

Safeguarding Policy

Mandatory Policy

The Institution of Engineering and Technology
Futures Place
Kings Way
Stevenage
SG1 2UA

Safeguarding Policy

1. Why we have this Policy

- 1.1 As a charity, the IET is required to have a Policy for Safeguarding those who come into contact with the IET through its work, including members, staff and volunteers, but in particular children and adults at risk.
- 1.2 Many outreach activities are undertaken by staff and other representatives of the IET, therefore adhering to such a policy helps to protect children or adults at risk, and ensure that representatives of the IET, and the IET's reputation, are not placed at risk from inappropriate behaviour, damaging allegations, or possible litigation.

2. Who this Policy relates to

- 2.1. This policy applies to all IET volunteers, members, employees, contractors, and IET subsidiaries worldwide.
- 2.2. Throughout this policy document, when we refer to 'volunteers' this should be understood to include the IET Trustees.
- 2.3. The policy applies to safeguarding for everyone, but is particularly important when considering any engagement with children and adults at risk, undertaken for, or on behalf of, the IET, including in 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
 - a. IET Data Protection Policy (Staff or Volunteer, as appropriate)
 - b. IET Health, Safety Policy (Staff only)
 - c. IET Whistleblowing Policy (Staff or Volunteer, as appropriate)
 - d. UK Disclosure and Barring Check Service Policy (Staff only)
 - e. Volunteer Code of Conduct (Volunteer only)

4. Policy Statement

- 4.1. The IET is fully committed to safeguarding the welfare of everyone we work with and support, and takes particular care when engaging with children and adults at risk.
- 4.2. In terms of safeguarding children, IET recognises that:
 - a. the welfare of the child is paramount;
 - b. all children have an equal right to protection from harm or abuse, regardless of age, disability, gender, race, religion or belief, or sexual orientation;
 - c. some children will be additionally vulnerable because of their personal needs and/or life experiences;
 - d. all organisations that engage with children have a responsibility to actively consider child welfare and areas of potential risks to a child, regardless of whether working with children is the main focus of their operation.
- 4.3. For the purpose of this policy, a child is considered to be any person aged 18 or under (or 16 or under in Scotland).

- 4.4. When considering the welfare of the child, the IET follows UK legislation and guidance, including, but not limited to:
- a. the Children Act 1989 (England and Wales);
 - b. the Children Act 2004;
 - c. the Children and Social Work Act 2017;
 - d. the UN Convention on the Rights of the Child;
 - e. in Northern Ireland The Children and Young Persons Act (Northern Ireland) 1968;
 - f. in Scotland:
 - the Children (Scotland) Act 1995;
 - the Children and Young People (Scotland) Act 2014;
 - the “Getting it right for every child” (GIRFEC) principles; and
 - the National Guidance for child protection in Scotland;
 - g. the Online Safety Act 2023.
- 4.5. In terms of safeguarding adults at risk, the IET recognises that everybody has the right to be safe and well looked after, and that adults at risk have a right to be protected from harm or abuse, as per the Care Act 2014 (and the Adult Support and Protection (Scotland) Act 2007 in Scotland).
- 4.6. For the purpose of this policy, an adult at risk is considered to be any person aged 18 or over (or 16 or over in Scotland) who is at increased risk of abuse or neglect as they are unable to protect themselves against significant harm or exploitation.
- 4.7. The IET will seek to protect children and adults at risk by:
- a. setting standards of appropriate behaviour for its staff and volunteers;
 - b. ensuring that anyone who works with children or adults at risk has undergone appropriate checks;
 - c. carrying out risk assessments in order to identify any safeguarding risks; and
 - d. creating a system for escalating and reporting concerns regarding the welfare of a child or adult at risk.

5. Overview of this Policy

- 5.1 Safeguarding is everyone’s responsibility.
- 5.2 This policy outlines appropriate behaviours that should be adhered to in order to ensure that everyone we work with places safeguarding as the highest priority of the IET. It covers when and what type of official checks might be needed when people are working with children and adults at risk and makes clear how anyone can raise concerns. It also covers the process that the IET will follow if safeguarding incidents are reported, including when we might report to other authorities, and how information and data will be handled and stored.
- 5.3 This policy includes a Code of Behaviour, information on Safeguarding Risk Assessments, and rules relating to Photography and Filming that must be adhered to.
- 5.4 This policy includes eligibility guidelines for when official Disclosure checks are required. For anyone in the UK working with children who requires a disclosure check, this is best achieved by being accepted as a STEM Ambassador via STEM Learning.

6. Checks required under this policy

- 6.1 Some types of activity or the frequency of the activity, may require individuals to have insurance cover and a disclosure check.
- 6.2 In the UK a “disclosure check” includes a DBS check by the Disclosure & Barring Service England & Wales, PVG check by Disclosure Scotland, or an AccessNI check in Northern Ireland (the relevant authorities).
- 6.3 In other countries the appropriate local disclosure service should be used, if one exists. Please contact the IET Safeguarding Lead (safeguarding@theiet.org) for more guidance in this matter if you are outside the UK.
- 6.4 If you work regularly with children or adults known to be at risk then you are required to have a disclosure check before any activity can be arranged. For staff this is at your own expense; for volunteering disclosure checks in the UK are free. For this policy, regularly is defined as: Frequently (equals once a week or more); Intensively (equals 4 or more occasions in a 30-day period); or Overnight (equals between 2am and 6am),

Location	Necessary check	Options to obtain
England and Wales	Disclosure & Barring Service (DBS)	Covered free of charge as part of application and training for STEM Ambassador role via STEM Learning
Scotland	PVG Disclosure Scotland	
Northern Ireland	Access NI	
Rest of World	Local legal requirement as a minimum – additional checks may be required.	Please contact the Volunteering Compliance team by email - safeguarding@theiet.org

- 6.5 If you are in the UK and would like to become a STEM Ambassador via STEM Learning please visit their website: [STEM Learning](https://www.stemlearning.org/)
- 6.6 Everyone required to hold a disclosure check will need to have this viewed and recorded by the IET. Please see the [IET's data privacy notice](#) for further information about how this type of data will be processed
- 6.7 Occasional interaction with children or adults at risk where none of the time with them is unsupervised does not necessitate the need for a disclosure check. If you are in any doubt about whether a disclosure check is required or not, please contact safeguarding@theiet.org
- 6.8 IET offices are required to have a designated single point of contact for Safeguarding to ensure that local staff, suppliers and contractors have a good understanding of this policy, and to be a focal point for local incident reports. As necessary they should follow the procedures laid out in section 7 for example, reporting immediately to relevant local authorities if required and to the Safeguarding Lead in the UK, and the IET Group General Counsel, as well as contributing to incident reports and log.
- 6.9 Where a disclosure certificate is required for staff, and is issued directly to the individual involved rather than to the IET or to an umbrella body such as Verifile, staff will be required either to send the original certificate to appropriate member of IET staff by post, or to make arrangements to attend at an IET office, so that an appropriate member of IET staff can check the certificate. In both instances, the

certificate will be returned to the individual, and a password protected skeleton record kept by the People Team, including who checked the certificate and when.

- 6.10 Staff can refer to the [UK Disclosure and Barring Service Check Policy](#) further information on staff disclosure requirements.
- 6.11 Where a disclosure check is required for Volunteers, it must align with the location of activity and be issued by the relevant authority: DBS England and Wales; Disclosure Scotland; AccessNI Northern Ireland.
- a. An existing DBS Certificate can only be accepted if accompanied by subscription to the DBS Update Service. Where this isn't available the IET can request a new DBS disclosure check.
 - b. It is the IET's responsibility to request a new PVG application against the PVG scheme holder.
 - c. It is the IET's responsibility to request a new AccessNI application.
 - d. In all cases, the individual will be required to undergo an online identity check.
 - e. Details of certificate number and issue date will be captured and stored in an encrypted file only accessed by appropriate staff, to hold a record and support the renewal process.

7 Responsibilities

- 7.1 With regard to any welfare concerns or incidents regarding children or adults at risk, everyone has a responsibility to:

- a. Call the police if they believe that someone is at immediate risk of significant harm.
- b. Report any safeguarding concerns that arise within any third party setting (eg: a school, or a venue), to that third party organisation in the first instance. That third party should deal with the safeguarding matter within its own policy and procedures, involving external agencies as appropriate.

If a third-party investigation finds that a safeguarding issue reported against someone representing the IET has been substantiated, the third party should then provide information to the IET to enable appropriate disciplinary action to be taken. As part of the contracting process, the IET and partner agencies should ensure that safeguarding reporting protocols are established in advance.

- c. Report any concerns, allegations or incidents (using the Incident Reporting Form <https://education.theiet.org/about-iet-education/safeguarding> - please see example in Appendix A) to the IET Safeguarding Lead based in the UK. Or, if you are in India, China, or Hong Kong you can report it to the single point of contact for safeguarding in those locations:

UK:
Christopher Knibb
Safeguarding Lead
cknibb@theiet.org
T: +44 (0)7590 879415

India:

James Howe

Interim Country Head

jhowe@theiet.org

T: +44 (0)7786 641689

China:

Paulo Lopes

Country Head and Director

Paulolopes@theiet.org

T: +86 18510116723

Hong Kong

Eric Na

Regional Manager Asia Pacific

EricNa@theiet.org

T: +852 2521 2141

- d. Ensure the confidentiality of matters relating to child protection and only circulate personal information on a need-to-know basis.
 - e. Avoid placing themselves in a vulnerable situation that may lead to allegations.
- 7.2 Allegations against individuals representing the IET should be reported to the IET Safeguarding Lead, or the single point of contact if you are in India, China, or Hong Kong. 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.
- 7.3 The Safeguarding Lead will be responsible for:
- a. Dealing with any reported concerns about the welfare of children and adults at risk, including suspicions and allegations of abuse within the IET.
 - b. Passing information to the IET Group General Counsel (Zaheed Hussein - zaheedhussein@theiet.org, T: +44 (0)7738 713867 (including out of business hours, and (where the incident concerns a third party setting) checking that is has been reported to the Designated Person for Safeguarding in the third party setting.
 - c. Considering briefing a member of the IET's Communications Team (but being mindful of issues of confidentiality discussed elsewhere in this Policy) as there is a risk that any safeguarding incident will cause negative media coverage, which may adversely affect reputation and other good work being carried out.
 - d. Providing appropriate information when making referrals to external agencies (such as the Local Authority Designated Officer (LADO), Social Services or the Police) in all cases of suspected abuse of children or adults at risk.
 - e. Ensuring that appropriate records are kept in relation to the reporting of suspected abuse.
 - f. Working with the relevant Head of Department to determine whether a referral needs to be made to the relevant authority (DBS, Disclosure Scotland or Access NI, or equivalent if outside the UK). The IET is obliged to report certain circumstances, such as the dismissal of a member of staff for abusing a child or an adult at risk.

- g. Appropriately anonymise reports of concerns, allegations or incidents and the consequential actions will be passed to the Health and Safety Committee.
 - h. Appropriately anonymise reports of concerns, allegations or incidents and the consequential actions will be passed to the IET Board of Trustees at the earliest opportunity, either through a specially convened meeting, or at the next scheduled meeting via the CES report. General Counsel and Safeguarding Lead to decide the appropriate method.
- 7.4 The IET Safeguarding Lead which, at time of publication, is Alex Taylor based in the UK has overall responsibility for this policy.

8. Code of Behavior

- 8.1 When working with children and/or adults at risk, IET representatives should try to ensure that they are always in the company of an appropriately qualified adult (parent, guardian, teacher, another checked adult).
- 8.2 When working with children and/or adults at risk, IET representatives 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.
- 8.3 When working with children and/or adults at risk, IET representatives **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 people 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 adult at risk's right to personal privacy;
 - e. be sensitive to a child or adult at risk's appearance, race, culture, religion, sexuality, gender or disability;
 - f. bear in mind that someone else might misinterpret your actions, no matter how well intentioned;
 - g. be aware that any physical contact with a child or adult at risk may be misinterpreted and so must be avoided whenever possible;
 - h. challenge unacceptable behaviour and report all allegations and/or suspicions of abuse;
 - i. declare to the IET Safeguarding Lead and the IET People Support team (HR) any police or other safeguarding agency investigation into an allegation of abuse of a child or adult at risk made against you. They will notify General Counsel as required;
 - j. declare to the IET Safeguarding Lead and the IET People Support team (HR) any relevant caution or conviction against you since your most current disclosure (if applicable).
- 8.4 When working with children and adults at risk, IET representatives **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 or intimate nature for children and adults at risk;
 - d. allow children and adults at risk to use inappropriate language unchallenged;

- e. allow bullying of one child or an 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 an 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.

9. Obligations relating to online safety and the Online Safety Act 2023

9.1 This section outlines the IET’s commitment to safeguarding users of its digital platforms, including user-to-user services¹ and search engines² operated by IET staff. It ensures compliance with the Online Safety Act 2023 and promotes a safe, respectful, and secure online environment for all users, particularly children and vulnerable individuals.

9.2 In accordance with the Online Safety Act 2023, IET staff managing digital platforms must:

- a. Conduct risk assessments to identify potential exposure to illegal or harmful content.
- b. Implement safety measures to prevent the appearance and spread of such content.
- c. Ensure age-appropriate access controls, especially for services likely to be accessed by children.
- d. Provide clear reporting mechanisms for users to flag harmful or inappropriate content.
- e. Maintain transparent complaints procedures and respond promptly to user concerns.
- f. Uphold freedom of expression and privacy while enforcing safety standards.

9.3 Guidance relating to these duties is available on the Ofcom website: [Online safety - Ofcom](#).

9.4 Video conferencing services (such as Zoom or Microsoft Teams) 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.

9.5 In addition to the Code of Behaviour outlined in Section 8, when using online/digital video conferencing tools with children and/or adults at risk, IET representatives **should always:**

- a. before scheduling a video call, ensure the suggested online/digital video conferencing tool has been approved for use by the school, teacher, parent, guardian, or other checked adult;
- b. ensure you have the relevant consent form completed by the school, teacher, parent, guardian, or 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, or another checked adult);

¹ **User-to-user service:** Any IET-operated platform where users can upload, share, or interact with content from other users (e.g., forums, comment sections, collaborative tools).

² **Search service:** Any IET-operated tool that enables users to search across multiple websites or databases (e.g., the IET Digital Library search engine).

- 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 conference tool you are using does not have functions like this, stop your video or ensure you have a plain 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.

9.6 In addition to the Code of Behaviour outlined in Section 8, when using online/digital video conferencing tools with children and/or adults at risk, the IET representative **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, or 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 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, or other checked adult.
- e. Use the private chat function available on conference tools to communicate directly with a child and/or adult at risk.

10 'Prevent' Duty

10.1 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.

10.2 It is the responsibility of all IET representatives 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. reporting any concerns immediately to the Safeguarding Lead or single point of contact mentioned in section 7;
- l. continuously reviewing and updating communication, training and implementation of this agenda.

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

11 Assessment

11.1 Any activity undertaken on behalf of the IET should be appropriate to the age of the individuals involved, should be properly managed and supervised, and should have an up-to-date risk assessment. This cannot be generic; it must be relevant to the activity and the location in which it is held. A risk assessment template can be found on the IET website: <https://education.theiet.org/about-iet-education/safeguarding>

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

11.3 Risk assessments for activities on IET premises should bear in mind the principle of occupier's liability (under the Occupiers Liability Act 1957 in England), whereby an occupier must be prepared for the fact that children may be less careful than adults. This means there is a higher duty of care placed on the occupier when children enter the premises.

11.4 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. If the mitigation measures do not bring the risk down to 'moderate' or below, then the IET would strongly recommend discontinuing it entirely.

12. Safeguarding examples

12.1 Safeguarding issues are not limited to activities involving children and / or adults at risk. Safeguarding issues could affect anyone, and everyone is responsible for being aware of the risks and seeking to protect each other.

12.2 Where children and/or adults at risk are involved there is a particular duty of care that we should be aware of, as outlined in this policy. Potential safeguarding issues with these groups are not limited to direct engagement. The IET representatives must also take care not to put children and adults at risk in other ways, for example:

- a. leaving children and/or adults at risk unsupervised;
- b. using staff or volunteers in activities if they do not have a valid disclosure check;
- c. encouraging or allowing children and adults at risk to behave in ways that are inappropriate, that may intimidate others, or put them or others at physical, sexual or emotional risk;
- d. allowing access to inappropriate materials on the internet;
- e. creating materials accessible to children and adults at risk that would be deemed inappropriate.

12.3 Guidance on completing a risk assessment along with risk assessment template are available on the IET website:
<https://education.theiet.org/about-iet-education/safeguarding/>

13. Photography and Filming

- 13.1 Any image or recording of children or adults at risk taken on behalf of the IET must comply with the Data Protection Act 2018 and the IET Data Protection Policy (Staff or Volunteer version, as appropriate).
- 13.2 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 Data Protection Officer
- 13.3 Templates for Photography Consent Forms are available on the IET website: <https://education.theiet.org/about-iet-education/safeguarding/>
- 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, how long the image will be stored for, and the fact that consent may be withdrawn at any time. 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 student, parent, guardian or authority. Such transfers are also bound by the IET Data Protection Policy.
- 13.4 Data protection 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 UK standards. Please refer to the IET Data Protection Policy (Staff or Volunteer version, as appropriate) for more information about data protection and how it applies to the IET and its representatives, together with providing the steps to be taken by those who have access to the personal data of individuals with whom the IET has or may have a relationship. It is important that everyone familiarises themselves with the policy to ensure compliance with good practice and to protect the individual and the IET. If you have any queries on data protection, please contact safeguarding@theiet.org

14. Recruitment and Training of staff and volunteers

- 14.1 The following procedure will be used in the recruitment of all staff to whom IET offers a role which will bring them into regular unsupervised contact with children and/or adults at risk:
- identity will be carefully checked and where appropriate applicants will be required to provide photographic documentation to confirm identity;
 - professional and character references will be sought, preferably including someone who can comment on the applicant's experience of working with children and / or adults at risk;
 - previous employment history will be verified through references;
 - applicants (where required in section 6) will be required to complete a disclosure check.
- 14.2 The IET will provide appropriate guidance and training on this policy for all IET volunteers (including trustees) and employees and as part of the induction process when they join the IET, and as part of the ongoing mandatory compliance process that applies to all staff and volunteers.

15. What happens if you do not follow this policy

- 15.1 If you do not follow this Policy, there is a risk that someone might be exposed to a safeguarding breach which puts them in danger, exposing them to physical or mental harm.
- 15.2 If you do not follow this policy the risk to the IET is high as our reputation may be damaged and we might be at risk of litigation.
- 15.3 Breach of this Policy may result in information and evidence regarding infringements being passed on to the appropriate authorities. It may also lead to volunteers being suspended or removed from their volunteering role(s), 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.

16. Queries and Comments

- 16.1 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 safeguarding@theiet.org

17. Review of this policy

- 17.1 This policy will be revised at least annually following its implementation, and additionally whenever there are relevant changes to legislation or to the IET's working practices. Any queries or comments about this policy should be addressed to safeguarding@theiet.org

Appendix



Safeguarding incident reporting form

Your name:	Name of organisation:
Your role:	IET office/local network:
Contact information (you): Address: Postcode: Telephone numbers: Email address:	
Name of subject (If unknown, add a description);	Subject's date of birth (if known):

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 of the person who raised the concerns to you:
Name: Position within the organisation or relationship to the subject: Telephone numbers: Email address:
Date, time and location 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>
Subject's account of the incident: (if possible to obtain)

<p>Any other present or potential witnesses? Yes/No</p> <p>If yes please provide:</p> <p>Name</p> <p>Role</p> <p>Contact details</p>
<p>Has the incident been reported to any external agency (eg police or safeguarding lead within the third party setting)? Yes/No</p> <p>If yes, please provide:</p> <p>Name of the agency</p> <p>Name of the person reported to</p> <p>Their contact details</p> <p>Police Incident Report Number</p> <p>Any action agreed or advice given.</p>
<p>To be completed by the IET Safeguarding Lead</p> <p>What actions have been taken including who the matter has been reported to and when?</p> <p><i>Signed: (IET Safeguarding Lead)</i></p> <p><i>Date: (DD/MM/YYYY)</i></p>

Person submitting this Safeguarding Incident Reporting Form

Signed:

Date: (DD/MM/YYYY)

Privacy Notice

The personal data collected in this form will be protected and processed by the IET Safeguarding Lead and those employees who are authorised to assist or advise on safeguarding concerns. We may contact you if we need to gather further details regarding the concern. In order to meet our safeguarding obligations we will proportionately share the personal information with external legal counsel, law enforcement, health or social care agencies, where it is lawful and necessary to do so. If you have any questions or concerns about how your personal data will be used please contact the IET Data Protection Office at compliance@theiet.org

Control Sheet

Safeguarding Children and Adults at Risk Policy

Document Sponsor: Governance and External Engagement Director
 Document reviewer: Safeguarding Lead, General Counsel and Volunteering Operations Manager
 Document adopted on: June 2010
 Next review date: September 2026

Review/change history

Date of Review/ Change	Summary of changes	Version no.
Aug 2012	Updated links and notes of impending changes to government policy	1.1
Sep 2014	Revised wording to reflect changes in government policy and IET data protection policy	1.2
Feb 2016	Revise wording and terminology	1.3
Oct 2016	Revised wording following audit	1.3.1
Jul 2017	Revised wording and terminology	2.0
May 2018	Revised wording to reflect new General Data Protection Regulations (GDPR).	2.1
Feb 2019	Updated to include out of hours contact details and include reference to Communications Team	2.2
May 2019	Policy reviewed and transferred to new IET policy template (this document)	2.3
May 2020	Policy reviewed. Contact information updated for the in- country safeguarding lead for India. Revised wording to reflect DBS recording by the HR department.	2.4
Dec 2020	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	3.0
May 2021	Policy reviewed and updated with minor spelling/grammar amends. Contact information for IET General Counsel also updated.	3.1
May 2022	Policy reviewed and updated with new contact information for IET General Counsel.	3.2
Jun 2023	High level external counsel review and update and also reviewed alongside UK Disclosure and Barring Service Check Policy.	4.0
May 2024	The policy has been reviewed and updated with only minor spelling/grammar amends made throughout the policy document.	4.1
Jul 2025	This policy has been updated to reflect changes in Safeguarding Lead, changes in some definitions, and changes in reporting process.	4.2
Sept 2025	This policy has been updated to reflect the requirements of the Online Safety Act 2023 and Volunteer disclosure check requirements.	4.3
Nov 2025	Safeguarding Lead UK updated to Christopher Knibb	4.4