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Safeguarding Policy 2022/2023

The Land Collective CIC

Designated Safeguarding Lead: Nazmiye Aslan

The Land Collective CIC has a commitment and responsibility to promote the welfare of all children and young people and keep them safe. This policy applies to anyone working on behalf of The Land Collective CIC, including volunteers (employees from firms who speak at The Land Collective CIC events or events at which The Land Collective CIC has been asked to speak at).

This Policy:

Provides links to relevant sources of information to ensure that all adults who work with The Land Collective CIC have a good understanding of safeguarding and child protection:

- Outlines good practice guidelines
- Ensures the commitment to safe recruitment for the The Land Collective CIC team
- Ensures that all adults who work with The Land Collective CIC are aware of the structured response procedure for safeguarding concerns
- Expresses the commitment of The Land Collective CIC to safeguarding and child protection

This policy complies with the principles in Working Together to Safeguarding Children (2018). This states:

- Everyone who works with children has a responsibility for keeping them safe
- Everyone who comes into contact with children and families has a role to play in sharing information and identifying concerns.

More info at <https://learning.nspcc.org.uk/child-protection-system/england>



1. About The Land Collective CIC

The Land Collective is an award-winning, youth-focused organisation that encourages engagement in the property and built environment sector through showcasing career opportunities, providing educational resources about the sector, delivering employability programmes and placing diverse young talent into early career opportunities such as apprenticeships, internships, work placements and graduate schemes.

We work with young people in three ways:

- a. Delivery of careers programmes to young people in schools, colleges, universities, community venues, employer venues, and other spaces. These include in-person site visits and tours to residential and commercial developments to properly showcase the sector.

- b. Through our longer-term programmes, such as our ESG Launchpad, where we engage with young people on an ongoing basis, in both individual and group work settings. All these young people are aged 15 and above and are run via schools, colleges and universities in tandem with employers.

- c. Delivery of virtual activities such as online sessions, webinars, and video calls to young people, delivered in partnership with employers and industry volunteers. These are all organised through schools, colleges, universities, charities and other partners.

Any of the young people with whom we work may be enrolled at a school sixth form, FE College, Sixth Form College, university or another education provider.

2. Types of abuse

It is important for any adult involved in working with The Land Collective CIC to have a good understanding of types of abuse. All adults involved in The Land Collective CIC have a role in identifying signs of abuse. In this policy “child” and “young person” are used interchangeably to mean any person under the age of 18.

The types of child abuse that may occur are extensive. It is the responsibility of each The Land Collective CIC member of staff to ensure they have completed the NSPCC Introduction to Safeguarding course every three years.



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It is signposted to any member of staff from a partner firm that may speak at a group session should also read the NSPCC website:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>.

In addition to types of abuse, we recognise that mental health is particularly important to the ages of the young people that The Land Collective CIC work with. More can be found here:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/mental-health-suicidal-thoughts-children/>.

3. Good practice guidelines

All adults working with The Land Collective CIC, in whatever capacity including volunteers (employees who deliver a talk), should demonstrate exemplary behaviour. The following are common-sense examples of how to create a positive culture and environment. These examples and guidelines apply to face-to-face and virtual delivery.

DO:

- Always prioritise the welfare of each young person
- Always work in an open environment, avoiding private situations
- Always make sure that you are never by yourself on a video call or virtual. Always ensure there is a member of the The Land Collective CIC team already signed in and a teacher is present.
- Treat all young people with respect and dignity.
- Maintain an appropriate emotional and physical distance from the young person.
- Ensure the young person is in a space with other people around – never be in a room alone with a young person, and keep doors open and blinds up.
- Be an excellent role model e.g. not smoking/drinking in the company of a young person.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Administer first aid/other medical treatment when necessary, report in line with the hosting organisation's/venue's policy and procedure, and inform The Land Collective CIC.
- Report any incidents (see below)

DO NOT under no circumstances (this applies to face-to-face and virtual delivery)

- Engage in rough physical or sexually provocative games.
- Allow or engage in any form of touching (e.g. consoling arm if the student is upset).
- Allow young people on The Land Collective CIC events/programmes to use inappropriate language unchallenged.
- Say or do anything that might be interpreted as aggressive or hostile.



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- Do things of a personal nature for a young persons at an The Land Collective CIC event or programme student that they can do for themselves.
- Take a young person in a car or accompany them on a journey, e.g., after a careers event.
- Make sexually suggestive, discriminatory, offensive or violent comments to young people on The Land Collective CIC events/programmes.
- Meet with young people on The Land Collective CIC events/programmes in an inappropriate place, e.g., a nightclub, bar. Never meet outside of the specific event or delivery of the programme.
- Allow allegations made by young people on The Land Collective CIC events/programmes to go unchallenged, unrecorded or not acted upon.
- Attempt to engage with a young person personally outside of the The Land Collective CIC led (face-to-face or virtual delivery) event EXCEPT phone calls with the young person as a follow-up, e.g., enquiry about a job vacancy, CV improvement discussion etc.
- Fail to report to The Land Collective CIC anything inappropriate that a young person does or says.
- Any adult representing The Land Collective CIC (staff, ambassadors, volunteers etc.) must not communicate with any young person as a result of an The Land Collective CIC event (unless as a result of a request from a young person in relation to the event, job vacancy or other relevant subject, i.e., CV advice) or connect with them on any social media platform.

4. Incidents that must be reported to the Designated Safeguarding Officer (safeguarding@thelandcollective.com)

If you witness or are a party to any of the following, you should report this immediately to the The Land Collective CIC Safeguarding Lead and record the incident. You must report any incidents including the below:

- You hurt a young person on The Land Collective CIC events/programmes, even if unintentionally.
- You witness any inappropriate behaviour, whether from another adult or from a young person on The Land Collective CIC events/programmes
- A young person on The Land Collective CIC events/programmes
 - seems distressed
 - mentions they are in danger at home or school
 - mentions they want to harm themselves/others
 - appears to be physically attracted to you or to another adult
 - misunderstands or misinterprets something you have done
 - has not attended or has a lack of engagement which causes concern
 - makes suggestive or inappropriate comments, either in person, online or using any other form of communication.



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Where a young person is on an The Land Collective CIC work shadowing or work placement activity, the employer is expected to notify The Land Collective CIC and the school/college immediately upon becoming aware of any safeguarding/child protection issues.

5. Face-to-face events not in the premises of schools, colleges, universities or other partner organisations

The Land Collective CIC will only run events when organised in conjunction with the school, college, university or other organisation and a representative from the school/college/university/other organisation must accompany the young people.

The school/college/university/employer organisation is responsible for informing The Land Collective CIC what they require to be in place regarding health and safety, dietary requirements and access requirements for young people.

The young people remain in the duty of care of the school/college/university/ employer for the entire event. It is expected that the school/college representative takes full responsibility for their students for the entire duration of the visit including obtaining parental consent in line with their own safeguarding policy. The school/college/university/other organisation must take full responsibility for the welfare and safeguarding of students at these events. The Land Collective CIC accepts no responsibility for personal belongings brought by students to events.

These sessions fall under the safeguarding policy of the school, college or university.

6. The Land Collective CIC attending face-to-face in an education or community/another setting

Visits to schools, colleges, universities and community settings are part of the The Land Collective CIC outreach strategy. These activities often occur in two forms, but are not restricted to just these two:

a. A careers fair/exhibition: This tends to be a large event with many other organisations. Students visit the exhibition stand for information on The Land Collective CIC.

b. Delivering a workshop: This will be in a classroom-style setting. The role of The Land Collective CIC is to deliver a talk about careers in the built environment.

Both these types of activities are managed and supervised by the hosting organisation (school/college/university/other organisation). The hosting organisation is responsible for student welfare and safeguarding as the activities take place on their premises, but the The Land Collective CIC safeguarding best practice still applies to all The Land Collective CIC staff



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and volunteer conduct. The hosting organisation must always ensure there is a member of their staff in the room with the The Land Collective CIC representative (this includes volunteers – employees from an employer partner).

These sessions fall under the safeguarding policy of the school, college or university. This is made clear to the school/college/university/other organisation at the point of booking the session through:

- The Land Collective CIC sharing the Code of Conduct via email with the individual that booked the session from the school/college/university/other organisation
- The Land Collective CIC including the Code of Conduct on the meeting planner with the individual that booked the session from the school/college/university/other organisation, with clear guidance that by accepting the meeting planner, the school/college/university/other organisation are agreeing to the Code of Conduct.

7. The Land Collective CIC events: Virtual delivery

Our virtual events are only delivered in conjunction with a school, college, university or other organisation.

These are always group-based sessions. The Land Collective CIC and any employer speakers are projected onto the whiteboard. Employer speakers are never to attend by themselves. This is very similar to The Land Collective CIC visiting an education establishment and being in the classroom: the teacher is responsible for session logistics and student welfare, The Land Collective CIC and our employer partners have a speaking-only role, and it is a group one-off intervention.

School/college/university/other organisation responsibilities

- The teacher/another professional to send the virtual link to be used
- No student is on webcam unless the teacher has enabled it/allowed it.
- The teacher/other professional is responsible for managing the session, safeguarding and welfare of the students.

These sessions fall under the safeguarding policy of the school, college or university. This is made clear to the school/college/university/other organisation at the point of booking the session through:

- The Land Collective CIC sharing the Code of Conduct on email with the individual that booked the session from the school/college/university/other organisation
- The Land Collective CIC including the Code of Conduct on the meeting planner with the individual that booked the session from the school/college/university/other



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organisation, with clear guidance that by accepting the meeting planner, the school/college/university/other organisation are agreeing to the Code of Conduct.

8. Communication

8.1. Telephone

Any adult representing The Land Collective CIC must ensure that all communication is transparent and open to scrutiny. The Land Collective CIC staff must use their The Land Collective CIC mobile to contact young people in relation to an enquiry about an event, job vacancy or another relevant subject, and NOT their personal phone number.

8.2 Social media

Any adult representing The Land Collective CIC individuals (including staff, Ambassadors, volunteers etc.) must not communicate with any young person as a result of an The Land Collective CIC event (unless as a result of a request from a young person in relation to the event, job vacancy or another relevant subject, i.e., CV advice) or connect with them on any social media platform.

8.2.a LinkedIn – The Land Collective CIC staff

The Land Collective CIC staff must not accept a connection on LinkedIn from a young person known through any The Land Collective CIC programme or event. Should they wish to connect, encouraging them to follow the official The Land Collective CIC is required.

8.2.b LinkedIn – The Land Collective CIC volunteers and speakers from firms

Ambassadors, employee speakers from firms and volunteers MUST NOT seek contact with a young person connected with an The Land Collective CIC event nor accept a request to connect on any social media platform, including LinkedIn. Ambassadors and other volunteers MUST have their work email address, or no email address, and not a personal email address on their LinkedIn account.



8.3 Emails

The Land Collective CIC staff: any email communication must take place on the The Land Collective CIC email account and NOT personal email accounts.

Ambassadors and volunteers: If an email is received from a young person connected to an The Land Collective CIC event do not respond instead please forward the email to your line manager who will respond on your behalf.

9. Ambassadors, speaker volunteers and other non The Land Collective CIC individuals that support The Land Collective CIC activities

Ambassadors and volunteers are people who support the delivery of The Land Collective CIC careers sessions (face to face, virtually, online or video calls).

Ambassadors, speaker volunteers and other non The Land Collective CIC individuals will NOT take part in a virtual or face-to-face session (see point 7) without the supervision of an The Land Collective CIC member of staff or teacher/another professional from the organising arranging the session. Ambassadors, speaker volunteers and other non The Land Collective CIC individuals are not subject to DBS checks as they are always supervised and they do not have any ongoing contact with young people.

Ambassadors, speaker volunteers and other non The Land Collective CIC individuals must not actively seek contact with young people after their session. Ambassadors, speaker volunteers and other non The Land Collective CIC individuals must follow all the guidelines in this document including communication guidance on using LinkedIn (see point 8 in full).

Ambassadors, speaker volunteers and other non The Land Collective CIC individuals must confirm they will adhere to the Volunteer Code of Conduct each time they take part in an The Land Collective CIC activity. This is managed in the following ways:

- The Volunteer Code of Conduct is shared with the Ambassadors, speaker volunteers and other non The Land Collective CIC individuals once they have confirmed their participation. They are asked to sign and return. In addition;
- The Volunteer Code of Conduct is included on the 'meeting planner' for each event request. By accepting the meeting request, Ambassadors, speaker volunteers and other non The Land Collective CIC individuals are agreeing to adhere by the Volunteer Code of Conduct.



10. Photography and film

The Land Collective CIC will take photos and films at our events, which could be either The Land Collective CIC organised events or a partner organisation event.

For events where young people register directly with The Land Collective CIC or partner organisations

Young people will be asked to agree to their image/footage being used as part of the registration process for the event where it is The Land Collective CIC organised and young people registering directly – this includes our face-to-face, online, virtual and video call events and programmes. Where it is a partner-organised event, it is the partner organisation's responsibility to obtain consent for photography and film.

For events where young people attend an The Land Collective CIC event as part of a school/college group (1 or more students) with a nominated adult from their school/college

We will take photos on the day of the event and the nominated adult attending from the school/college will be asked for permission. This may be verbal or written. It is the school/college's responsibility to ensure students attending the event have the appropriate photo permission completed as per their own school/college policy. Photos taken will not be used on social media until school/college approval is gained. The Land Collective CIC staff must delete event photos taken on any photographic device within a 5-day period. Photos must not identify individual students by name.

11. The Land Collective CIC Recruitment

All The Land Collective CIC paid staff are to:

- Have a Disclosure and Barring Service (DBS) check to Enhanced level (Guard List checked) in England where they have a frequent advice role with young people, and Enhanced level (not Guard List checked) for infrequent advice roles.
- Have a Basic Disclosure check in England where the role does not include infrequent advice to young people.
- Have a Basic Disclosure Scotland check in Scotland
- Register with the DBS Update Service in England, or undergo a new DBS Enhanced check every 3 years in England
- Undergo a new Basic DBS Check every 3 years in Scotland

All members of The Land Collective CIC staff will be informed about the Safeguarding Policy and the procedures that are to be followed should any issues arise. They are required to



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confirm that they have read the Safeguarding Policy, and that they confirm that they will ensure compliance. All adults working with The Land Collective CIC are expected to follow the good practice guidelines as set out in this policy. In addition, all The Land Collective CIC staff must complete the NSPCC Introduction to Safeguarding online course. This training must be refreshed every three years. This is logged on a central record.

When a new member of The Land Collective CIC joins, they are required to complete relevant DBS checks as part of the recruitment process, read and confirm they will ensure compliance with the Safeguarding Policy, and complete the NSPCC Introduction to Safeguarding online course.

12. Reporting a concern or allegation

Concerns can be reported:

- Directly from a YP
- From someone else about a YP
- Something you see or hear about a YP
- Something you are told, see or hear about an adult

The allegation would usually apply to concerns about an adult.

If you think a child is in immediate danger, don't delay – call the police on 999, or call the NSPCC on 0808 800 5000, straight away.

When concerns are reported, all adults working with The Land Collective CIC should follow the response guidelines set out below.

When a complaint is made about an individual involved in a young person's work shadowing/ work experience placement, The Land Collective CIC staff will speak with their key contact from the individual's organisation to review the evidence. The shadowing/ placement must stop until the outcome is determined.

a. What to do if you are informed about a concern.

- For the person receiving the disclosure
- Listen carefully.
- show you care, help them open up: Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be



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understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today' help.

- take your time, slow down: Respect pauses and don't interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what's happened to them.
- show you understand, reflect back: Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding – and use their language to show it's their experience.
- Do not ask leading questions
- Record the concern in writing, using the exact words the subject has used
- Record details such as names, dates, times, and location
- Be clear to the young person that you cannot guarantee confidentiality
- Explain that information will only be shared with people that will help to ensure the young person's safety and well-being
- Inform the The Land Collective CIC Safeguarding Lead immediately
- The Safeguarding Lead at The Land Collective CIC
- Should review the information and ALWAYS pass to the school/college/university/community group Designated Safeguarding Officer. It is the responsibility of the school/college/university/community group Designated Safeguarding Officer to take the necessary action to ensure the situation is addressed appropriately and escalated to the MASH / Local Area Designated Officer if they feel appropriate.
- If the young person is not part of a school/college/university/community group, the Local Area Designated Officer must be notified and or MASH by The Land Collective CIC.
- The school/college/university Safeguarding Lead
- Should take the necessary action to ensure the situation is addressed appropriately and escalated to the MASH / Local Area Designated Officer if they feel appropriate
- The Land Collective CIC's role is to follow through on actions allocated. Assistance will be provided to external investigators.

b. Process for reporting

It is the responsibility of the school/college/university/community group/Local Area Safeguarding Office to liaise with the parents/carers of the young person involved, should it be appropriate. If there has been any physical injury to the young person during an event/shadowing day/work placement the parents/carers should be informed immediately.

- Report disclosure to the The Land Collective CIC Safeguarding Lead via email: safeguarding@thelandcollective.com
- The disclosure should be reported as soon as possible.
- The following information should be reported:
- the child's details (name, age, address – if have these)
- what the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)



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- any information the child has given you about the alleged abuser
- The The Land Collective CIC Safeguarding Lead records the disclosure on the Safeguarding Spreadsheet. All correspondence, including notes from phone calls and conversations, are saved in the secure Safeguarding folder on the The Land Collective CIC shared drive.
- The The Land Collective CIC Safeguarding Lead reports the disclosure to:
- The young person's school, college, university or community group and if necessary, the Safeguarding Lead at the Local Authority in which the young person attends school/college/university/community group
- Depending upon the person making the disclosure, it may be necessary to inform one or more of the following people
- School or college Safeguarding Officer
- Employee's manager or HR manager
- Volunteer's manager or HR manager
- The Safeguarding Lead notes the last key action point taken and who is responsible for continuing the investigation.

c. Record Keeping

The Land Collective CIC will keep a clear and comprehensive summary of any allegations made, details of how it was followed up, and details of any action taken and decisions reached. This will be recorded on the Safeguarding spreadsheet, and all correspondence saved in the secured Safeguarding folder on the The Land Collective CIC shared drive.

We will share safeguarding information with other agencies and will seek consent to do so unless this would jeopardise the safety of a young person, in which case information can be shared without consent. In sharing information about the young person, the safety and welfare of the young person are paramount. Information will be shared following information-sharing principles – see

<https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse#information-sharing>

d. Outcome of investigation

The Land Collective CIC would follow the guidelines outlined here:

<https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-of-abuse>.

If the allegation is substantiated their participation in The Land Collective CIC programme activities may be terminated. Further action may be pursued by the relevant authorities. The Land Collective CIC will make any notifications that are required by law. If a criminal offence has been committed the police (and any other relevant body) will be contacted to take the matter further.



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If an allegation is determined to be unfounded or malicious, The Land Collective CIC will alert the relevant people or external bodies. In the rare event that an allegation is shown to have been deliberately invented or malicious, The Land Collective CIC will ask the police to consider whether any action might be appropriate against the person responsible.

13. Disciplinary procedures: The Land Collective CIC staff and volunteers

Where disciplinary action is taken against The Land Collective CIC staff, it should be done so in accordance with our disciplinary policy.

Contacts

Designated Safeguarding Lead - Nazmiye Aslan
Safeguarding@thelandcollective.com

Further information can be gained from the NSPCC Helpline: 0808 800 5000