

IET Policy: Safeguarding children and adults at risk

Category of Policy: Operational

Effective date	Approved by	Author
16 June 2010	Executive Committee	Gareth James Manager Education 5-19

Date of last review	Reviewed by	Date of next review
		1 June 2011
6 June 2011	Gareth James	1 June 2012
15 August 2012	G. James & E. Gale	1 June 2013
2 September 2014	G. James & E. Gale	1 June 2015
26 February 2016	G. James	1 year from completion following audit
27 July 2017	D. Lakin	1 June 2018
31 May 2018	D. Lakin	1 June 2019

Distribution:	All Staff, via Intranet; Local Network Schools Liaison Officers, via email; Members, via Education 5-19 webzone
----------------------	---

Change History			
Version	Author	Date	Summary of Changes
1.1	G. James & E. Gale	30 Aug 2012	Updated links and notes of impending changes to government policy
1.2	G. James & E. Gale	2 Sep 2014	Revised wording to reflect changes in government policy and IET data protection policy
1.3	G. James	26 Feb 2016	Revise wording and terminology
1.3.1	G. James	10 Oct 2016	Revised wording following audit
2.0	D. Lakin	27 July 2017	Revised wording and terminology
2.1	D. Lakin	31 May 2018	Revised wording to reflect new General Data Protection Regulations (GDPR).

Safeguarding children and adults at risk

Policy Summary

1. This policy includes a Code of Behaviour and information on Risk Assessments and Photography and Filming that must be adhered to by IET staff and followed as best practice by members and contractors. Safeguarding is everyone's responsibility. All staff, members and contractors who work with children and adults at risk must have the necessary checks which are best achieved by holding an up-to-date disclosure check or being accepted as a STEM Ambassador.

Statement of Policy

2. It is IET Policy that members, staff and contractors who undertake to work with children or adults at risk as representatives of the IET adopt appropriate behaviours, follow defined procedures and undergo any necessary checks to ensure that such activities can take place in a safe and non-threatening environment. **Unless otherwise stated, throughout this document "children" or "child" will be short-hand for "young people"**.

Purpose

3. As a charity the IET is required to have a Policy for Safeguarding Children and Adults at Risk. Many activities involving children and adults at risk are undertaken by staff and representatives of the Institution. Adhering to such a policy helps to ensure that neither the children or the adults at risk, representatives of the institution or the institution itself are placed at risk from inappropriate behaviour or damaging allegations and litigation. This policy outlines the appropriate behaviours, checks and legislation to be followed when working with children and adults at risk.

Scope

4. This policy applies to all employees of the IET and its subsidiaries worldwide and should be followed as best practice guidance by all members, including Trustees, and Contractors. The policy applies to any engagement between the IET and children and adults at risk including virtual environments such as teleconferencing, videoconferencing, websites, social networking, blogging etc.

5. Any infringement of these procedures will be taken extremely seriously. Where necessary, information and evidence regarding infringements will be passed to the appropriate authorities. It may also lead to members being suspended or removed from membership, staff being subject to disciplinary action, up to and including dismissal and contractors having their contractual arrangements with the IET terminated.

Roles and Responsibilities

6. The IET requires that all staff, members and contractors within the jurisdiction of UK legislation and regulation, who are regularly* working with children or adults at risk have the necessary checks, outlined in section 8.

7. The majority of these requirements for staff and members in the UK are covered by being granted STEM Ambassador status through STEM Learning Ltd. and therefore all staff and members regularly* working with children must apply to become a STEM Ambassador. Occasional interaction children or adults at risk where none of the time with them is unsupervised should not necessitate the need for these checks (point 1 of the table below), however all staff and members must still abide by points 3 to 5 of the table below. For further

information as to whether a disclosure check is appropriate please contact the Education 5-19 department.

8. Whilst disclosure checks will not apply to staff, members and contractors outside UK legislation and regulation they must abide by the Code of Behaviour and other terms of this policy, to the extent that this does not conflict with local law and that it also meets the legislative requirements of the countries in which they are working. IET offices are required to have a designated Safeguarding lead; to adopt local procedures (where relevant); disseminate to the staff and members within their jurisdiction; to report any incidents immediately to relevant local authorities and to the IET General Counsel; and, to produce an annual summative report on safeguarding incidents.

Necessary checks required to work with children or vulnerable adults	STEM Ambassador
1. Necessary Disclosure & Barring Service (DBS)/Disclosure Scotland/Access Northern Ireland (AccessNI) checks **	Covered as part of application and training for role. A further £5M PLI cover is available to Ambassadors accredited through STEM Learning Ltd.
2. Necessary Public Liability Insurance (PLI) in place – IET provides up to £10M cover to all staff and members	
3. Abide by the Code of Behaviour	
4. Abide by the IET Health and Safety policy and undertake appropriate risk assessments	
5. Abide by the IET Data Protection Policy	

9. With regard to incidences of child or adult welfare concern, staff, members and contractors have responsibility to:

- a. Report concerns using the Incident Reporting Form (<https://www.theiet.org/volunteers/active/how-iet-works/safeguarding-children-and-adults-at-risk.cfm>) to the appropriate Safeguarding Lead:
 - UK: David Lakin, Head of Education 5-19 davidlakin@theiet.org T: +44 1438 767340
 - India: Gloria Pillai, Officer Manager (gpillai@theiet.in T: +91 95384 0131)
 - China: Christine Chen, HR & Business Administration Manager (cchen@theiet.org T: +86 10 6566 4687 x102)

The Safeguarding Lead will then pass it to the IET General Counsel (Dom Pickersgill dpickersgill@theiet.org T: 01438 765645); and /or, the Designated Person for Safeguarding Children in the child's school.
- b. Ensure the confidentiality of matters relating to child protection and only circulate personal information on a need to know basis;
- c. Avoid placing themselves in a vulnerable situation that may lead to allegations.
- d. Immediately report any allegations to the relevant IET Safeguarding lead and IET General Counsel and/or, trustees

10. Reports of incidents or concerns and the consequential actions will be passed to the IET Executive then on to the relevant directorate Boards and also to the IET Board of Trustees. It will be the responsibility of the Board of Trustees to ensure that appropriate action is taken and that the IET cooperate fully with the relevant authorities.

11. Allegations against staff, members and contractors should be reported to the relevant IET Safeguarding lead, IET General Counsel and/or, trustees. Such allegations will be treated with as much consideration and confidence as possible as the IET looks to support all parties involved whilst ensuring full cooperation with the authorities. Further information is available in the policy guidelines.

Code of Behaviour

12. Staff, members and contractors should try to ensure that they are always in the company of an appropriately qualified adult (parent, guardian, teacher, other checked adult).

13. Adults should dress in a way that is appropriate to the role and the tasks that they are undertaking and not in such a way that could be considered inappropriate, including being culturally insensitive or politically controversial.

14. When working with children and adults at risk, members, staff and contractors **should always:**

- e. Treat all children and adults at risk with respect and understand the difference between friendliness and familiarity;
- f. Act as a role model of good and appropriate behaviour;
- g. Ensure that whenever practicable the persons who are normally responsible for the children or adults at risk (teachers, parents, guardians, etc) are present during activities or that there is always more than one adult present;
- h. Respect a child or adults at risk's right to personal privacy;
- i. Bear in mind that someone else might misinterpret your actions, no matter how well intentioned;
- j. Be aware that any physical contact with a child or adult at risk may be misinterpreted and so must be avoided whenever possible;
- k. Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

15. When working with children and adults at risk, members, staff and contractors **should never:**

- a. Spend time alone with children or adults at risk away from other adults;
- b. Have inappropriate physical or verbal contact with children or adults at risk;
- c. Do things of a personal nature for children and adults at risk that they can do for themselves;
- d. Allow children and adults at risk to use inappropriate language unchallenged;
- e. Allow bullying of one child or and adult at risk by another to go unchecked;
- f. Make suggestive or derogatory remarks or gestures in the presence of children and adults at risk
- g. Show favouritism to any one child or and adult at risk;
- h. become complacent on the (spurious) grounds that "it could never happen to me"
- i. Let any allegations a child makes go unrecorded.

Risk Assessment

16. Any activity undertaken on behalf of the IET should be appropriate to the age of the students and adults at risk involved, should be properly managed and supervised and should have an up to date Risk Assessment (RA). This cannot be generic; it has to be relevant to the activity and the location in which it is held. Risk assessments should explicitly declare any Safeguarding risks alongside the usual health and safety considerations.

17. Having undertaken a risk assessment due consideration needs to be given to the conclusions and the effectiveness of the mitigation measures. If a risk is rated Serious or above one should consider whether to continue or not, particularly if it is Substantial or Intolerable. If the mitigation measures do not bring the risk down to moderate or below then the IET would strongly recommend discontinuing entirely.

Safeguarding examples

18. Safeguarding issues are not limited to direct engagement between children and adults at risk, staff, members and contractors must also take care not to put children and adults at risk in other ways, for example:

- a. Leaving children and adults at risk unsupervised
- b. Using staff or volunteers in activities who have not been DBS checked
- c. Encouraging children and adults at risk to behave in ways that are inappropriate, that may intimidate other children or put them at physical, sexual or emotional risk
- d. Allowing children and adults at risk to behave in ways that are inappropriate, that may intimidate other children and adults at risk or put them at physical, sexual or emotional risk
- e. Allowing access to inappropriate materials on the internet
- f. Creating materials accessible to children and adults at risk that would be deemed inappropriate

Guidance on completing a risk assessment can be found in the policy guidelines along with RA templates. These are available from <https://www.theiet.org/volunteers/active/how-iet-works/safeguarding-children-and-adults-at-risk.cfm>

Photography and Filming

19. In the UK it is not illegal to take photos of children and adults at risk in a public place and photos taken for personal use are not covered by the Data Protection Act. Any images or recording of children or vulnerable adults taken on behalf of the IET needs to comply with the Data Protection Act and the IET Data Protection Policy <http://www.theiet.org/volunteers/local/rules/dataprotect.cfm> . Written consent to take photographs, film or audio recordings of children and adults at risk and to subsequently use/reproduce those photographs, films or audio recordings should be obtained from the relevant parent or guardian. In the case of school groups, photography can be approved by the relevant school authority. Students over the age of 16 can provide their own consent. Personal information should not be collected from minors under 16 without prior advice and agreement from the Compliance Officer. Templates for Photography Consent Forms are available at <https://www.theiet.org/volunteers/active/how-iet-works/safeguarding-children-and-adults-at-risk.cfm> . The forms need to make clear how the images will be used, how they will be stored, who will be able to access the image and how long the image will be stored for. The image should only be used as agreed. It must be kept and transferred in a secure manner along with a copy of the Consent Form. Consent for the use of an image cannot be transferred from or to a third party without the written consent of the relevant parent, guardian or authority. Such transfers are also bound by the IET Data Protection Policy.

In May 2018, the General Data Protection Regulation (GDPR) became law across Europe, replacing a patchwork of data protection laws across the various European Union member states, and essentially making privacy the new normal. We understand that legal requirements may be different in other countries but, as the IET is a UK-based organisation and subject to UK law, all those who work on behalf of the IET are required to comply with the relevant standards. Please refer to the IET Data Protection Policy for more information about data protection and how it applies to the IET and its volunteers, together with providing the steps to be taken by IET volunteers who have access to the personal data of individuals with whom the IET has or may have a relationship. It is important that you familiarise yourself with the policy to help you comply with good practice and protect both yourself and the IET. If you have any queries on data protection please contact the Volunteer Support Unit (volunteer@theiet.org) or Compliance Team (compliance@theiet.org).

Discrimination

20. Any activity delivered by members, staff or contractors on behalf of the IET should avoid discriminating against any participants and promote equality. Activity providers should make reasonable adjustments to the activity “as are necessary to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled.”

Please note that this also applies to neurodiversity. Neurodiversity is a collective word to describe the following conditions: Autism (which includes Asperger syndrome), dyslexia, dyspraxia, dyscalculia and attention deficit hyperactivity disorder (ADHD). Advice on such matters can be found at <https://www.prospect.org.uk/at-work/neurodiversity/index>.

October 2016 Review: October 2019, or sooner in line with legislative requirements.

* Regularly is considered to be Frequently - once a week or more; Intensively - 4 or more occasions in a 30 day period; or, Overnight - between 2am and 6am

** From September 2012 new rules surrounding Vetting and Barring procedures for the England and Wales and, separately, for Northern Ireland came in to force. The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) for England and Wales merged to become the Disclosure and Barring Service (DBS). Further information can be found at <http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>