

Relatable Policy: Safeguarding children and adults at risk Policy

Concept

This document is to provide guidelines for the implementation and practice of the “Policy for safeguarding children and adults at risk”. This includes broader explanations of the issues, Codes of Behaviour, Data Protection considerations and sources of further information.

Guidelines for IET staff, members and contractors

The policy and the guidelines apply to IET staff, members and contractors. The policy complies with UK legislation. For those staff, members and contractors working in countries outside the UK the policy is intended as guidance with which they should comply where it does not conflict with local legislation.

Document History

Date	Author	Version	Amendments
24/2/10	Gareth James	1	
6/6/11	Gareth James	1.1	Change of logo, updated contact details and updates on the ISA/CRB requirements
13/8/12	Evanna Gale & Gareth James	1.2	Updated photo consent information and updates on ISA/CRB requirements
02/10/14	Evanna Gale & Gareth James	1.3	Updated photo consent information and updates on DBS requirements; revisions based upon new documentation; some web links replaced or refreshed
26/2/16	Gareth James	1.4	Updated terminology; refreshed text based upon references; some web links replaced or refreshed
24/10/16	Gareth James	1.4.1.	Revised wording following audit
04/11/16	Gareth James & Alex Taylor	1.4.3	Revised wording following cross-staff review
28/07/17	David Lakin	2.0	Revised wording following review
31/05/18	David Lakin	2.1	Revised wording to reflect new General Data Protection Regulations (GDPR).
20/02/19	David Lakin	2.2	Updated to include out of hours contact details and include reference to Communications Team
21/05/19	David Lakin	2.3	Reviewed and updated with new IET branding
18/05/20	David Lakin	2.4	Policy reviewed. Contact information updated for the in-country safeguarding lead for India. Revised wording to reflect DBS recording by the HR department.
11/12/20	David Lakin	3.0	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. Duties as an End Point Assessment

			Organisation for apprentices
24/05/21	David Lakin	3.1	Policy reviewed and updated with minor spelling/grammar amends. Contact information for IET General Counsel also updated.
16/05/22	David Lakin	3.2	Policy reviewed and updated with new contact information for IET General Counsel, and a link to a new animated video released from the Disclosure and Barring Service explaining DBS checks.

Policy for safeguarding Children and Adults at Risk Guidelines for IET staff, members and contractors

Introduction

The Institution of Engineering and Technology is registered as a Charity in England & Wales (no 211014) and Scotland (no SC038698). Its registered address is Savoy Place, 2 Savoy Place, London WC2R 0BL, United Kingdom.

The Institution is fully committed to promoting the safety and wellbeing of children and adults at risk. This policy outlines the legislation, principles and values that inform the practice of those members, staff and contractors who work with children and adults at risk in the course of performing duties or services on behalf of the Institution and/or in the course of representing the Institution. The welfare of the child and adult at risk is paramount.

This policy is operated in conjunction with the London Child Protection procedures (2015), Working Together to Safeguard Children (2015). Refer to "Further Guidance" towards the end of these Policy guidelines for additional documents that inform safeguarding children and child protections systems and practice.

A "Glossary of terms" can be found at the end of these Policy guidelines.

Trustees, UK and non-UK members, staff and contractors

This policy applies to:

- the Trustees of the Institution;
- all staff (regardless of level or grade) of the IET and subsidiary companies;
- all members (irrespective of location); and
- Contractors

who work with children and/or adults at risk in the course of performing duties or services on behalf of the Institution or in the course of representing the Institution. 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.

While Trustees may not work directly with children and/or adults at risk they are ultimately responsible for the operation of this policy and the safeguarding of those children and adults at risk with who staff, members and contractors work while performing their duties or services on behalf of the Institution. (see "Responsibility for Safeguarding" below)

While this safeguarding policy reflects UK law and practice regarding the safeguarding of children and adults at risk it is expected that those members, staff and contractors who perform duties and/or represent the Institution outside the UK will comply with the terms of this policy together with the Code of Behaviour (see below), to the extent that doing so does not conflict with local legislation and regulation. IET members, staff and contractors should ensure that they are familiar with and meet the legislative and regulatory requirements of the countries in which they working with regard to the safeguarding of children and adults at risk.

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Safeguarding children and adults at risk

(Extract from "Safeguarding children and adults at risk")

"Safeguarding is a term which is broader than 'child and adults at risk protection' and relates to the action we take to promote the welfare of children and adults at risk to protect them from harm. Safeguarding is everyone's responsibility. Safeguarding is defined... as:

- Protecting children and adults at risk from maltreatment
- Preventing impairment of children's and adults at risk health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
- Taking action to enable all children and adults at risk to have the best outcomes"

Responsibility for Safeguarding

"Trustees of charities which work with vulnerable groups, including children and adults at risk, must always act in their best interests and ensure they take all reasonable steps to prevent harm to them. Having safeguards in place within an organisation not only protects and promotes the welfare of children and adults at risk but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. The necessity to safeguard children and adults at risk applies both to charities working in the UK and other countries where children and adults at risk may face different or additional risks of abuse or exploitation. These safeguards should include a child protection policy and procedures for dealing with issues of concern or abuse" ¹

There are three main elements of our child and adults at risk protection policy:

(1) Prevention

Providing an environment in which children and young people feel safe, secure, valued and respected, feel confident and adults at risk to approach other adults if they are in difficulties.

Raising awareness of all staff, members and contractors who work with children or adults at risk in the course of performing duties or services on behalf of the Institution of the need to safeguard children and adults at risk and of their responsibilities in identifying and reporting possible cases of abuse.

Ensuring that all staff, members and contractors who work with children or adults at risk in the course of performing duties or services on behalf of the Institution have been rigorously checked as to their suitability using safe recruitment procedures (see "Disclosure and Barring procedures" below).

(2) Protection

Following procedures set out in the [London] Child Protection procedures and those of any school or educational establishment at which staff, members and contractors work with children or adults at risk in the course of performing duties or services on behalf of the Institution.

(3) Support

Ensuring that children and adults at risk are listened to and their concerns taken seriously and acted upon.

Members, staff and contractors within the jurisdiction of UK legislation and regulation:

Disclosure and Barring procedures

All members, staff and contractors within the jurisdiction of UK legislation and regulation participating in activities involving children and adults at risk on behalf of the IET on a regular* basis must apply for a certificate from the Disclosure and Barring Service (DBS) in England and Wales, Disclosure Scotland or Access Northern Ireland (AccessNI). This is free for those needing a DBS check for voluntary activities.

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

For all other roles, the IET recommends that this is done through STEM Learning Ltd. (formerly STEMNET) by signing up as a STEM Ambassador. STEM Learning Ltd. provides registration, training and disclosure checks for free. The training will cover essential knowledge on policies and legislation relating to child safeguarding and data protection, as well as codes of behaviour (www.stemnet.org.uk).

New STEM Ambassadors are automatically put through an 'Enhanced Disclosure' check rather than the standard check. Any STEM Ambassador with a standard disclosure check who undertakes more than six activities per year in schools must ask STEM Learning Ltd. to undertake an Enhanced Check.

For England and Wales: There were significant changes to what was the CRB and ISA that were implemented during the 2012-13 academic year. More detail of this can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>. In amongst other changes it redefined regulated activities, removed the controlled activities category and introduced a minimum age for criminal records checks of 16. CRB and ISA merged to form the Disclosure and Barring Service (DBS) and the option to have a transferrable DBS certificates rather than apply for new ones for each new role became available for a fee. A volunteer may already have either a CRB or DBS check but, unless it has been done on behalf of STEM Learning Ltd. or for the organisation with whom they do their engagement activities e.g. the school where they take place or it is a transferrable DBS they will need to apply for another through STEM Learning Ltd.

Only those staff, members or contractors who have satisfactory disclosures and who do not appear on the DBS barred list will be permitted to work with children or adults at risk on a regular* basis in the course of performing their duties for or on behalf of the Institution or represent the Institution in its working with children and adults at risk.

Any information which the IET receives concerning disclosure checks is treated as sensitive personal data as defined in the Data Protection Act 1998. Treatment of sensitive personal data is set out in the IET Data Protection Policy.

In March 2020, the Disclosure and Barring Service released a new animated video explaining DBS checks, helping to explain the process and different checks available. This video is available on the gov.uk website...https://www.gov.uk/government/news/dbs-works-with-partners-to-create-animated-guide-to-dbs-checks?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=521fc9f3-2cfe-44d6-979a-3e96193786d7&utm_content=daily

*Regular is considered to be Frequently – once a week or more; Intensively – 4 or more occasions in a 30 day period; or, Overnight – between 2am (02:00) and 6am (06:00)

Members, staff and contractors outside the jurisdiction of UK legislation and regulation:

Whilst UK law and practice regarding the safeguarding of children and adults at risk does not apply to members, staff and contractors outside the jurisdiction of UK legislation and regulation, it is expected that those members, staff and contractors who perform duties and/or represent the Institution outside the UK will comply with the terms of this policy together with the Code of Behaviour (see below), to the extent that doing so does not conflict with local legislation and regulation. IET members, staff and contractors should ensure that they are familiar with and meet the legislative and regulatory requirements of the countries in which they are working with regard to the safeguarding of children and adults at risk. IET offices and Local and Technical Networks planning events with children or adults at risk are required to have a designated Safeguarding lead; to adopt local procedures (where relevant); disseminate guidance 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. UK nationals or non-UK nationals who have previously resided in the UK may apply for an International Child Protection Certificate (ICPC) <https://www.acro.police.uk/icpc/> if they wish.

Reporting Abuse

If in relation to a child or adults at risk, any staff, member or contractor identify welfare concerns and/or indicators of possible abuse or neglect they should notify the relevant IET Safeguarding lead:

- UK: **David Lakin**, Head of Education & Safeguarding (davidlakin@theiet.org T: +44 1438 767340, out of 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)

The Safeguarding Lead will then pass it to the IET General Counsel (**Zaheed Hussein** - zaheedhussein@theiet.org T: +44(0) 1438 765537, out of business hours +44(0) 7738 713867), and /or, the Designated Person for Safeguarding Children in the child's school.

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).

Incident forms to report concerns or incidents can be downloaded from <https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-hub/our-policies/safeguarding-children-and-adults-at-risk/> – please see example in Appendix A. Doing so promptly will enable those concerns to be referred to the appropriate organisation – usually the local authority children's social care.

Reporting Actions

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.

Confidentiality

We recognise that all matters relating to child and adults at risk protection are confidential. Staff, members and contractors who perform services on behalf of the IET or represent the IET should only receive and/or circulate personal information about a child and adults at risk on a need to know basis.

All staff, members and contractors who perform services on behalf of the IET or represent the IET must be aware that they cannot promise a child or adults at risk to keep secrets which might compromise the child's or adults at risk safety or well-being or that of another.

Allegations against staff, members and/or contractors

Staff, members and/or contractors should take care not to place themselves in a vulnerable position with a child or adult at risk. It is always advisable that your work with individual children and adults at risk is conducted in view of other adults (see “Code of Behaviour” below).

We understand that a child or a adult at risk may make an allegation against a member of staff, member or contractor. If such an allegation is made to the IET, the member of staff receiving the allegation shall immediately inform the relevant IET Safeguarding lead, the IET General Counsel and/or, IET Trustees. The IET and its Trustees may discuss the content of the allegation with the Local Authority Allegations Manager or Lead Officer for Safeguarding in Education before discussing the details with the member of staff, member or contractor concerned.

Any allegations made to an employer in respect to cases where the staff member has:

- Behaved in a way that has harmed, or may have harmed a child or adult at risk;
- Possibly committed a criminal offence against, or related to, a child or adult at risk
- Behaved towards a child/children and/or adults at risk in a way that indicates s/he is
- Unsuitable to work with children or adults at risk

Any allegations should be reported to the local authority's designated officer (England only) or to the relevant agencies

Management of an allegation of abuse may involve one or all of:

- A police investigation of a possible criminal offence
- Enquiries and assessment by children's or adults at risk social care about whether a child or adults at risk is in need of protection or in need of services
- Consideration by an employer of disciplinary action in respect of the individual”

Record keeping

It is important that employers keep a clear and comprehensive summary of:

- Any allegations made
- Details of how allegations were followed up and resolved
- Any action taken
- Decisions reached.

These details should be kept in a person's confidential personnel file and a copy should be given to the individual. Such information should be retained on file, including people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer

Taken from NSPCC Managing Allegations of Abuse May 2013

Consideration needs to be given to the appropriate support to be given to all parties involved in any incidents and allegations; and, the lessons to be learnt from such incidents. Further guidance is available from the NSPCC Managing Allegations of Abuse.

Whistleblowing

We operate a Whistleblowing Policy to enable employees to report illegal activities, wrongdoing or malpractice. If you have a complaint in relation to child or adult at risk safeguarding staff should raise it under the Whistleblowing Policy.

Health & Safety and Risk Assessments

The IET has a commitment to protect the health of its staff, employees and those with whom it is working, and reduce the number of accidents or dangerous occurrences. Those involved with activities at IET facilities should refer to the IET Health and Safety Policy and the manual for the particular site. For activities at non-IET venues, in addition to the IET's Health and Safety Policy, please refer to the venue's own Health and Safety policies. The procedure below regarding risk assessments relates to risk assessments which should be undertaken on behalf of the IET when members, employees or contractors anticipate working with or alongside children or adults at risk.

Risk Assessments

Any activity undertaken on behalf of the IET should be appropriate to the age of the people 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. If the activity is repeated regularly a standard RA for the activity is acceptable but it will need to be adapted if the location changes.

The RA should identify potential hazards, strategies to mitigate against such hazards and an assessment of how high a **Risk Rating** the hazard poses on a 16 point scale.

The Risk Rating is calculated by estimating the **severity** of the injury caused by the hazard on a scale from one to four (1=trivial, 4=serious) multiplied by the **frequency** of the injury occurring (1=rare, 4=certain). For example, use of electrical audio equipment that has been safety checked and used according to manufacturer's instructions may lead to an injury requiring first aid if it malfunctioned (severity=2) but the likelihood is very low (frequency=1); therefore the risk rating is $2 \times 1 = 2$ – tolerable.

The 16 point scale is then sub-divided into:

1	Trivial
2-3	Tolerable
4	Moderate
5-8	Serious
9-12	Substantial
12 +	Intolerable

Risk assessments should explicitly declare any Safeguarding risks alongside the usual health and safety considerations.

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

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

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

Templates for RA Forms are available from the [Education Department](#) (T: 01438 767371) or from the [Education](#) section of the IET website.

Risk Assessments should not be sent to the IET unless requested; however, those involved in activity delivery should retain a copy of the risk assessment and have it readily available should anyone associated with the activity request to see it.

Photography and filming

It is not illegal to take photos of children in a public place and photos taken for personal use are not covered by the Data Protection Act. You should always seek permission if the individual is likely to be easily identifiable especially if contextualised with a name, obvious school uniform or other identifier. If in

doubt there are ways and means of obscuring faces or angling shots to make the image unidentifiable, which the IET Education department can advise upon. 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 to subsequently use/reproduce those photographs, films or audio recordings (henceforth referred to as “images” or “recording”) should be obtained from the relevant parent or guardian. In the case of school groups, recording 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 IET 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, whether it may be shared with external organisations such as the media, how long the image will be stored for and how it will be disposed of. 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, in accordance with the IET Data Protection Policy. 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 and copies of the image need to be destroyed after transfer.

If a contractor takes photographs for a use other than that expressed in the IET Photography Consent Form, the contractor must obtain its own informed consent of the parent, guardian or relevant school authority and notify the same of the period the images will be retained.

If in doubt, the following extract describes the fail-safe approach

(Extract from “Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings”)

“Working with pupils may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of pupils. Informed written consent from parents or carers and agreement, where possible, from the child or young person, [must] always be sought before an image is taken for any purpose.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.”

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).

Images taken by other organisations

Organisations working with the IET may wish to take images and share them with the IET for various purposes including promotional activities, enhancing reports etc. To do so the organisation should follow the same guidelines as apply to those taking the images on behalf of the IET. The IET Photography Consent forms provide an effective template for an organisation's own forms; however, they should bear in mind that consent is not transferrable to a third party. Accordingly, if an organisation has obtained permission to take photographs and they wish to share these with the IET they should ensure that they have appropriate permission from the parent, guardian or school authority to do so. On providing images to the IET the supported organisation should:

- forward images to the IET securely with accompanying permission forms;
- inform the IET of the retention period for the photograph; and
- inform the IET of any additional limitations of use.

Any organisation working with the IET must agree to comply with the provisions of the General Data Protection Regulation (EU) 2016/679 (as applicable), the Privacy and Electronic Communications (EC Directive) Regulations, and codes of practice issued by the Information Commissioner.

Code of Behaviour when working with Children and/or adults at risk

When members, staff and contractors are working with children and adults at risk in the performance of their duties or services for the IET or when representing the IET they should, whenever practicable, ensure that they are always in the company of another appropriately qualified adult (parent, guardian, teacher, DBS checked adult).

By undertaking to work with children or adults at risk whilst representing the IET members, staff and contractors will be agreeing to abide by these procedures in full. Any infringement of these procedures may place the child, the individual or the Institution at risk whether it be through abuse (as defined in Annex 1) or through litigation or damage to reputation. As such, infringements will be taken extremely seriously and may lead to members being suspended or removed from membership, staff being subject to disciplinary action including dismissal and contractors having their contractual arrangements with the IET terminated.

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

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

When working with children and/or adults at risk, members, staff and contractors should never

- Spend time alone with children or adults at risk away from other adults;
- Have inappropriate physical or verbal contact with children or adults at risk;
- do things of a personal nature for children that the child can do for themselves;
- Allow children or adults at risk to use inappropriate language unchallenged;
- Allow bullying of one child or adult at risk by another to go unchecked;
- Make suggestive or derogatory remarks or gestures in the presence of children or adults at risk
- Show favouritism to any one child or adult at risk;

- Become complacent on the (spurious) grounds that “it could never happen to me”
- Let any allegations a child or adult at risk makes go unrecorded.

Examples of unacceptable behaviour

- Distressing a child or adult at risk by shouting at them or calling them derogatory names;
- Slapping a child or adults at risk;
- Holding a child or adults at risk in such a way that it causes pain, or shaking them;
- Physically restraining a child or adult at risk except to protect them from harming themselves or others;
- Allowing, or engaging in, inappropriate touching of any kind;
- Taking part in contact games;
- Doing things of a personal nature for children or adults at risk that they can do for themselves or an accompanying adult can do for them; this includes accompanying a child to the toilet;
- Engaging in sexually suggestive behaviour within a child's or adults at risk sight or hearing, or making suggestive remarks to or within earshot of a child or adults at risk;
- Giving or showing to a child or adults at risk anything that could be construed as pornographic.

Dress code

- 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.

Online/Digital Video Conference Services

Video conferencing services (such as Zoom or Microsoft Teams for example) are 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. When using online/digital video conferencing services which involve children and/or adults at risk, IET staff, members and contractors should ensure they follow the important points identified below.

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:**

- Ensure the suggested online/digital video conferencing tool has been approved for use by the school, teacher, parent, guardian, other checked adult before scheduling a video call.
- Ensure you have the relevant consent form completed by the school, teacher, parent, guardian, other checked adult before the video call begins.
- 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).
- 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 plain background such as a wall.
- Ensure the content shared on screen is appropriate for children and/or adults at risk.
- Verify the identity of all participants on the video call and/or remove participants that have not been successfully identified

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:**

- Post the link (or the password) publicly for the video call. 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.
- 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 5.18).
- Hold a video call alone with children or adults at risk away from other adults.

- Use an email address of a 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.
- Use the private chat function available on conference tools to communicate directly with a child and/or adult at risk.
- Continue the video once a participant has joined the video call if they are not in an appropriate location (such as a child's bedroom). Request their video is turned off or they use a blurred or virtual background.

It is also the responsibility of all IET Staff, members and contractors to understand their 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 to ensure our Prevent duty is met through:

- Having effective risk assessments
- Working with local partners
- Understanding terminology used
- Understanding risks of extremism
- Understanding ways to counteract risk, promoting an environment via clear expectations of behaviours and those, including radicalisation and extremism that will not be tolerated.
- Promoting core IET values
- Being ready to act and support when world or local events (e.g. terrorist attacks) cause upset and conflicting feelings.
- Having strong filters on IT equipment.
- Ensuring extremist speakers do not use IET premises to promote their views.
- 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>
- Report any concerns immediately to the appropriate Safeguarding Lead
- 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

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.

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 policies listed in this document. In addition to complying with the responsibilities set out in 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.

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.

What to do if an accident happens

- Depending on your judgement of the situation, go to the scene immediately if possible and/or summon First Aid assistance and/or contact the emergency services.
- With children or adults at risk it can be hard to tell whether they have been injured and whether an injury is serious. If you have any doubt about this, you should err on the side of caution and contact the emergency services.
- Even when a child or adults at risk is accompanied, if you think an accident is not being treated seriously enough, get medical assistance on your own initiative.

First Aid

- First Aid should not be administered without permission. Ideally this will be given by a parent or carer if the individual involved is under 18. If the parent is not on site, get their phone number, if possible. Whilst parents and carers can ultimately decide what is in their child's best interest up until the age of 18, children below that age are able to give their consent if they are over 16 or if they are able to understand what is involved in the proposed treatment.
- If at all possible, treatment should only be given by a trained First Aider. The adults accompanying children or adults at risk with specific medical needs will normally be trained on how to deal appropriately with those needs.
- Provided this does not in itself put the child or adult at risk, always try to administer First Aid within sight and sound of other adults.
- Always tell the child or adult at risk exactly what you are doing and why.
- Always ask the child or adult at risk if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies, some children have allergic reactions to stings. Unless it is a first occurrence, a parent or teacher should know of any such conditions.
- For minor injuries, it is all right to use a non fluffy cloth, but you may not offer any medication, including antiseptics or pills of any kind.
- If you have any doubts about helping someone to use their own medication, phone **NHS 111 if you are in the UK, or the local emergency services.**
- Any treatment should be as little as necessary without threatening the child's or adult at risk's well-being.
- **If a child needs a doctor or hospital, call the emergency services.**
- It is nearly always best to stay on site with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.
- Accidents and First Aid incidents must be recorded in the incident books kept for the premises in which the incident occurs.

What to do if a child or adult at risk is unattended or lost

- If you see a child or adult at risk who seems unattended or who is definitely lost, introduce yourself, find out their name, and try to establish whom they are with and where they last saw them. Ask them to come with you to the reception point /main entrance /designated meeting place. Remember that the adult(s) will be looking for the child too, so stay within obvious places. If you come across a child or adult at risk who is definitely lost, try to keep them from getting distressed. Make sure to keep the child in your sight, and if you have to leave them, only pass them on to someone you can rely upon to look after them.

What to do if a child or adult at risk is abusive or violent to you

Following such an incident it is important that the following steps are taken:

- Ensure the safety of all those involved in the incident including any other children or adults at risk.
- Gain appropriate first aid or medical attention for anyone injured.
- Once the child or adult at risk is calm provide the opportunity for the child or adult at risk to reflect on the incident if this is appropriate.
- Undertake a formal de-briefing with other adults involved or affected by the incident.

- Once the situation is calm parents / carers should be informed of the incident as quickly as possible.

The incident itself must be formally recorded according to the procedures operating in the premises in which the incident occurs. Should procedures not exist, all details should be written down as soon after the event as possible and passed to the contact in the premises and the IET's [Education Manager: Regional Liaison Officer](#) (T: 01438 767371).

Equality and the Disability Discrimination

The legislation relating to equality and disability discrimination effectively makes it unlawful for there to be direct discrimination, indirect discrimination, victimisation or harassment on the basis of gender, age, race, religion or belief, disability, sexual orientation and gender reassignment. 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." ²

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>.

Further Guidance

Keeping Children Safe In Education, Statutory guidance for schools and colleges, DfE July 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf

This document contains information on what schools and colleges should do and sets out the legal duties with which schools and colleges must comply. It should be read alongside Working Together to Safeguard Children 2015 which applies to all the schools referred to above, including maintained nursery schools.

Keeping Children Safe In Education, Information for all school and college staff, DfE July 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf

This is lifted from the aforementioned Statutory guidance

Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children, DfE March 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

National Council for Voluntary Youth Services

Our Decision – online pathway

<http://www.ncvys.org.uk/our-decision-online-pathway>

http://www.childrenengland.org.uk/wp-content/uploads/2014/01/J1197-ce_our_decision_04-FINAL1.pdf

This reference contains information on safeguarding and child protection, specifically tailored to the voluntary and community youth sector

The London Child Protection Procedures

<http://www.londonscb.gov.uk/procedures/>

The London Board provides strategic advice and support to London's 32 Local Safeguarding Children Boards (LSCBs). The London Board is not responsible for individual child protection matters – if you are concerned that a child may be at risk of harm, you should contact your local children's social care team.

For information on Disclosure and Barring procedures see:

Disclosure and Barring Service (DBS) in England and Wales

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Disclosure Scotland

<http://www.disclosurescotland.co.uk/>

Access Northern Ireland (AccessNI)

<http://www.nidirect.gov.uk/accessni-checks>

For information on STEM Learning Ltd. and the STEM Ambassadors scheme see:

<http://www.stemnet.org.uk/>

For guidance on equality legislation for schools see:

<http://www.education.gov.uk/aboutdfe/policiesandprocedures/equalityanddiversity/a0064570/the-equality-act-2010>

For guidance on consent when it comes to medical treatment see: <http://www.nhs.uk/Conditions/Consent-to-treatment/Pages/Children-under-16.aspx>

For general guidance on safeguarding matters including best practice and e-safety see Safe Network:

<http://www.safenetwork.org.uk/>

References

- 1 Safeguarding children and young people Protecting children and young people in your organisation, Charity Commission, July 2014
<https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>
- 2 Equality Act 2010: Advice for schools
<http://www.education.gov.uk/aboutdfe/policiesandprocedures/equalityanddiversity/a0064570/the-equality-act-2010>
- 3 Working Together to Safeguard Children, HM Government, March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- 4 NSPCC Managing Allegations of Abuse May 2013
<https://www.nspcc.org.uk/globalassets/documents/information-service/factsheet-managing-allegations-abuse.pdf>

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Glossary of Terms:

Safeguarding

“Safeguarding is a term we use to describe how we protect children and adults at risk from abuse or neglect” (p.4 Safeguarding policy, Office of the Public Guardian, Nov 2015)

“Safeguarding and promoting the welfare of children and/or adults at risk is defined for the purposes of this guidance as:

- Protecting children or adults at risk from maltreatment;
- Preventing impairment of children's or adult at risk health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children or adults at risk to have the best outcomes.”

(p.5 Working Together to Safeguard Children, HM Government, Mar 2015)

Child

A child means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier (Convention on the Rights of the Child, United Nations, Article 1). A “child” refers to children and young people throughout

Adults at Risk

The Office of the Public Guardian states the following: “The term “adult at risk” is used... to replace ‘vulnerable adult’... because the term... may wrongly imply that some of the fault for the abuse lies with the victim of the abuse.”

The OPG states that “Safeguarding is about protecting people who may be in vulnerable circumstances. These people may be at risk of abuse or neglect due to the actions (or lack of actions) of another person.”

Unless otherwise stated, throughout this document “children” or “child” will be short-hand for “children, young people and adults at risk”

Abuse

As defined in the London Child Protection Procedures (2015)

Physical abuse

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children or adults at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children or adults at risk. These may include interactions that are beyond the child's or adults at risk developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children or adults at risk frequently to feel frightened or in danger;
- Exploiting and corrupting children or adults at risk.

Some level of emotional abuse is involved in all types of maltreatment of a child or adult at risk, though it may occur alone.

Sexual abuse

- Sexual abuse involves forcing or enticing a child or adult at risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child or adult at risk is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- Sexual abuse includes non-contact activities, such as involving children or adults at risk in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children or adults at risk to behave in sexually inappropriate ways or grooming a child or adult at risk in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children or adults at risk.
- In addition; Sexual abuse includes abuse of children or adults at risk through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003.

Neglect

- Neglect is the persistent failure to meet a child's or adults at risk basic physical and / or psychological needs, likely to result in the serious impairment of the child's or adult at risk health or development.
- Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.
- Once a child is born, neglect may involve a parent failing to:
 - Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - Protect a child from physical and emotional harm or danger;
 - Ensure adequate supervision (including the use of inadequate care-givers);
 - Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.
- Included in the four categories of child or adult at risk abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic violence. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

The Home Office definition of Domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality". This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/ or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain,

depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.”

Appendix A

Safeguarding incident reporting form

Your name:	Name of organisation:
Your role:	IET office/local network:
Contact information (you): Address: Postcode: Telephone numbers: Email address:	
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	

Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> 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: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>
Child's account of the incident:

Signed:

Date: ____/____/____