

Date: 11 August 2026

Future of Work

and

Stirling Media Ltd.

Safeguarding Policies and Procedures

The safeguarding procedures and health and safety policies for the “Future of Work” events are contained in the **Future of Work - Campaign Governance and operating framework** document supplied.

In sum we:

- Produce and share risk assessments (RA) of the event venue with schools and chase their acceptance of these RAs.
- Ensure schools have the correct teacher/approved adult to student ratio for attending these events (this is the schools’ responsibility, but we ask and confirm).
- Consent: School consent for attendance is a minimum. Parental or guardian consent is obtained by the schools;
- Clear responsibilities between the Company, schools and host organisations; discussed with the schools in advance of the event
- Appropriate arrangements for photography and filming. We seek prior consent for photography with a form sent to schools.
- Suitable venue arrangements
- Procedures for reporting safeguarding concerns. We identify the Campaign Director on site in the Welcome briefing and ask students and teachers to come to him/her with their concerns.
- Ensure that our staff on site are DBS checked – I, Will Stirling, can provide my DBS certificate.

One matter that arises with the safeguarding of minors at these events is that under-18s are at no risk of being alone in the company of any adult who is not vetted by the school, the Organiser or Venue. For example, for toilet visits. Our age groups are Years 10 to 13 (from age 15 to 18) so no young children will attend. For under-18s, we rely on schools’ own guidance for this and exercise a common-sense approach.

If students should be accompanied to a toilet by a teacher / school representative and a teacher is not available, we can do this. We can check the DBS status of university (venue) employees if this matter is important to the Norfolk Community Foundation or the attending schools.

Please contact me if you wish to check any of these procedures

Will Stirling
Director, Stirling Media Ltd.
07920 179496
will@stirlingmedialtd.com

Signed:

A handwritten signature in black ink, appearing to read 'W Stirling', with a stylized flourish at the end.

Date: 11 August 2026

ENDS