

Safeguarding Policy

Mandatory Policy

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. Many outreach activities involving children are undertaken by staff and other representatives of the Institution, therefore adhering to such a policy helps to protect children or adults at risk, and ensure that representatives of the institution or the institution itself are not placed at risk from inappropriate behaviour or damaging allegations and litigation. This policy outlines the appropriate behaviours, checks to be followed when working with children and adults at risk, and how to raise any concerns. It also looks at how the IET will handle any allegations or incidents, including reporting to relevant authorities, and storing information.
- 1.2. It is IET Policy that members, volunteers (including trustees), staff and contractors who undertake 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. IET's outreach work often involves children, and therefore this policy applies principally to the safeguarding of children, but the same principles apply where there is engagement with adults at risk.

2. Who this Policy relates to

- 2.1. This policy applies to all volunteers (including trustees), members, employees and contractors and its subsidiaries worldwide and must be followed. The policy applies to any engagement with children and adults at risk, undertaken for or on behalf of the IET, 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
 - 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)
 - f. the Prevent section of this policy.

4. Policy Statement

- 4.1. IET is fully committed to safeguarding the welfare of all children and adults at risk with whom it comes into contact.
- 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 which come into contact 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 a person under the age of 18.
- 4.4. When considering the welfare of the child, the IET will have regard to all relevant legislation and guidance, including, but not limited to:
- a. the Children Act 1989;
 - b. the Children Act 2004;
 - c. the Children and Social Work Act 2017;
 - d. the UN Convention on the Rights of the Child; and
 - e. 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
- 4.5. In terms of safeguarding adults at risk, 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 risk of abuse or neglect because of their care and support needs.
- 4.7. 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. This policy includes a Code of Behaviour and information on Risk Assessments and Photography and Filming that must be adhered to by IET volunteers (including trustees), staff, members and contractors. Safeguarding is everyone’s responsibility. All volunteers (including trustees), members, employees and contractors whose duties require them to undertake a Disclosure check (in line with the Eligibility Guidelines) must have the necessary checks which are best achieved by holding an up-to-date disclosure check or being accepted as a STEM Ambassador. For the purpose of this policy, a “disclosure check” includes a PSV check by Disclosure Scotland, and a DBS check by the Disclosure & Barring Service in England & Wales and Access NI

6. Checks required under this policy

- 6.1. The IET requires that all volunteers (including trustees), members, employees and contractors within the jurisdiction of UK legislation and regulation, who are regularly* working with children or adults at risk, on IET’s behalf, have the necessary checks, outlined in the table in section 6.4.

- 6.2. All volunteers (including trustees), members, employees and contractors whose duties require them to undertake a disclosure check (in line with the Eligibility Guidelines) are required to hold a valid disclosure check, of the appropriate type. [For example any volunteer undertaking the role of Education Officer will be required to hold a valid enhanced DBS check or PVG, which will be renewed every three years.] This check will be processed and recorded by the IET’s HR department and Volunteer Support Unit (VSU). Please see the IET’s data privacy notice for volunteers, members (including trustees) employees and contractors for further information about how this type of data will be processed.
- 6.3. 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 or contact the IET Volunteer Support Unit (VSU). Occasional interaction with children or adults at risk where none of the time with them is unsupervised should not necessitate the need for these checks (point 1 of the table below), however all staff and members must still abide by points 3 to 5 of the table below. For further information as to whether a disclosure check is appropriate please contact the Education department.
- 6.4. Whilst disclosure checks will not apply to volunteers (including trustees), members employees 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, volunteers and members within their jurisdiction; to report any incidents immediately to relevant local authorities and to the IET General (Zaheed Hussein - zaheedhussein@theiet.org T:+44(0) 1438 765537, out of business hours +44(0) 7738 713867) Counsel; and, to produce an annual summative report on safeguarding incidents

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

- 6.5. Where a disclosure certificate is issued directly to the individual involved rather than to the IET or to an umbrella body such as Verifile, the individual 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 HR department including who checked the certificate and when. IET Volunteers also have the option to send a scanned copy as evidence of their renewal (if signed up to renewal service) to the IET Volunteer Support Unit. Please refer to the [UK Disclosure and Barring Service Check Policy](#) Section 10 for further information on storage, handling, retention, disposal and record keeping.

- 6.6 Please refer to the [UK Disclosure and Barring Service Check Policy](#) further information on staff disclosure requirements.

7. Responsibilities

- 7.1. With regard to any welfare concerns or incidents regarding children or adults at risk, volunteers (including trustees), members, employees and contractors have 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 partner setting eg. a school, 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. Where a concern is that an IET volunteer (including trustees), member, employee or contractor poses a safeguarding risk, following the third party's investigation where the concerns are substantiated, it should then provide information to the IET under this policy to enable appropriate disciplinary action to be taken. The IET and partner agencies should ensure that reporting protocols are established in relation to dealing with safeguarding concerns where IET volunteers, members (including trustees) employees or contractors are involved.
 - c. Report any concerns, allegations or incidents using the Incident Reporting Form (<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 - to the appropriate Safeguarding Lead:
 - UK: **David Lakin**, Head of Education, Safeguarding and Education Policy 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)
 - 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 volunteers (including trustees), members, employees and contractors should be reported to the relevant IET Safeguarding lead. 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 relevant Safeguarding Lead will be responsible for:
- a. Appropriately anonymised reports of concerns, allegations or incidents 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 cooperates fully with the relevant authorities.
 - b. Dealing with any reported concerns about the welfare of, including suspicions and allegations of abuse of, children or vulnerable adults within the IET.

- c. Passing information to the IET General Counsel (Zaheed Hussein - zaheedhussein@theiet.org T:+44(0) 1438 765537, out of business hours +44(0) 7738 713867), and (where the incident concerns a third party setting) checking that it has been reported to the Designated Person for Safeguarding in the third party setting.
- d. 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 other good work being carried out.
- e. 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 vulnerable adults.
- f. Ensuring that appropriate records are kept in relation to the reporting of suspected abuse.
- g. 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). The IET is obliged to report certain circumstances, such as the dismissal of a member of staff for abusing a child or vulnerable adult, -for example, and the matter will be considered in more detail by the Head of Department.

7.4 Head of Education, Safeguarding and Education Policy has overall responsibility for this policy.

8. Code of Behavior

8.1 When working with children or adults at risk, volunteers (including trustees), members, employees and contractors should try to ensure that they are always in the company of an appropriately qualified adult (parent, guardian, teacher, other checked adult).

8.2 When working with children or adults at risk 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.

8.3 When working with children and/or adults at risk, volunteers, members (including trustees) employees 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 adult at risk's right to personal privacy;
- e. Be sensitive to a child or vulnerable adult'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 HR or the Volunteer Support Unit any police or other safeguarding

agency investigation into an allegation of abuse of a child or vulnerable adult made against you. HR will notify General Counsel as required.

- j. Declare to 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, volunteers (including trustees), members, employees 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 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 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.

9. Online/Digital Video Conference Services

- 9.1. 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
- 9.2. When using online/digital video conferencing services which involves children and/or adults at risk, IET volunteers (including trustees), members, employees and contractors should ensure they follow the important points identified below in 9.3 and 9.4.
- 9.3. In addition to the above Code of Behaviour, when using online/digital video conferencing tools with children and/or adults at risk, volunteers (including trustees), members, employees and contractors **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 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 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

- 9.4. In addition to the above Code of Behaviour, when using online/digital video

conferencing tools with children and/or adults at risk, volunteers (including trustees), members, employees 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, 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 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, 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 volunteers (including trustees), members, employees 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

- 10.3 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.
- 10.4 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 policies listed in this document. In addition to complying with the responsibilities set out in 8.3 paragraph above, they will be expected to:
- a. 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 disclosure check.
 - c. ensure that employers and training providers have a prevent policy in place and all apprentices should be made aware of this.
- 10.5 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.

11. Risk Assessment

- 11.1 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. 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. 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. 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.

12. Safeguarding examples

- 12.1 Safeguarding issues are not limited to direct engagement between children and/or adults at risk, staff, volunteers (including trustees), 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 do not have a valid disclosure check.
- 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 risk assessment templates. These are available from <https://education.theiet.org/about-iet-education/safeguarding/>

13. Photography and Filming

Any image or recording of children or vulnerable adults taken on behalf of the IET needs to comply with the Data Protection Act 2018 and the IET Data Protection Policy <https://education.theiet.org/about-iet-education/safeguarding/>

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://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.

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 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).

14. Discrimination

Any activity delivered by volunteers (including trustees), members, employees

and 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 contact the IET Education Department to discuss if required.

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>.

15. Recruitment and Training of staff

15.1 The following procedures will be used for all volunteers (including trustees), members, employees and suppliers and/or contractors to whom IET offers a position which will bring them into regular* unsupervised contact with children or vulnerable adults:

- 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.
- Previous employment history will be verified through references.
- Applicants (where required in section 5.1-5.4) will be required to complete a disclosure check.

15.2 The IET will provide appropriate guidance and training on this policy for both relevant existing volunteers (including trustees), members, and employees and as part of the induction of new volunteers (including trustees), members and employees.

16. What happens if you do not follow this policy

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

16.2 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 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.

17. 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

18. Review of this policy

When printed this becomes an uncontrolled document and might not be at the current version

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 Head of Education, Safeguarding and Education Policy.

* 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

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:	
Child's / Vulnerable adult's name (If unknown, add a description);	Child's date of birth (if known):

<p>Are you reporting your own concerns or responding to concerns raised by someone else:</p> <p><input type="checkbox"/> Responding to my own concerns</p> <p><input type="checkbox"/> Responding to concerns raised by someone else</p> <p>If responding to concerns raised by someone else please provide further information below</p>
<p>Name: Position within the organisation or relationship to the child / vulnerable adult: Telephone numbers: Email address:</p>
Date and times and location of incident:
<p>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.</p>
<p>Child's account of the incident: (if possible to obtain) Any other present or potential witnesses? Yes/No</p> <p>If yes please provide: Name Role</p>

Contact details
<p>Has the incident been reported to any external agency (eg police or safeguarding lead within the relevant setting)? Yes/No</p> <p>If yes, please provide: Name of the agency Name of the person reported to Their contact details</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>Signed: (<i>IET Safeguarding Lead</i>)</p> <p>Date: ____/ ____/ ____</p>

Person submitting this Safeguarding Incident Reporting Form

Signed:

Date: ____/ ____/ ____

Control Sheet

Safeguarding Children and Adults at Risk Policy

Document Sponsor: Michelle Richmond
 Document reviewer: David Lakin
 Document adopted on: 1 June 2010
 Next review date: 1 June 2024

Review/change history

Date of Review/Change	Summary of changes	Version no.
30 Aug 2012	Updated links and notes of impending changes to government policy	1.1
2 Sep 2014	Revised wording to reflect changes in government policy and IET data protection policy	1.2
26 Feb 2016	Revise wording and terminology	1.3
10 Oct 2016	Revised wording following audit	1.3.1
27 July 2017	Revised wording and terminology	2.0
31 May 2018	Revised wording to reflect new General Data Protection Regulations (GDPR).	2.1
20 Feb 2019	Updated to include out of hours contact details and include reference to Communications Team	2.2
21 May 2019	Policy reviewed and transferred to new IET policy template (this document)	2.3
18 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
11 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
24 May 2021	Policy reviewed and updated with minor spelling/grammar amends. Contact information for IET General Counsel also updated.	3.1
16 May 2022	Policy reviewed and updated with new contact information for IET General Counsel.	3.2
20 June 2023	High level external counsel review and update, and also reviewed alongside UK Disclosure and Barring Service Check Policy.	4.0