and Procedures

Online Safety

- 1.0 We take online safety seriously

Safeguarding Policy

- 1.0 Introduction
- 2.0 Legislative Framework/related policies
- 3.0 Aims
- 4.0 Registration of Facilitators and/or Mentor
- 5.0 Privacy
- 6.0 Recording of sessions
- 7.0 Facilitator and/or Mentor
- 8.0 Student
- 9.0 Parent / responsible adult
- 10.0 School and teachers / school representative (is session is within school hours and on school premises)
- 11.0 Director / management of 8billionideas
- 12.0 Compliance
- 13.0 Designated Safeguarding Lead
- 14.0 Review

Safeguarding Procedures

- 1.0 Introduction
- 2.0 Facilitators and/or Mentor
- 3.0 Students
- 4.0 Parents / responsible adults
- 5.0 Schools, teachers and schools representative
- 6.0 Director / management 8billionideas
- 7.0 Designated Safeguarding Lead

Online Safety

1.0 We take Online Safety Seriously

We're committed to ensuring the highest possible standard of safeguarding. Our child protection policies and procedures have been developed alongside former child protection officers and our site contains a number of built-in features which aim to provide a safe educational environment.

These include the following provisions:

- All communications between facilitators and/or mentors and students take place via the site. This means that personal contact details about the student and parents (including email addresses and telephone number) remain private and confidential and are not visible to the facilitator and or mentor.
- Our [terms and conditions](#) do not allow any contact between facilitators and/or mentors and students outside the website.
- All live sessions are recorded and made available for playback to parents, schools (using our schools service) and students.
- All our facilitators are checked with Enhanced DBS/CRB status, have completed Safeguarding of Children Level 2, NSPCC Child Online Safety, and are qualified Youth Mental Health First Aiders.
- Feedback about our facilitators is reflected in our ratings system.

We have a link with the [Child Exploitation and Online Protection Centre \(CEOP\)](#). Visit their website for more internet safety advice.

Safeguarding Policy

These policies should be read in conjunction with the [8billionideas Terms and Conditions](#) and the [Safeguarding Procedures](#).

1.0 Introduction

- a. 8billionideas is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each student and facilitator/mentor using 8billionideas is paramount.
- b. Our site was developed with the aim of ensuring that lessons take place in a safe environment. This is reflected in a number of key built-in features and defined by a set of Safeguarding Policies and [Safeguarding Procedures](#) for the students, parents/responsible adults and facilitators/mentors who use this service.

2.0 Legislative Framework/Related Policies

- a. These policies and [Safeguarding Procedures](#) aim to ensure that all persons using the 8billionideas services can do so safely within child safeguarding standards and UK law.

3.0 Aims

- a. The aim of this policy is to safeguard all students and other persons using 8billionideas system including whilst they are within a live experience and/or mentor session.
- b. This policy document contains the responsibilities of all persons using 8billionideas, including facilitators, students, parents (responsible adults) and

teachers.

c. It is important that all persons using or working on behalf of 8billionideas are aware of this policy and have familiarised themselves with the detailed [Safeguarding Procedures](#).

d. This policy should be read and understood before engaging in any activity arranged through 8billionideas and the responsibilities and [Safeguarding Procedures](#) therein adhered to. Contravention of the Safeguarding Policy document could lead to suspension and/or barring from the services.

4.0 Registration of Facilitators

a. The facilitators are registered on the Site and their user name and all communications to the facilitator will go via the Site.

b. 8billionideas conducts an interview with all facilitators/mentors as part of the selection process and will request photo identification documents (such as a student card, passport or driving licence).

c. 8billionideas requires all facilitators to go through an enhanced CRB/DBS checks.

d. 8billionideas has a process of continual ratings and will encourage students and parents to provide feedback about the facilitators/mentors.

5.0 Privacy

a. The contents of all Site communications between facilitators/mentors, parents and students will go via the site in order to provide a safe environment to the student and facilitator/mentor.

b. All data held by 8billionideas is in accordance with the [Data Protection Act 1998](#) (also see [Privacy Policy](#) in [Terms and Conditions](#)).

6.0 Recording of Sessions

a. All lessons will be recorded and normally available for play back to the parents and students for up to 30 days. The recordings remain the property of 8billionideas.

b. 8billionideas may review any sessions where a report has been made by any person using 8billionideas for the purpose of investigating the report.

c. 8billionideas will allow access to UK law enforcement of any recording where it is reported a criminal offence may have occurred in relation to a specific session (also see [Terms and Conditions](#)).

Roles and Responsibilities of persons using 8billionideas

7.0 The Facilitator and/or Mentor

a. The facilitator and or mentor shall:

- Ensure that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session.
- Treat students fairly and without prejudice or discrimination; students who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the student's wellbeing.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a facilitator and confined to the relevant lesson session.
- Not make any improper suggestions to a student.
- Not send unsolicited communications to the student or parent/responsible adult.
- Value and take students' contributions seriously.
- Report any dispute with a student, parent/responsible adult, or another facilitator to 8billionideas, in accordance with the [Safeguarding Procedures](#) document.
- Report any inappropriate behaviour or illegal activity identified within a live session by the student or third party, in accordance with [Safeguarding Procedures](#) set out in [Safeguarding Procedures](#).
- Ensure that if no parent/responsible adult is present during a lesson session that the student is comfortable to continue live experience; if not, they can terminate live experience.
- Be aware that the sessions are recorded and they are available for review by a student or parent/responsible adult for a period up to 30 days.

8.0 The Student

a. Students can register with the service but cannot start using the service until a sponsor/parent/guardian/carer over the age of 18 has formally registered and agreed to be the formal sponsor and to hold legal relationship with the platform.

b. The student shall:

- Treat the facilitator/mentor with respect and fairness, and not subject them to abusive behaviour or language.
- Not make any improper suggestions to the facilitator.
- Have no inappropriate communication with the facilitator outside the live experience session.
- Report any dispute with a facilitator to a parent/responsible adult in accordance with Section 3 of [Safeguarding Procedures](#).

- Report any inappropriate behaviour or illegal activity by a facilitator within a live session in accordance with the Section 3 of [Safeguarding Procedures](#).
- Be aware that the sessions are recorded and they are available for review for a period up to 30 days.

9.0 Parent/Responsible Adult

a. The parent/responsible adult shall:

- Ensure the student is fully aware of the 8billionideas Safeguarding Policy.
- Always be responsible for the welfare of the student during the session.
- Always be responsible for the physical environment of the pupil during the session ensuring it is safe and appropriate.
- If they consider it appropriate, be available during a mentor session so any concerns encountered by the student can be reported as soon as possible and ensure the student and facilitator/mentor are behaving in an appropriate manner.
- Ensure that facilitators/mentors will be treated with respect and fairness by the student and will not be subjected to abusive behaviour or language.
- Ensure that no improper suggestions are made by either the facilitator or student.
- Ensure the student has no inappropriate communication with the facilitator/mentor outside the live session.
- Report any unsolicited communications between the facilitator/mentor and student if appropriate, in accordance with [Safeguarding Procedures](#) set out in this document.
- Report any dispute with a facilitator/mentor to 8billionideas in accordance with [Safeguarding Procedures](#) set out in this document.
- Report any inappropriate behaviour or illegal activity by a facilitator/mentor in accordance with [Safeguarding Procedures](#) set out in this document.
- Be aware all lessons will be recorded and made available for play back for up to 30 days

10.0 School and Teachers, School Representative (If session is within school hours and/or on school premises)

a. For the purpose of this policy document a “responsible adult” includes teachers and school representatives.

b. The school and teachers or school representative shall:

- Be responsible for the welfare of the student during the session.
- Be responsible for the physical environment of the student during the session, ensuring that it is safe and appropriate.

- Be responsible for behaviour of the student during the session, ensuring that facilitators will be treated with respect and fairness and will not be subjected to abusive behaviour or language.
 - Ensure that no improper suggestions are made by either the facilitator or student.
 - Be present or available for the student during the session to address any issues.
 - Report any dispute with a facilitator to 8billionideas in accordance with [Safeguarding Procedures](#) set out in this document.
 - Report any inappropriate behaviour or illegal activity by a facilitator within a session in accordance with [Safeguarding Procedures](#) set out in this document.
 - Be aware that all lessons will be recorded and made available for play back to the teachers and students for up to 30 days.
- c. If the live session has been arranged by the school but takes place outside school hours and away from school premises, it is the responsibility of the school to make the appropriate parent/responsible adult aware of the Safeguarding Policy and that both parties agree their safeguarding responsibilities.

11.0 Director/Management of 8billionideas Services

- a. The Director/Management of 8billionideas shall:
- Conduct an interview with facilitators before they are permitted to join the 8billionideas community.
 - Ensure that all facilitators have completed and keep up-to-date with the training listed above and have completed an enhanced DBS check.
 - Ensure that any dispute between persons using the 8billionideas services is handled efficiently and fairly without discrimination in accordance with the [Safeguarding Procedures](#) set out in this document.
 - Deal with reports of possible illegal activity promptly, ensuring the safety and wellbeing of the student and/or facilitator/mentor in accordance with the [Safeguarding Procedures](#) set out in this document (see [Safeguarding Procedures](#) section).
 - If any incident is reported to the police relating to a specific session, make the recording available for the police to use as evidence in any proceedings if appropriate.
 - If appropriate, employ the services of an independent Child Protection consultant to review a report concerning the welfare of a student ensuring an appropriate course of action is taken.

- o Regularly review the Safeguarding Policy and [Safeguarding Procedures](#) to ensure they are relevant and adequate to safeguard all persons using the 8billionideas services.

12.0 Compliance

- a. All persons using the 8billionideas services have a responsibility to familiarise themselves with the Safeguarding Policy.
- b. Any facilitator reported for a breach of the Safeguarding Policy will be suspended from the site until the incident has been investigated by the appropriate authority. The reporter may be informed of the resolution if appropriate.
- c. The final decision on action taken for minor breaches of the Safeguarding Policy will be the responsibility of 8billionideas.
- d. Any person reported for illegal activity whilst using the 8billionideas services will be reported to police and will be barred from the service.
- e. Any person reported for causing harm to a student or subjecting the student to sexual abuse will be reported to police and barred from the service.

13.0 Designated Safeguarding Lead

8billionideas takes safeguarding children and safety of all persons using our services very seriously. We review our Safeguarding Policy and Safeguarding Procedures on regular basis. Our designated Safeguarding Lead is Jenny Pool who can be contacted at Jenny@8billionideas.com. The Safeguarding Lead is the first point of contact for all situations that could potentially affect the safeguarding of children and young people using the 8billionideas platform.

14.0 Review

- a. The Safeguarding Policy and [Safeguarding Procedures](#) will be reviewed by 8billionideas on a regular basis to ensure it is adequate and relevant to safeguarding standards.

We're here to help

8billionideas Ltd

email: hello@8billionideas.com

Tel: +44 (0) 207 754 0398

Address:

Suite 1, Claremont House

22-24 Claremont Road

Surbiton, Surrey

KT6 4QU

Safeguarding Procedures

- 1.0 Introduction
- 2.0 Mentors
- 3.0 Students
- 4.0 Parents / responsible adults
- 5.0 Schools, teachers and schools representative
- 6.0 Director / management 8billionideas
- 7.0 Designated Safeguarding Lead

These policies should be read in conjunction with the [8billionideas Terms and Conditions](#) and [Safeguarding Policy](#).

1.0 Introduction

- a. 8billionideas is committed to ensuring the highest possible standard of safeguarding. The personal safety and wellbeing of each student and facilitator/mentor using 8billionideas is paramount.
- b. Our site was developed with the aim of ensuring that live sessions take place in a safe environment. This is reflected in a number of key built-in features and defined a set of policies and procedures for the students, parents/responsible adults and facilitators/mentors who use this service.
- c. The following sections set out the procedures that should be followed if an incident occurs.
- d. These procedures aim to ensure a prompt response to any incident and to minimise any further harm to a student or other person.
- e. There are differing severities of behaviour which could be witnessed during a live session. Some behaviour would warrant only a report to 8billionideas Safeguarding Lead; other behaviour maybe of a more serious nature where a direct report to the police may be necessary.
- f. Each section below sets out the recommended procedure which should be followed. It is always the responsibility of the person alerted to the incident to take some action to protect the student or other person. 8billionideas will not be responsible for any non-compliance with the recommended procedure.

g. The procedures are not an exhaustive list; therefore if an incident occurs that is not covered in this document you are advised to contact 8billionideas Safeguarding Lead, or the police if you believe that it may be a criminal matter.

2.0 Facilitators/Mentors

If a facilitator/mentor sees/experiences:

2.1 Inappropriate language

The facilitator/mentor will request, in a polite manner, that the student or other persons using inappropriate language refrains from doing so during the live session. If the language continues the facilitator/mentor will explain that they will terminate the session for that student due to the language and will report the matter to 8billionideas Safeguarding Lead who will decide on any further use of the service by the student or other person involved. The facilitator/mentor will have no further contact with the student unless by mutual agreement with 8billionideas. Any unsolicited contact from the student or other persons following the termination of the session should be reported to 8billionideas Safeguarding Lead.

2.2 Inappropriate behaviour

The facilitator/mentor will request, in a polite manner, that the student or other persons involved in the inappropriate behaviour refrains from the behaviour during the live session. If the behaviour continues the facilitator/mentor will explain that they will terminate the session for that student due to the behaviour and will report the matter to 8billionideas Safeguarding Lead who will decide on any further use of the service by the student or other person involved. The facilitator/mentor should have no further contact with the student unless by mutual agreement with 8billionideas. Any unsolicited contact from the student or other persons following the termination of the session should be reported to 8billionideas Safeguarding Lead.

2.3 Inappropriate or abusive images

a. Any display of adult pornographic images whilst in the presence of a student may constitute an offence under [UK law](#). Any facilitator/mentor witnessing the display of adult pornographic images by or towards a student should explain that the images should not be displayed during a live session, terminate the session for that student and report the matter to 8billionideas Safeguarding Lead.

b. Any display of child abuse images or indecent images of a child (for these purposes, a 'child' is defined as anyone under the age of 18 years) is an offence under [UK law](#). Any facilitator/mentor witnessing a display of indecent images of a child by or in the presence of a student should explain that due to the nature of the images they will terminate the session for that student. The facilitator/mentor should then inform the UK police. The facilitator/mentor should also inform

8billionideas Safeguarding Lead of the incident to ensure any recordings can be preserved and made available for any police investigation. The facilitator/mentor should have no further contact with the student or any other person involved in the incident. Any unsolicited contact from the student or other persons following the termination of the session should be reported to the police and 8billionideas Safeguarding Lead immediately.

c. This action should be taken so that the correct authorities can be alerted and can deal appropriately with the incident.

d. The display of any other images perceived to be inappropriate, either due to the age of the student or the content of the image shall be reported to 8billionideas Safeguarding Lead at the discretion of the parent/responsible adult.

2.4 Disclosure of/witness to abuse towards or in the presence of a student

a. Any physical or sexual abuse of a child is an offence under [UK law](#). If a facilitator/mentor receives information about such abuse from the student or other person present they should reassure the person that they can get assistance for them. It is the responsibility of the facilitator/mentor to contact the UK police and report what has been witnessed.

b. If the facilitator/mentor witnesses any such abuse first-hand they should immediately contact the police and report the incident. Any facilitator/mentor witnessing a display of any such abuse of a child by or in the presence of a student should explain that due to the nature of the actions they will terminate the session for all students. Facilitator/mentor should also inform 8billionideas Safeguarding Lead of the incident to ensure any recordings can be preserved and made available for any police investigation. The facilitator/mentor should have no further contact with the student or other person involved in the incident. Any unsolicited contact from the student or other persons following the termination of the session should be reported to the police and 8billionideas Safeguarding Lead immediately.

2.5 Disclosure of inappropriate/sensitive information

a. During a live session sensitive information may be offered by a student or other person present. If the information relates to any kind of abuse, the facilitator/mentor should refer to 'Disclosure of/witness to abuse towards or in the presence of a student', above. The student or other person present should be discouraged from disclosing sensitive information by the facilitator/mentor. If the information continues to be shared the facilitator/mentor will determine the impact of the information and decide whether to continue or terminate the session for that student and/or all students and report the incident to 8billionideas Safeguarding Lead.

b. Any information disclosed regarding the safety of a child should always be reported immediately to the UK police and 8billionideas Safeguarding Lead.

3.0 Students

If a student sees/experiences:

3.1 Inappropriate language

a. The student will inform a parent/responsible adult of the facilitator/mentor using inappropriate language. The parent/responsible adult should ask the facilitator/mentor to refrain from using inappropriate language during the lesson session. If the language continues the parent/responsible adult should explain that they will terminate the session and will report the matter to 8billionideas Safeguarding Lead, who will decide on any further use of the service by the facilitator/mentor. The student and parent/responsible adult should have no further contact with the facilitator/mentor. Any unsolicited contact from the facilitator/mentor after termination of the session should be reported to the 8billionideas Safeguarding Lead.

b. If a parent/responsible adult are not present or readily available the student should report the language as soon as possible to a parent/responsible adult who will take the decision to report the incident to 8billionideas Safeguarding Lead.

3.2 Inappropriate behaviour

a. The student will inform a parent/responsible adult of the facilitator/mentor using inappropriate behaviour. The parent/responsible adult should ask the facilitator/mentor to refrain from using inappropriate behaviour during the live session. If the behaviour continues the parent/responsible adult will explain that they will terminate the session due to the behaviour and will report the matter to 8billionideas Safeguarding Lead who will decide on any further use of the service by facilitator/mentor. The student, parent/responsible adult should have no further contact with the facilitator/mentor. Any unsolicited contact from the facilitator/mentor after termination of the session should be reported to 8billionideas Safeguarding Lead.

b. If a parent/responsible adult are not present or readily available the student should report the behaviour as soon as possible to a parent/responsible adult who will take a decision to report the incident.

c. If the behaviour is of a sexual nature towards a student by a facilitator/mentor, the student should immediately inform a parent/responsible adult and terminate the session. The parent/responsible adult should inform the UK police and 8billionideas Safeguarding Lead immediately.

3.3 Inappropriate or abusive images

- a. Any display of adult pornographic images whilst in the presence of a student may constitute an offence under [UK law](#). Any student witnessing the display of adult pornographic images by a facilitator/mentor should immediately terminate the session and report this to a parent/responsible adult who should inform the UK police.
- b. Any display of child abuse images or indecent images of a child (for these purposes, a 'child' is defined as anyone under the age of 18 years) is an offence under [UK law](#). Any student witnessing a display of indecent images of a child should immediately terminate the session and report this to a parent/responsible adult, who should inform the UK police.
- c. The parent/responsible adult should also inform 8billionideas Safeguarding Lead of the incident to ensure that any recordings can be preserved and made available for any police investigation. The student, parent/responsible adult should have no further contact with the facilitator/mentor involved in the incident. Any unsolicited contact from the facilitator/mentor following the discontinuation of the session should be reported to the police and 8billionideas Safeguarding Lead immediately.
- d. This action should be taken so that the correct authorities can be alerted and can deal appropriately with the incident.
- e. The display of any other images perceived to be inappropriate either due to age of the student or content of the image shall be reported to 8billionideas Safeguarding Lead at the discretion of the parent/responsible adult.

3.4 Disclosure of/witness to abuse

- a. Any physical or sexual abuse of a person is an offence under [UK law](#). If a student receives information about such abuse from the facilitator/mentor or other person present they should immediately inform a parent/responsible adult. It is the responsibility of the parent/responsible adult to contact the UK police and report what was witnessed.
- b. If the student witnesses any such abuse at first-hand they should immediately contact a parent/responsible adult who should immediately inform the UK police. The parent/responsible adult should also inform 8billionideas Safeguarding Lead of the incident to ensure that any recordings can be preserved and made available for any police investigation. The student, parent/responsible adult should have no further contact with the facilitator/mentor involved in the incident. Any unsolicited contact from the facilitator/mentor following the termination of the session should be reported to the parent/responsible adult immediately.
- c. This action should be taken so the correct authorities can be alerted and can deal appropriately with the incident.

3.5 Disclosure of inappropriate/sensitive information

- a. During a lesson session sensitive information may be offered by a facilitator/mentor (If the information relates to any kind of abuse the student should refer to 'Disclosure of/Witness to abuse'). The facilitator/mentor should be discouraged from disclosing sensitive information by the student, parent/responsible adult. The parent/responsible adult will determine the impact of the information and decide whether to continue or terminate the session and report the incident to 8billionideas Safeguarding Lead.
- b. Any information disclosed regarding the safety of a child should always be immediately reported to the UK police.
- c. Any facilitator/mentor reported by a parent/responsible adult will be suspended from the site until the incident has been investigated by the appropriate authority. The parent/responsible adult may be informed of the resolution if appropriate.

4.0 Parents/Responsible Adults

- a. As per the policy document, the parent/responsible adult has primary responsibility for the welfare and safety of the student during a live session and should be present or available to deal with any concerns or incidents reported by the student.
- b. It is also the duty of the parent/responsible adult to ensure the wellbeing of the child if they have been affected by anything said or done by the facilitator/mentor.
- c. If a parent/responsible adult is alerted by the student to any inappropriate behaviour/language or information by the student or they witness any inappropriate behaviour/language or information by the facilitator/mentor, they should immediately speak to the facilitator/mentor, state their concern and inform them they are terminating the session. The incident should then be reported to 8billionideas Safeguarding Lead to take appropriate action. As there is a recording of the session available, the parent/responsible adult may review the session before taking further action.
- d. The parent/responsible adult should have no further contact with the facilitator/mentor involved in the incident. Any unsolicited communication from the facilitator/mentor should be reported to the police and 8billionideas Safeguarding Lead as soon as possible.
- e. If a parent/responsible adult is alerted by the student to any inappropriate or abusive images or they witness any inappropriate or abusive images displayed by the facilitator/mentor, they should immediately speak to the facilitator/mentor, state their concern and inform them they are terminating the session. The parent/responsible adult should inform the UK police (if appropriate) and (in all cases) 8billionideas Safeguarding Lead of the incident to ensure that any recordings can be preserved and made available to any police investigation.

f. The parent/responsible adult should have no further contact with the facilitator/mentor involved in the incident. Any unsolicited communication from the facilitator/mentor should be reported to the police and 8billionideas Safeguarding Lead as soon as possible.

g. As there is a recording of the session available, the parent/responsible adult may review the session before taking further action.

h. Any facilitator/mentor reported by a parent/responsible adult will be suspended from the site until the incident has been investigated by the appropriate authority. The parent/responsible adult will be informed of the resolution if appropriate.

5.0 Schools, Teachers and Schools Representative

a. The teacher or school representative shall follow the procedures outlined for 'Parent/Responsible adult' in Section 4.

b. Additionally the teacher or school representative should inform the parent of the student about the incident and, as appropriate, the school's Child Protection officer.

c. For the purpose of this policy document a 'responsible adult' includes teachers and school representatives.

6.0 Director/management 8billionideas

a. The Safeguarding Policy and Safeguarding Procedures of the 8billionideas platform and services are the responsibility of the Director and management.

b. Any report of a contravention of the Safeguarding Policy will be reviewed by 8billionideas Safeguarding Lead, who may engage independent Child Protection consultants to ensure that an appropriate course of action is taken.

c. Any incident reported to 8billionideas shall be reviewed as soon as possible to ensure a timely resolution.

d. If a report concerns minor breach of the Safeguarding Policy, 8billionideas Safeguarding Lead can make a decision as to appropriate action which may include barring the reported person from using the 8billionideas services (also see Safeguarding Policy Section 12.0 Compliance).

e. If a report is received by 8billionideas which concerns the immediate safety of a student or any illegal activity during a live session, they will be required to contact UK police and report the incident (also see Safeguarding Policy Section 12.0 Compliance).

7.0 Designated Safeguarding Lead

8billionideas takes safeguarding children and safety of all persons using our services very seriously. We review our Safeguarding Policy and Safeguarding Procedures on regular basis. Our designated Safeguarding Lead is Jenny Pool who can be contacted at Jenny@8billionideas.com. The Safeguarding Lead is the first point of

contact for all situations that could potentially affect the safeguarding of children and young people using the 8billionideas platform.

We're here to help

8billionideas Ltd

email: hello@8billionideas.com

Tel: +44 (0) 207 754 0398

Address:

Suite 1, Claremont House

22-24 Claremont Road

Surbiton, Surrey

KT6 4QU