Safeguarding Children and Adults at Risk

Policy
Safeguarding children and adults at risk Policy

1. Why we have this Policy

1.1. 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.

1.2. 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”.

2. Who this Policy relates to

2.1. 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.

3. Other Policies, Procedures and/or Guidelines you need to read in relation to this Policy

3.1. Please also review the IET Data Protection Policy and IET Health and Safety policy

4. Overview of this Policy

4.1. 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.

5. The Policy itself

5.1. 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 5.4.

5.2. IET staff within the Education department and those volunteers recognised as a School Liaison Officer (SLO) are required to hold a valid enhanced Disclosure & Barring Service (DBS) check. This check will be processed and recorded by the IET’s HR department.

5.3. The majority of these requirements for other IET 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
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points 3 to 5 of the table below. For further information as to whether a disclosure check is appropriate please contact the Education department.

5.4. 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

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

5.5. 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/involved/volunteering-for-the-iets-volunteer-hub/our-policies/safeguarding-children-and-adults-at-risk/] – please see example in Appendix A - to the appropriate Safeguarding Lead:

- UK: David Lakin, Head of Education 5-19 davidlakin@theiet.org T: +44 1438 767340, out business hours +44 (0) 7725 498117
- India: Shekhar Sanyal, Country Head & Director (SSanyal@theiet.org T: +91 80 40892207)
- China: Christine Chen, HR & Business Administration Manager (cchen@theiet.org T: +86 10 6566 4687 x102)

There is a risk that any safeguarding incident will cause negative media coverage, which may adversely affect other good work being carried out, to mitigate against the risk, the relevant Safeguarding Lead should consider briefing a member of the IET’s Communications Team (but mindful of issues of confidentiality discussed elsewhere in this Policy). The Safeguarding Lead will then pass it to the IET General Counsel (Nigel Goldsworthy (NigelGoldsworthy@theiet.org T: 01438 765645, out of business hours +44(0) 7725498116), 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

5.6. 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.

5.7. 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.

6.0 Code of Behaviour

6.1. 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).

6.2. 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.

6.3. When working with children and/or adults at risk, members, staff and contractors should always:

a. Treat all children and adults at risk with respect and understand the difference between friendliness and familiarity;
b. Act as a role model of good and appropriate behaviour;
c. 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;
d. Respect a child or adults at risk’s right to personal privacy;
e. Bear in mind that someone else might misinterpret your actions, no matter how well intentioned;
f. Be aware that any physical contact with a child or adult at risk may be misinterpreted and so must be avoided whenever possible;
g. Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

6.4. 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.
7.0. **Online/Digital Video Conference Services**

7.1. Video conferencing services (such as Zoom or Microsoft Teams for example) is a live audio and video conversation between 2 or more people in different locations, conducted using phone, tablet, laptop or desktop computer. Some video conferencing services also allow you to share files, pictures, or each other's screens.

7.2. When using online/digital video conferencing services which involves children and/or adults at risk, IET staff, members and contractors should ensure they follow the important points identified below in 7.3 and 7.4.

7.3. In addition to the above Code of Behaviour, when using online/digital video conferencing tools with children and/or adults at risk, members, staff and contractors **should always:**

   a. Before schedule a video call, ensure the suggested online/digital video conferencing tool has been approved for use by the school, teacher, parent, guardian, other checked adult.
   
   b. Ensure you have the relevant consent form completed by the school, teacher, parent, guardian, other checked adult before the video call begins.
   
   c. Ensure that the child and/or adult at risk is always in the company of an appropriately qualified adult (parent, guardian, teacher, other checked adult).
   
   d. Be aware of what can be seen in your video background. Ensure you blur or use a virtual background to disguise your surroundings. If the conferencing tool you are using does not have functions like this, stop your video or ensure you have a plan background such as a wall.
   
   e. Ensure the content shared on screen is appropriate for children and/or adults at risk.
   
   f. verify the identity of all participants on the video call and/or remove participants that have not been successfully identified

7.4. In addition to the above Code of Behaviour, when using online/digital video conferencing tools with children and/or adults at risk, members, staff and contractors **should never:**

   a. Connect directly to the people you want to call using your contacts/address book, or provide private links to the individual contacts. For some video conferencing services, you can set up the call so that a password is required in order to join. This adds another layer of protection. Do not post the link (or the password) publicly.
   
   b. Record the video content/conversation unless it has been pre-agreed with the school, teacher, parent, guardian, other checked adult, and you have the relevant consent forms (please see section 11.).
   
   c. Hold a video call alone with children or adults at risk away from other adults.
   
   d. Use an email addresses of child to schedule the online/digital video call. All scheduling/video call set-up must be done with the school, teacher, parent, guardian, other checked adult.
   
   e. Use the private chat function available on conference tools to communicate directly with a child and/or adult at risk.

8.0 **Prevent Duty**

8.1. The IET understands its responsibilities under the Counter Terrorism & Security Act 2015, to prevent people of all ages being radicalised or drawn into terrorism and seeks to meet its obligations in the ways shown below, after setting the context.
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8.2 It is the responsibility of all IET Staff, members and contractors to ensure our Prevent duty is met through:

a. Having effective risk assessments
b. Working with local partners
c. Understanding terminology used
d. Understanding risks of extremism
e. Understanding ways to counteract risk, promoting an environment via clear expectations of behaviours and those, including radicalisation and extremism that will not be tolerated.
f. Promoting core IET values
g. Being ready to act and support when world or local events (e.g. terrorist attacks) cause upset and conflicting feelings.
h. Having strong filters on IT equipment.
i. Ensuring extremist speakers do not use IET premises to promote their views.
j. Providing appropriate training on the duty and implementation of Prevent and recognising the signs of radicalisation and extremism. Please visit the Home Office’s free online training: https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html
k. Report any concerns immediately to the appropriate Safeguarding Lead mentioned in section 5.5.
l. Continuously reviewing and updating communication, training and implementation of this agenda.

This policy applies whether work is being undertaken directly for IET or one of its subsidiary companies.

Prevent – Duties as an End Point Assessment Organisation for apprentices

8.3 As an End Point Assessment organisation the IET has a responsibility to promote the welfare of all children and young people and to ensure that all technical experts and end point assessors, employed or contracted by IET, that will come into contact with apprentices, are fully aware of their duties around safeguarding and prevent and what to do if they have concerns. The IET are committed to perform in a way that protects them and acts in the spirit of the Prevent Agenda.

8.4 All IET EPA Assessors, associated IET staff and technical experts will be issued with a copy of the IET Safeguarding Policy and advised to read the additional polices listed in this document. In addition to complying with the responsibilities set out in 8.3 paragraph above, they will be expected to:

a) to complete Prevent Training, the IET suggest that the government training is undertaken and the certificate downloaded, this will then be kept on the assessors record: https://www.elearning.prevent.homeoffice.gov.uk/
b) provide or take part in a DBS check.
c) Ensure that employers and training providers have a prevent policy in place and all apprentices should be made aware of this.

8.5 Should any IET End-point Assessment Assessor, associated IET staff or technical experts have concerns or suspicions of radicalisation from their interactions with any apprentice, they will be required to report them to the safeguarding lead in a timely manner who will then follow the appropriate reporting process.

Questions about the content or application of this policy should be directed to David Lakin, Head of Education 5-19, E: davidlakin@theiet.org T: +44 1438 767340.
9.0 Risk Assessment

9.1. 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.

9.2. 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.

10.0 Safeguarding examples

10.1. Safeguarding issues are not limited to direct engagement between children and/or 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/involved/volunteering-for-the-iet/volunteer-hub/our-policies/safeguarding-children-and-adults-at-risk/.

11.0 Photography and Filming

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 https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-hub/our-policies/data-protection-policy/.

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/involved/volunteering-for-the-iet/volunteer-hub/our-policies/safeguarding-children-and-adults-at-risk/.
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).

### 12.0 Discrimination

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.

Review: June 2020, 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/](http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/)

### 13.0 What happens if you do not follow this policy

13.1 If you do not follow this Policy, the risks to the IET are **HIGH**. Any infringement of these procedures will be taken extremely seriously.

13.2 Breach of this Policy may result where necessary, in 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.

14.0 Queries and Comments

If you have any queries regarding how this Policy works in practice, or comments or suggestions as to how it could be improved, please contact David Lakin, Head of Education 5-19, E: davidlakin@theiet.org T: +44 1438 767340
Appendix

Control Sheet

Safeguarding Children and Adults at Risk Policy

Document owner: David Lakin
Document reviewer: David Lakin
Document adopted on: 1 June 2010
Next review date: 1 June 2022

Review/change history

<table>
<thead>
<tr>
<th>Date of Review/Change</th>
<th>Summary of changes</th>
<th>Version no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Aug 2012</td>
<td>Updated links and notes of impending changes to government policy</td>
<td>1.1</td>
</tr>
<tr>
<td>2 Sep 2014</td>
<td>Revised wording to reflect changes in government policy and IET data protection policy</td>
<td>1.2</td>
</tr>
<tr>
<td>26 Feb 2016</td>
<td>Revise wording and terminology</td>
<td>1.3</td>
</tr>
<tr>
<td>10 Oct 2016</td>
<td>Revised wording following audit</td>
<td>1.3.1</td>
</tr>
<tr>
<td>27 July 2017</td>
<td>Revised wording and terminology</td>
<td>2.0</td>
</tr>
<tr>
<td>31 May 2018</td>
<td>Revised wording to reflect new General Data Protection Regulations (GDPR)</td>
<td>2.1</td>
</tr>
<tr>
<td>20 Feb 2019</td>
<td>Updated to include out of hours contact details and include reference to Communications Team</td>
<td>2.2</td>
</tr>
<tr>
<td>21 May 2019</td>
<td>Policy reviewed and transferred to new IET policy template (this document)</td>
<td>2.3</td>
</tr>
<tr>
<td>18 May 2020</td>
<td>Policy reviewed. Contact information updated for the in-country safeguarding lead for India. Revised wording to reflect DBS recording by the HR department.</td>
<td>2.4</td>
</tr>
<tr>
<td>11 Dec 2020</td>
<td>Policy updated to include… 1. The use of online/digital video conferencing services 2. Radicalised or drawn into terrorism prevention duty 3. Appendix A - Safeguarding incident reporting form 4. IET General Counsel contact information updated 5. Prevent – Duties as an End Point Assessment Organisation for apprentices</td>
<td>3.0</td>
</tr>
<tr>
<td>24 May 2021</td>
<td>Policy reviewed and updated with minor spelling/grammar amends. Contact information for IET General Counsel also updated.</td>
<td>3.1</td>
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</tbody>
</table>
# Appendix A

## Safeguarding incident reporting form

<table>
<thead>
<tr>
<th>Your name:</th>
<th>Name of organisation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your role:</td>
<td>IET office/local network:</td>
</tr>
</tbody>
</table>

**Contact information (you):**
- Address:
- Postcode:
- Telephone numbers:
- Email address:

<table>
<thead>
<tr>
<th>Child’s name:</th>
<th>Child’s date of birth:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Child’s ethnic origin:</th>
<th>Does child have a disability:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please state</strong></td>
<td><strong>Please state</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Male</td>
</tr>
<tr>
<td>□ Female</td>
</tr>
</tbody>
</table>

Are you reporting your own concerns or responding to concerns raised by someone else:
- □ Responding to my own concerns
- □ Responding to concerns raised by someone else

If responding to concerns raised by someone else please provide further information below

- Name:
- Position within the organisation or relationship to the child:
- Telephone numbers:
- Email address:

Date and times of incident:

Details of the incident or concerns:
- Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child’s account of the incident:

Signed: ………………………

Date: ___/___/____
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