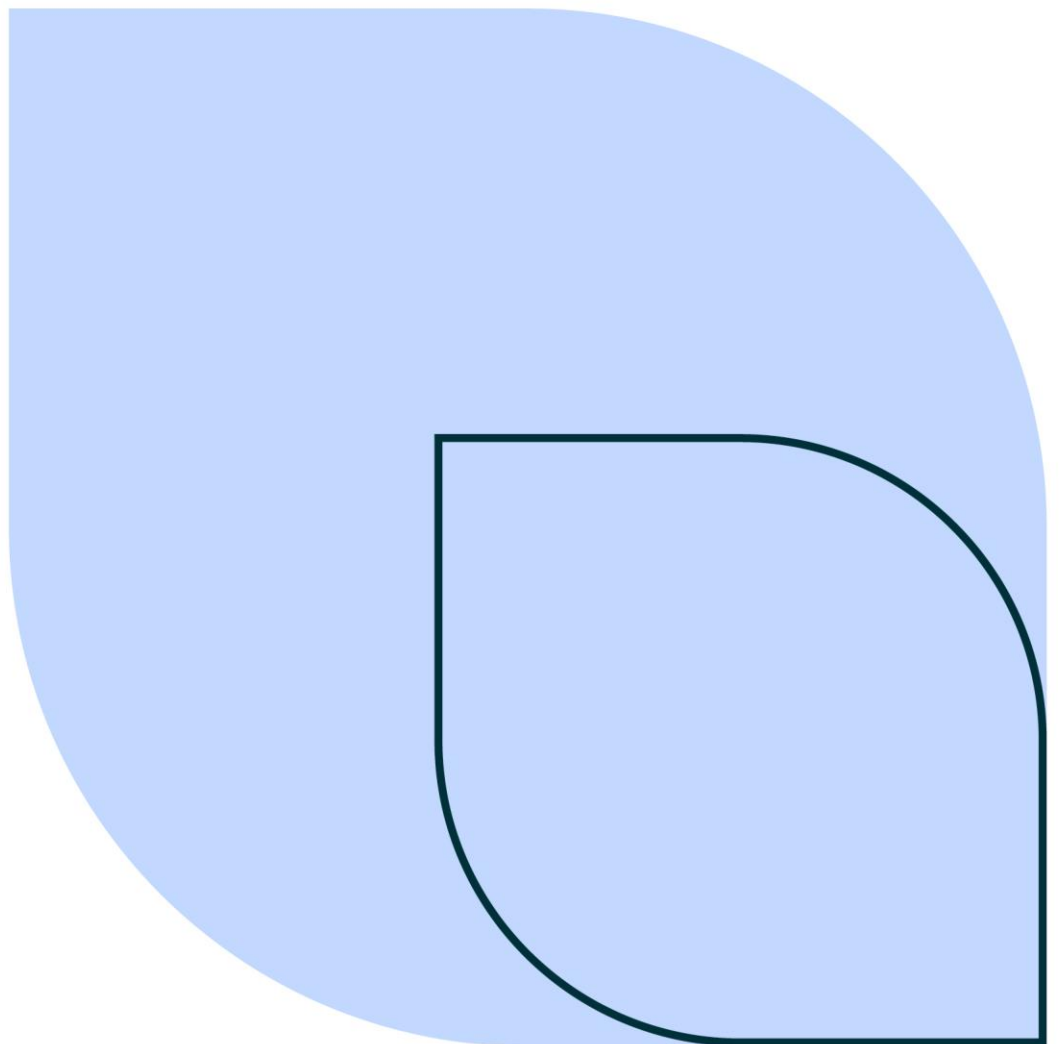


# NSE Safeguarding Statement

September 2024



# National Society for Education Safeguarding Statement 2024

## 1. The status of this document

The National Society for Education serves over a million children, young people and adults within Church schools, colleges and children and youth ministry. The safeguarding of children and young people (as well as any vulnerable adults involved with the NSE's work) must be central to the NSE's work, with a commitment to attaining the highest possible safeguarding standards. **'Safeguarding and promoting the welfare of children is everyone's responsibility.'**<sup>1</sup> It is therefore vital that everyone who works for, and oversees, the NSE is clear about the expectations, practices and procedures that are in place to keep children, young people and vulnerable adults safe.

This document seeks to provide a high-level overview of the roles and responsibilities of the NSE in safeguarding children and vulnerable adults. It does not replace: [NCIs Safeguarding Policy - NCIS - Church of England \(ncisgateway.com\)](#) but must be read in conjunction with this policy.

Anyone working for or on behalf of the NSE should make reference to [Keeping Children Safe in Education](#) whenever working with children and young people in a school context. It is the benchmark to which all organisations whose work pertains to children and young people must adhere.

## 2. Creating a Safe Culture

'Building a culture of prevention is not easy. While the cost of prevention had to be paid in the present, its benefits lie in the distant future. Moreover, the benefits are not tangible; they are disasters that did not happen.'  
Kofi Annan, UN General Secretary

Central to strong safeguarding practice is ensuring that the organisational culture actively promotes and prioritises safety. The National Society for Education (NSE) is committed to ensuring a safe culture. This relates to the safety of all those within the National Society for Education, as well as those with whom the NSE interacts. This includes (but is not limited to):

- Staff, pupils and stakeholders (e.g. governors) of Church of England schools
- Staff, pupils and stakeholders (e.g. governors) of schools accessing NS activities (e.g. NPQ participants and delivery partners, AYLA Younger Leadership Groups)
- Clergy, chaplains and those working with schools through a church or other organisation
- Consultants, inspectors and other affiliates who work on behalf of, and therefore represent, the NSE
- Other NCIs staff

A safe culture is created and embedded through a clear vision for the safety, inclusion and belonging of all; robust recruitment and induction processes; regular training and development opportunities for all staff; clear processes for responding to, reporting and recording any safeguarding concerns or incidents; clearly defined roles and responsibilities for safeguarding.

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<sup>1</sup> Keeping Children Safe in Education accessed at [Keeping children safe in education 2024: part one \(publishing.service.gov.uk\)](#)

## 2.1 NSE Vision for Safety, Inclusion and Belonging

The Church of England Vision for Education states: 'Human dignity, the ultimate worth of each person, is central to good education... This includes vigilant safeguarding.'<sup>2</sup> In the same way as the NSE expects this from schools, it must ensure it is held to the same standard.

# 'Life in All its Fullness'

**Full flourishing is only possible when each and every member of our school communities:**



- Experiences true **belonging** – knowing they are welcome, completely included, valued and celebrated
- Finds every possible avenue of academic and vocational **progress and success** open to them, without needing to overcome institutional barriers
- Feels totally **safe and secure** wherever they are, and fully connected with others
- Is able to meaningfully **participate** in the life of their school – with their voice heard and their ideas acted upon
- Believes that a **hope-filled future** can *and will* be theirs, because they see themselves represented in all aspects of school life, particularly in leadership



The NSE commits itself to seeing 'life in all its fullness' for all members of its team, as well as for external stakeholders. Steps towards achieving and maintaining such a culture involve:

- Clear messages around speaking up and raising concerns which reassure staff that they will not encounter negative impact as a result
- Inclusive meetings, where all staff are given a voice and encouraged to participate
- Evidence that any concerns are listened to, followed up and actioned. This gives staff confidence to know they are being heard.
- Developing and embedding an organisational understanding of contextual safeguarding and psychological safety. This includes clear procedures to support staff and consultants who encounter discrimination and/or harm of any kind when fulfilling their work commitments.
- Ensuring that the wellbeing of minoritised groups and individuals is protected when discussing sensitive topics, including those where there are differences of viewpoint
- Regularly reviewing the culture of the team through a range of feedback mechanisms (ensuring that staff feel able to share honest and open feedback)

<sup>2</sup> [https://www.churchofengland.org/sites/default/files/2017-10/1687943692\\_2016-church-of-england-vision-for-education-web-final.pdf](https://www.churchofengland.org/sites/default/files/2017-10/1687943692_2016-church-of-england-vision-for-education-web-final.pdf) page 7

## 2.2 Safer Recruitment Practice

Evidence shows that strong and impactful safeguarding cultures deter those looking to do harm. The NSE commits itself to safer recruitment processes. It follows the House of Bishops’ Safer Recruitment Guidance.<sup>3</sup> A key aspect of this is promoting a culture of safety, inclusion and belonging in which safeguarding is taken very seriously and policy and procedure are robustly followed. Evidence shows that strong and impactful safeguarding cultures deter those looking to do harm.

### 2.2.1 DBS Checks

‘All NCI roles are assessed to establish and define the level and nature of contact with children, young people and/or vulnerable adults (if any). Any particular requirements (e.g. DBS) must be reflected in the job description/person specification. This assessment will determine whether a safer recruitment process should be followed and what pre-appointment checks, as well as ongoing support, are required for the role’ (NCIs Safeguarding Policy page 4).<sup>4</sup> In accordance with the NCIs’ policy, DBS checks should be renewed every 3 years, as a minimum; ideally every member of NSE staff with a DBS should be registered with the update service since this provides the most up to date information.

The vast majority of roles in the NSE do not meet the NCIs threshold for direct contact with children, young people and/or vulnerable adults, and therefore do not meet the criteria for an enhanced DBS (with Barred List) check. The exceptions to this are:

- Individuals who carry out un-supervised, regulated activity directly with children (this must be for at least 3 days per month). This may include those who work on research directly with young people, younger leadership groups, supervision of web-chat and those who supervise these team members.
- SIAMS inspectors

Home Office legislation states that staff who have regular, direct contact with children, but for less than 3 days a month, are eligible for an Enhanced DBS check (without Barred List). Additionally, the NSE Council, as trustees of an Educational Charity, are also eligible for an Enhanced (without Barred List) check. All staff who have direct contact with children are eligible for a Basic DBS check as long as an organisational rationale can be provided for requesting one.

Role	Eligible for which type of DBS check?	Rationale
National Society Council	Enhanced	Trustee of children’s council
Staff members with un-supervised, direct contact with children (more than 3 days a month)	Enhanced with Child Barred List	Unsupervised ‘regulated activity’ with children and young people, for at least 3 days a month, and their supervisors
Staff members with direct contact with children (less than 3 days a month)	Enhanced	Work with children which meets the criteria but not regular enough to be considered ‘regulated’
Staff members with infrequent indirect contact with children	Basic	Many NSE staff members have irregular contact with children and young people, for example at the National Conference, other events or in supporting online work with children and young people.

<sup>3</sup> [Safer Recruitment and People Management Guidance | The Church of England](#)

<sup>4</sup> [NCIs Safeguarding Policy - NCIS - Church of England \(ncisgateway.com\)](#)

Staff members with no contact with children	No DBS check	The role requires no contact with children.
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The NSE rationale for providing staff with DBS checks is: *NSE staff have a high profile in providing guidance and advice to school and systems leaders about matters directly pertaining to the wellbeing and learning of children and young people. The NSE also places the voice and leadership of children and young people at the heart of its work. There is an expectation from schools, dioceses and school trusts that the highest standards of safeguarding are followed by this national team. The NSE therefore commits to modeling best practice in safeguarding and safer recruitment, and demonstrating this in all its activities, especially in all its interactions with children and young people.*

DBS checks cannot ensure that a person can be considered ‘safe’ to work with children and/or vulnerable adults. When recruiting new staff, indicators of strong knowledge and understanding of safeguarding – particularly involving children and young people – should also be sought. It is best practice to ensure at least one safeguarding question forms part of the interview process. The selection process for all roles within the NSE involve ensuring that candidates are in alignment with the values of the NCIs and the NSE’s Vision for Education.<sup>5</sup>

When working with consultants and affiliates, the NSE team leader will need to determine the level of contact with children and young people involved in their role. The above chart should be applied, and if necessary, DBS checks will need to be provided by the consultant or affiliate concerned. The NSE must record the details of this DBS check. No access to children on behalf of the NSE will be granted without a DBS check being in place.

### 2.2.2 Onboarding and Induction

It is essential that all staff joining the NSE understand the importance of safeguarding children, young people and vulnerable adults in and through the NSE’s work. To this end, clear information should be provided at the onboarding and induction stages. This should include:

- Familiarity with the NSE safeguarding statement
- Understanding what safeguarding is
- Knowing who to report any concerns or incidents to (see Section 3)
- Knowing how to record a safeguarding concern or incident (see Section 3)
- Knowing how to manage in-person and online interactions safely (see Sections 3 and 4 below)
- Clarity around the NSE’s vision and expectations, along with the NCI values

The person responsible for this onboarding and induction will be clearly named. This would usually be the HOST member responsible for the team, or their delegated representative. The Designated Safeguarding Lead must ensure that robust processes are in place for the safeguarding element of onboarding and review these processes regularly.

### 2.3 Training and Development

All NSE staff will receive regular training about safeguarding. This is because the NSE’s work pertains to work with children, young people and vulnerable adults, whether directly or indirectly. For example, the NSE: writes policies which have an impact upon the way schools treat their pupils; develops curricula which deal with

<sup>5</sup> [https://www.churchofengland.org/sites/default/files/2017-10/1687943692\\_2016-church-of-england-vision-for-education-web-final.pdf](https://www.churchofengland.org/sites/default/files/2017-10/1687943692_2016-church-of-england-vision-for-education-web-final.pdf)

sensitive topics; leads younger leadership groups for pupils; hosts events at which children, young people and vulnerable adults are present and often actively involved; provides networks which engage in complex topics with ramifications for vulnerable pupils.

Safeguarding training is mandatory for all staff; staff unable to attend must revisit the training via recordings. Attendance will be recorded, including those who access the training asynchronously. Staff will be expected to show their understanding of the training through questioning. The training will take place at least once a year, with regular updates throughout the year. The training must be led by a qualified person, who has undertaken the highest level of safeguarding training available via the NCIs (usually, the Church of England's Senior Leadership Safeguarding training) and understands both the requirements for schools around safeguarding as well as the Church of England's policies and expectations.

### 2.3.1 Key Safeguarding Information

It is the responsibility of NSE staff to be aware of the following documents:

- [NCIs Safeguarding Policy](#) This is our umbrella organisation's safeguarding policy. All staff are required to familiarise themselves with it to ensure they know how to keep themselves and others safe, and what to do in the event of a safeguarding concern.
- [Keeping Children Safe in Education](#) (known as KCSiE in the education sector) The Department for Education says: 'This guidance... sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges. All school and college staff should read part one of this guidance. Part one is also available as a standalone document. Statutory guidance sets out what schools must do to comply with the law. Where the guidance states that schools and colleges should do something, you should follow this unless you have a good reason not to.'

KCSiE guidance is updated yearly. It is an essential document for all staff working with children/young people in schools. It is the responsibility of anyone who has contact with children and young people to ensure that they are familiar with the contents of this guidance.

## 3. Responding to, reporting and recording safeguarding incidents

It is important that all members of the NSE staff team are confident in knowing how to respond to a safeguarding incident or to report a safeguarding concern. A safeguarding incident is an event which takes place that causes someone to experience or become at risk of harm. A safeguarding concern is the reporting or disclosing of safeguarding information about an incident(s) which has already taken place or significant information indicating that harm is likely.

A key element of safe practice is ensuring high-quality record keeping. Serious case reviews repeatedly point to the importance of information sharing<sup>6</sup>; in order to do this well, clear records need to be kept.

### 3.1 Reporting and recording of internal safeguarding incidents

#### 3.1.1. Safeguarding incidents involving children and young people

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<sup>6</sup> [https://assets.publishing.service.gov.uk/media/6396fdf8e90e077c33497013/Learning\\_for\\_the\\_future\\_-\\_final\\_analysis\\_of\\_serious\\_case\\_reviews\\_2017\\_to\\_2019.pdf](https://assets.publishing.service.gov.uk/media/6396fdf8e90e077c33497013/Learning_for_the_future_-_final_analysis_of_serious_case_reviews_2017_to_2019.pdf) Chapter 4

Safeguarding incidents which occur as a result of NSE direct work with children and young people should be dealt with according to the NCIs' Safeguarding Policy:

'Any member of staff who has concerns (including non-recent concerns/allegations) regarding the welfare of a child, young person and/or vulnerable adult must discuss this with their line manager and work with their line manager to report their concerns to the National Safeguarding Team (NST) as soon as possible.

If the concern involves the staff member's line manager then it should be discussed with their second/senior line manager and reported to the NST in the same way.<sup>7</sup>

This must be recorded in an agreed secure place and be accessible for future reference should the incident need to be investigated or referred back to at a later date. The record must include: the date and time of the incident, what happened (as factually as possible), who was present (including any witnesses), what actions were taken at the time, who was this reported to and what follow-up actions were taken afterwards.

Records of safeguarding incidents involving children and young people should be shared with the NSE's Designated Safeguarding Lead (DSL).

### **3.1.2 Safeguarding incidents involving NSE staff**

Safeguarding incidents involving a member of the NSE staff should be dealt with according to the NCIs' Safeguarding Policy:

'Any member of staff who has concerns (including non-recent concerns/allegations) about another member of staff or colleague must discuss this with their line manager and work with their line manager to seek advice from an appropriate member of the HR team as soon as possible.

If the concern involves the staff member's line manager, then it should be discussed with their second/senior line manager and advice sought from an appropriate member of the HR team in the same way.<sup>8</sup>

At all times, HR procedures must be adhered to, and recorded.

## **3.2 Reporting and recording of external safeguarding incidents**

### **3.2.1 External safeguarding incidents involving children and young people**

The vast majority of the NSE's direct work with children and young people involves working in partnership with schools, dioceses and other organisations who hold the primary responsibility for safeguarding the children and young people in their care.

If a safeguarding incident happens at an event at which NSE staff are present, the NSE staff member must:

- Firstly ensure that no child is at risk of immediate harm. If they are, the staff member must ring 999 straightaway to report this to the police, or ensure that the person responsible for the event does so.
- Find the responsible adult to report the incident to if the person involved is a child (e.g. supervising teacher at an NSE event where children and young people are present).
- Ensure that the person (if an adult) knows the correct pathway for reporting the incident within their own organisation (e.g. the school DSL, church PSO or LADO<sup>9</sup>) and agree how this will be confirmed with the NSE.

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<sup>7</sup> [NCIs Safeguarding Policy](#) page 6

<sup>8</sup> *ibid*

<sup>9</sup> Designated Safeguarding Lead, Parish Safeguarding Officer, Local Authority Designated Officer

- Record what has happened straightaway (utilising the reporting framework outlined in section 3.1.1) and store the information securely.
- Report the incident to their line manager and the NSE DSL.
- Check that the incident has been reported to the National Safeguarding Team (in line with the NCIs' policy)<sup>10</sup>

If a safeguarding concern is raised by a child, young person or vulnerable adult with a member of NSE staff, they must:

- Thank the child, young person or adult who raised it for sharing the information with you, but be clear that you cannot promise confidentiality. Explain what will happen next.
- Find the responsible adult to report the concern to (e.g. supervising teacher at an NSE event where children and young people are present).
- Ensure that the responsible adult knows the correct pathway for reporting the incident within their own organisation (e.g. the school DSL, church PSO or LADO<sup>11</sup>) and agree how this will be confirmed with the NSE.
- Record what has happened immediately (utilising the reporting framework outlined in section 3.1.1) and store the information securely.
- Check that the incident has been reported to the National Safeguarding Team (in line with the NCIs' policy)<sup>12</sup>

Inaction is not an option, particularly with regards to safeguarding children and young people.

If at any point an NSE staff member is unclear about the next steps to take they should consult their line manager and/or the NSE DSL.

### 3.2.2 External safeguarding incidents involving adults

The NSE also works on a very regular basis with staff from schools, dioceses, school trusts, churches and other organisations who have direct contact with children and young people, in an advisory or training capacity.

If a safeguarding incident happens at a meeting or event involving NSE staff, the staff member should:

- Firstly ensure that everyone is currently safe. If there is any imminent danger of physical harm, the NSE staff member (in liaison with their line manager, or the NSE DSL if their line manager is not available) should call the police using 999.
- If the incident has taken place in an online meeting, utilise the 'waiting room' function to hold anyone who is causing harm away from the main meeting (for example, if using discriminatory language). The meeting itself should be paused, to seek advice on how to proceed. Check to make sure any NSE staff (or consultants working on behalf of the NSE) are psychologically and emotionally safe, and given support. Signpost additional sources of support as needed.
- If the incident has taken place at an in-person event, the person responsible for the event needs to be sought out (e.g. the diocesan or trust lead) in order to report the incident. Check to make sure any NSE staff (or consultants working on behalf of the NSE) are safe, and given support. Signpost additional sources of support as needed.

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<sup>10</sup> [NCIs Safeguarding Policy](#) page 6

<sup>11</sup> *ibid*

<sup>12</sup> *ibid*



- Record what has happened immediately (utilising the reporting framework outlined in section 3.1.1) and store the information securely.
- Report the incident to their line manager and the NSE DSL.

### 3.3 Roles the Responsibilities

‘Safeguarding and promoting the welfare of children is everyone’s responsibility. ‘Children’ includes everyone under the age of 18. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.’

Keeping Children Safe in Education 2024

Every member of the NSE team has a responsibility to respond to, record and report safeguarding incidents and concerns. They must ensure their work upholds the highest possible standards of safeguarding. They are required to attend regular training provided by the NSE, and NSE sub-teams, to ensure they are up-to-date with best practice in safeguarding.

Specific roles within the NSE help ensure safe practices across the NSE’s work:

- Line managers – have a responsibility to support their direct reports in knowing how to respond to, record and report safeguarding incidents and concerns. They should utilise the NCIs’ safeguarding policy in doing so. Line managers are responsible for safer recruitment practices and ensuring the appropriate level of checks are made when recruiting and onboarding a member of staff.
- Heads of Strategic Teams (HOST) – have a responsibility to ensure that safeguarding procedures within their own team are clear and robust. This includes the responsibility to provide training on specific areas relevant to their own team, both internally and externally. The HOST team review the NSE safeguarding statement annually.
- Designated Safeguarding Lead(s) – The Designated Safeguarding Lead (DSL) for the NSE is the Head of Education Policy. The current postholder is Sarah Shreeve. The Deputy DSL (able to deputise in the DSL’s absence) is the Head of Curriculum and Inclusion. The current postholder is Emily Norman. The DSL/ Deputy DSL have responsibility for writing and updating the NSE Safeguarding Statement annually, providing training for the NSE team including updates in government legislation and NCIs’ policy, providing advice and support to NSE team members encountering safeguarding incidents or receiving concerns, ensuring the secure storage of safeguarding records. The DSL and Deputy DSL must receive regular training (CofE Senior Leadership training, plus education-sector specific training) to ensure that their practice is up-to-date and that they can sufficiently support the NSE staff team.
- National Society Council – The NS Council has responsibility for the oversight of the NSE’s safe practices, holding the NSE to account.

## 4. Working with Children and Young People

### 4.1 Risk Assessment of Activities

In accordance with the NCIs' Safeguarding Policy, all NSE activities that involve children, young people and/or vulnerable adults must have a risk assessment carried out in order to identify potential risks and how they will be mitigated. Risk assessments should be completed using this form: [NCIs Risk Assessment Form](#)

While specific risk assessments may be carried out for one-off activities, general risk assessments should be in place for recurring activities such as online networks. Where general risk assessments are used, they must be reviewed on a regular basis (at least once a year) to ensure that they remain up-to-date and relevant.<sup>13</sup>

### 4.2 Visits to schools and places with children and young people and/or vulnerable adults

During the course of our work it is not uncommon for members of the NSE team to visit schools and places with children and young people and/or vulnerable adults. When doing so, NSE staff should ensure they have identification (for example their NCIs' issued ID badge and NSE lanyard).

It is imperative that members of the team remember that if their role does not qualify as 'regulated activity' they will not have an Enhanced DBS with Child Barred List (the required DBS for adults to have unsupervised contact with children and young people in a school, church or similar setting). This may be confusing for schools and other institutions who may expect our team to have this level of DBS check.

When visiting a school or place with children and young people and / or vulnerable adults NSE team members should be ready to explain to the institution that 'there is no legal basis for members of the NSE team to have Enhanced DBS checks, in accordance with the Child Workforce Guide<sup>14</sup>.' This is particularly important if faced with a situation where a team member could have unsupervised access to children, young people or vulnerable adults. NSE staff members should explain the nature of their role and always request to be accompanied in accordance with the setting's usual safeguarding protocols.

Schools may occasionally offer to allow an NSE team member who has been DBS checked through other roles (such as voluntary youth and children's work) to bring their DBS certificate (or details of their DBS on the update service) with them and make different arrangements to those outlined above. This is the responsibility of the individual institution and must be regarded as an exception to the NSE's usual operating and safeguarding processes rather than the norm. The production of a DBS check carried out through a third party is entirely voluntary and cannot be required by the NSE or the school that is being visited.

When visiting a school or college, NSE staff members must comply with the provisions of safeguarding policies that apply to that setting's visitors. They should proactively ask for the setting's safeguarding information and take care to note the safeguarding policies and key personnel that are indicated to them when they arrive at the school.

NSE staff members should prepare for visits in advance to anticipate the nature of any contact with children and young people. This will involve communicating with the school about supervision of children and young people, ensuring the content is age appropriate and checking with their line manager to ensure they understand the NSE protocols for visits. If an NSE staff member is presenting to pupils, it is essential that a member of staff from the setting be present at all times. This is to protect both the pupils and the NSE staff member.

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<sup>13</sup> [NCIs Safeguarding Policy 1.docx \(live.com\)](#) page 4

<sup>14</sup> [Child workforce guide.pdf \(publishing.service.gov.uk\)](#)

Occasionally NSE staff members may be carrying out work that involves interviewing children and young people individually. In advance, they should communicate with the setting regarding their DBS check status and the supervision arrangements required. The setting should ensure that the supervision arrangements align with their safeguarding protocols, and must acquire all necessary consents. Parental consent does not supersede the requirement for supervision, where this is necessary (for example, if the NSE staff member does not have an enhanced DBS check with Child Barred List).

#### **4.3 Online presenting and facilitation of meetings including children and young people**

Particular care must be taken to ensure that online activities involving children and young people are effectively and safely moderated. Where online platforms are used to gather people together there must be clear ground-rules for engagement, appropriate supervision of all young people taking part and sufficient NSE staff members to both facilitate the session and moderate the use of any chat functions. School staff taking part in the sessions should be thoroughly briefed beforehand and all team members should be confident in using the specific functions of the platform so that they can intervene as required. (See appendix 1 for the National Younger Leaders' Group guidelines for online groups)

#### **4.4 Conferences and events**

The NSE prioritises the voice of children and young people wherever it can, including at in-person events. Where children and young people are part of an event, it must be planned to ensure that there are sufficient school/ church/ college staff in attendance and that no NSE staff member has sole responsibility for looking after pupils. NSE staff members may provide additional, site and event specific support to the event but only *in addition to* the school or college staff. NSE staff members without any level of DBS check must not have contact with children and young people at these events (see 2.2.1 above)

NSE staff members shall adhere to the Safeguarding and Health and Safety Policies of the hosting venue and ensure that visiting teachers and students are briefed accordingly.

Wherever possible, NSE staff will ensure that appropriate contracting has taken place before the event. This will outline that, for example, the participating school or college's teacher accompanying the children is wholly responsible for the safeguarding and care of the children for the duration of the event. This due diligence should include the NSE receiving the school's risk assessment for the event. This should be recorded centrally, in accordance with the NSE's file storing policy.<sup>15</sup>

#### **4.5 Photography and Filming**

Children and young people must never be photographed or filmed by the NSE without parental consent, the consent of the organisation involved (i.e. the child's school, college or church) and depending on the age of the child, the consent of the child themselves. The NSE's Filming and Photography GDPR policy must be followed at all times.<sup>16</sup> Children and young people must never be excluded from an event if consent is not given for them to be photographed or filmed; it is incumbent on the NSE staff to find a way to film and photograph safely ensuring that any children or young people without consent are included but not filmed/ photographed.

## **5.0 External messaging about safeguarding throughout our work.**

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<sup>15</sup> [Records Management \(sharepoint.com\)](#)

<sup>16</sup> [EO Filming & Photography Data Protection Guide.docx \(sharepoint.com\)](#)

The NSE will ensure that our external communications contain clear and unambiguous messaging about our commitment to the safeguarding of children, young people and vulnerable adults. Internal communications will also have regard to safeguarding. This includes, but is not limited to, our:

- Social media presence
- Internal use of social media – eg WhatsApp
- Policy documents and model documents for schools
- Engagement with other stakeholders including diocesan teams and the wider NCIs.

All NSE staff must follow the NCIs' acceptable use policy at all times.<sup>17</sup> Concerns about unsafe, discriminatory or inappropriate use of these media should be addressed utilising the framework set out in the NCIs' HR disciplinary policy.<sup>18</sup>

September 2024, reviewed November 2024

To be reviewed: July 2025 for re-publication in September 2025

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<sup>17</sup> [ISMS-DOC-A05-2 IT Acceptable Use Policy.pdf \(amazonaws.com\)](#)

<sup>18</sup> [Disciplinary Procedure \(amazonaws.com\)](#)

# Appendix 1

## National Younger Leadership Groups 2024-2025

### Key Information for schools

#### Safeguarding Information

- Staff are required to attend an initial Briefing session on Tuesday 5th November at 4.00pm ahead of the first live session with pupils.
- The sessions will take place on Zoom. They will not be recorded and only schools who have been sent this link will be admitted to the call. A new zoom link will be issued for each new session.
- We ask that you follow your school's safeguarding policy, ensuring that the guardians of the pupils taking part in the sessions are aware of their involvement online.
- On entering the call, we ask that staff change the teacher name to the school's name. This can be done by clicking on the three dots at the side of your profile name. This will enable us to register your attendance.
- We ask that cameras remain on unless we suggest otherwise and that sound is muted, unless we specifically ask for verbal feedback, to ensure that engagement is high, and to cut out background noise.
- We ask that no photos/ or screenshots of the sessions are taken.
- The member of school staff supporting your pupil(s) in this activity must stay on the call to support the pupils in the activities that take place.
- It is each individual school's responsibility to monitor the behaviour of the pupils in their care during the session, and to apply normal behaviour policy. We ask that you ensure pupils' contributions both verbally and in written form are appropriate to the tasks set.
- Breakout rooms will be used to allow pupils from different geographical areas to learn from each other. We would ask that members of staff help encourage the discussion between schools and ensure positive interactions.
- If there are any problems during the session, then please use the chat feature to alert us so we can respond and address any issues.
- The NYLG Privacy Policy is attached to this email.
- At the start of each session we will run through key safeguarding information with pupils and reinforce expectations during the session.

#### Practical Pointers

- Logging on a few minutes before the scheduled start time will give you time to check that the link is working and enable us to begin the session on time and use the time we have together to its fullest.
- If you have any problems logging on with the link, please email [NYLG@churchofengland.org](mailto:NYLG@churchofengland.org) and we will try to get you up and running.
- Participation will be key for ensuring the pupils get the most out of these sessions! Please encourage your pupils to take part as much as possible and to contribute to the various activities, be it the breakout room discussions, using the Zoom chat facility to share their thoughts, taking part in the live polls and engaging with the worksheet tasks.
- During the sessions we will ask the pupils to take part in some live and interactive polls. To do this we will be using a platform called **Aha**. For your pupils to take part in this please could **we ask that you have another**

**device (phone, iPad, other laptop) with internet access** to hand. During the sessions we will ask you to visit the specific URL given to you in the session.

- This year we are encouraging Parish Participation, because it is a great opportunity to connect church and school together. So if you haven't asked them to be involved yet, now is the time.
- We will also set pupils some '**Takeaway Tasks**' between sessions to help build on the learning taking place and for pupils to be able to take some action. Some of these may feed into our work including the voices of children and young people in the Church of England's General Synod.
- Following each session, a follow up email will be sent with any resources from the session.
- Reminder emails will be sent ahead of the next NYLG session.
- A **review session** will take place with staff at the end of the programme on Tuesday 24<sup>th</sup> June.