

# **Safeguarding Children and Adults at Risk - Volunteers**

## **Policy and Guidance**

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## Safeguarding Children and Adults at Risk – Volunteers

### Contents

#### Part A – Policy

1. Why we have this Policy.....	3
2. Who this Policy relates to .....	3
3. Related Policies, Procedures and/or Guidelines.....	3
4. Definitions .....	3
5. The Policy .....	3
6. What happens if you do not follow this Policy .....	4
7. Queries and Comments.....	4
8. Guidance Notes .....	4
9. Safeguarding Leads .....	4

#### Part B - Procedures

1. Reporting Abuse .....	11
2. Allegations against volunteers.....	11
3. What to do if an accident happens .....	11
4. First Aid.....	11
5. What to do if a child is unattended or lost .....	12
6. What to do if a child is abusive or violent to you .....	12
7. Further Guidance .....	13
Control Sheet .....	14

# Safeguarding Children and Adults at Risk

## PART A - Policy

### 1. Why we have this Policy

- 1.1. The IET seeks to operate to the highest standards of good practice. Its work in promoting engineering as a career means engaging with young people and those less able to protect themselves from harm, and the IET has a duty to ensure they are not put at risk. This policy outlines the appropriate behaviours and procedures for volunteers working with children and adults at risk, and highlights the legislative requirements governing such activities.

### 2. Who this Policy relates to

- 2.1. This policy applies to all volunteers who are engaged in IET activities where children or adults at risk are present. 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, and blogging.

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

- 3.1. [Data Protection Policy](#)
- 3.2. [Code of Conduct for Volunteers](#)

### 4. Definitions

- 4.1. Unless otherwise stated, throughout this document “children” or “child” will be shorthand for “children and adults at risk”
- 4.2. Safeguarding relates to actions to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility and is defined as:
  - (a) protecting children from maltreatment
  - (b) preventing impairment of children's health and development
  - (c) ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
  - (d) taking action to enable all children to have the best outcomes(Extracted from the Charity Commission’s guidance, Safeguarding Children and Young People)
- 4.3. Children are defined as those under the age of 18.
- 4.4. An ‘adult at risk’ is defined as any person aged 18 years and over who may need extra support or is unable to protect him or herself from harm or exploitation.
- 4.5. A similar code of behaviour to that set out below should be adopted in any interaction with adults at risk, suitably adapted to recognise their relative maturity.

### 5. The Policy itself

- 5.1. It is IET policy that:
  - 5.1.1. All volunteers who regularly work with children have an appropriate disclosure check in place (see 8.1.3 below).
  - 5.1.2. IET offices have a designated and trained Safeguarding Lead.
  - 5.1.3. Volunteers comply with recommended behaviours (see 9.2 below).
  - 5.1.4. All activities have an up-to-date risk assessment.

- 5.1.5. Images or recordings of children or vulnerable adults taken on behalf of the IET comply with the IET Data Protection Policy and appropriate consents are obtained.
- 5.1.6. Activities delivered on behalf of the IET should avoid discriminating against any participants and promote equality.

5.2. Volunteers should familiarise themselves with the procedures and guidance below and in Part B which sets out how to act in accordance with this Policy.

## **6. What happens if you do not follow this Policy**

6.1. If you do not follow this Policy you may put the IET at risk of reputational damage or prosecution. It may also significantly impact the ability of both volunteers and staff to continue delivering certain IET commercial and charitable activities.

6.2. Breach of this Policy may result in prosecution of the individual and the Institutions involved, and volunteers could be referred to the IETs Disciplinary Board.

## **7. Queries and Comments**

7.1. If you have any queries regarding how this Policy works in practice, or suggestions as to how it could be improved, please contact the Education 5-19 department, [ieteducation@theiet.org](mailto:ieteducation@theiet.org).

## **8. Guidance Notes**

8.1. Necessary checks required to work with children or adults at risk.

8.1.1. All volunteers within the UK who regularly\* work with children, must have Disclosure & Barring Service (DBS)/Disclosure Scotland/Access Northern Ireland (Access NI) checks.

8.1.2. Volunteers outside the UK are not required to have DBS checks, but must abide by the Code of Behaviour below and other terms of this policy to the extent that this complies with local laws.

8.1.3. Occasional interaction with schools where none of the time with children is unsupervised should not necessitate the need for these checks. However, all volunteers must still abide by points 3 to 5 of the table below. For further information as to whether a disclosure check is appropriate please contact the Education 5-19 department, [ieteducation@theiet.org](mailto:ieteducation@theiet.org).

<b>Necessary checks required to work with children or adults at risk</b>	<b>STEM Ambassador</b>
1. Necessary Disclosure & Barring Service (DBS)/Disclosure Scotland/Access Northern Ireland (Access NI) 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 volunteers	
3. Abide by the Code of Behaviour	
4. Abide by the IET Health and Safety policy and undertake appropriate risk assessments	
5. Abide by the IET Data Protection Policy	

\* *Regularly is considered to be once a week or more, 4 or more occasions in a 30 day period, or overnight (between 2am and 6am).*

## 9. Safeguarding leads

- 9.1. IET offices are required to have a designated Safeguarding Lead to: adopt local procedures (where relevant); disseminate updates to the safeguarding policy to the staff and members within their area; to report any incidents immediately to relevant local authorities and to the IET General Counsel; and to produce an annual report on safeguarding incidents.
- 9.1.1. If a volunteer is concerned that an incident of child or vulnerable adult welfare has arisen they are responsible for:
- reporting their concerns to the Designated Person for Safeguarding Children at the venue in which the incident occurred;
  - ensuring confidentiality by only circulating personal information on a need to know basis;
  - avoiding placing themselves in a situation that may lead to allegations of improper conduct; and
  - immediately report any allegations to the relevant IET Safeguarding lead. Incident reports and concerns can be submitted on an Incident Form, available 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.

Contact information for staff Safeguarding Leads is as follows:

- UK: **David Lakin**, Head of Education & Safeguarding ([davidlakin@theiet.org](mailto:davidlakin@theiet.org)) T: +44 1438 767340, out business hours +44 (0) 7725 498117)
- India: **Shekhar Sanyal**, Country Head & Director ([SSanyal@theiet.org](mailto:SSanyal@theiet.org)) T: +91 80 40892207)
- China: **Christine Chen**, HR & Business Administration Manager ([cchen@theiet.org](mailto: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](mailto: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.

- 9.1.2. Where appropriate, reports of incidents or concerns, and the consequential actions, may be passed to the appropriate IET authority for review and to ensure that appropriate action is taken, and that the IET cooperate fully with the relevant authorities.
- 9.1.3. Allegations against volunteers should be reported to the relevant IET Safeguarding Lead. All allegations will be treated in confidence and the IET looks to support all parties involved whilst ensuring full cooperation with relevant authorities. Further information is available in Part B below.
- 9.2. Code of Behaviour
- 9.2.1. Volunteers should try to ensure that they are always in the company of an appropriately qualified adult (parent, guardian, teacher or other checked adult).
- 9.2.2. Volunteers should dress in a way that is appropriate to the role and the tasks that they are undertaking and not in a way that could be considered inappropriate, including being culturally sensitive and not politically controversial.

9.2.3. When working with children and adults at risk, volunteers **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. bear in mind that someone else might misinterpret your actions, no matter how well intentioned;
- f. be aware that any physical contact with a child or adult at risk may be misinterpreted and so must be avoided whenever possible;
- g. challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

9.2.4. When working with children and adults at risk, volunteers **should never:**

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

9.2.5 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:**

- a. 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.
- b. Ensure you have the relevant consent form completed by the school, teacher, parent, guardian, other checked adult before the video call begins.
- c. Ensure that the child and/or adult at risk is always in the company of an appropriately qualified adult (parent, guardian, teacher, other checked adult).
- d. Be aware of what can be seen in your video background. Ensure you blur or use a virtual background to disguise your surroundings. If the conferencing

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

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

- a. 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.
- b. Record the video content/conversation unless it has been pre-agreed with the school, teacher, parent, guardian, other checked adult, and you have the relevant consent forms.
- 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, other checked adult.
- e. Use the private chat function available on conference tools to communicate directly with a child and/or adult at risk.
- f. 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.

9.2.7 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:

- 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
- 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

- 9.2.8 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.
- 9.2.9 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 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](mailto:davidlakin@theiet.org) T: +44 1438 767340.

## 9.3. Risk assessment

- 9.3.1. Activities undertaken on behalf of the IET should be appropriate to the ages of the students involved, be properly managed and supervised, and should have an up-to-date Risk Assessment (RA). A RA cannot be generic, it has to be relevant to the activity and the location in which it is held. RAs should explicitly declare any safeguarding risks alongside the usual health and safety considerations.
- 9.3.2. Having undertaken a risk assessment, due consideration should be given to the conclusions and effectiveness of the mitigation measures. If a risk is rated serious or above you 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.
- 9.3.3. Safeguarding issues are not limited to direct engagement between adults and children, and volunteers must also take care not to put children or vulnerable adults at risk in other ways, for example:
- a. leaving children unsupervised;
  - b. using staff or volunteers who have not had the appropriate checks;
  - c. encouraging 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;
  - d. allowing 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;
  - e. allowing access to inappropriate materials on the internet;



- f. allowing children or adults at risk to access materials that would be deemed inappropriate.

9.3.4. Risk Assessment templates are available from <https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-hub/our-policies/safeguarding-children-and-adults-at-risk/>

#### 9.4. Photography and Filming

9.4.1. 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. As a general rule you should 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 to obscuring faces or angle shots to make the image unidentifiable, which the IET Education Department can advise upon.

9.4.2. Any images or recording of children or vulnerable adults taken on behalf of the IET must comply with the IET Data Protection Policy. <https://www.theiet.org/involved/volunteering-for-the-iet/volunteer-hub/our-policies/data-protection-policy/>

9.4.3. Written consent to take photographs, film or audio recordings of children 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.

9.4.4. Personal information should not be collected from children under 16 without prior advice and agreement from the IET Compliance Officer, [compliance@theiet.org](mailto:compliance@theiet.org).

9.4.5. 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/>

9.4.6. The forms need to make clear:  
(a) how the images will be used;  
(b) how they will be stored;  
(c) who will be able to access the image; and  
(d) how long the image will be stored.

9.4.7. 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. Images and consent forms should be forwarded to the IET's Education Manager: Regional Liaison [ieteducation@theiet.org](mailto:ieteducation@theiet.org) for secure storage on IET servers. 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.

9.4.8 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](mailto:volunteer@theiet.org))

9.5. Confidentiality

9.5.1. We recognise that all matters relating to child and vulnerable adult protection are confidential.

9.5.2. Volunteers who perform services on behalf of the IET or represent the IET should only receive and/or circulate personal information about a child or vulnerable adult on a need to know basis.

9.5.3. All volunteers who perform services on behalf of the IET or represent the IET must be aware that they cannot promise to keep secrets which might compromise the child or vulnerable adult's safety or well-being, or that of another.

9.6. Discrimination

9.6.1. Any activity delivered by volunteers on behalf of the IET should avoid discriminating against any participants and promote equality. Activity providers should make reasonable adjustments to the activity necessary to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled.

9.6.2. This also applies to neurodiversity which includes the following conditions: autism (including Asperger syndrome), dyslexia, dyspraxia, dyscalculia and attention deficit hyperactivity disorder (ADHD). Advice on such matters can be found at <https://prospect.org.uk/article/organisational-checklist-for-neurodiversity/>

## **PART B – PROCEDURES**

### **1. Reporting Abuse**

- 1.1. Volunteers who have any welfare concerns and/or identify indicators of possible abuse or neglect should notify the relevant IET Safeguarding Lead (see 9.1.2 above).
- 1.2. 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>. Doing so promptly will enable those concerns to be referred to the appropriate organisation – in the UK this will usually be the Local Authority children’s social care.
- 1.3. Reports of incidents or concerns and any consequential actions will be passed to the IET Executive, then on to the relevant Boards and the Board of Trustees. It is the responsibility of the Board of Trustees to ensure that appropriate action is taken and that the IET cooperate fully with the relevant authorities.

### **2. Allegations against volunteers**

- 2.1. Volunteers 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 or adults at risk is conducted in view of other adults (see 9.2 above “[Code of Behaviour](#)”).
- 2.2. We understand that a child or adult at risk may make an allegation against a volunteer. If such an allegation is made to the IET, the member of staff receiving the allegation will immediately inform the relevant IET Safeguarding Lead (see 9.1.2 above).
- 2.3. The IET and its Trustees may discuss the content of the allegation with the relevant authorities
- 2.4. Consideration should to be given to supporting 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](#).
- 2.5. 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).

### **3. What to do if an accident happens**

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

### **4. First Aid**

- 4.1. 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 over 16 can give their consent if they are able to understand what is involved in the proposed treatment.
- 4.2. If at all possible, treatment should only be given by a trained First Aider. Adults accompanying children or adults at risk with specific medical needs will normally be trained on how to deal appropriately with those needs.  
  
Provided it does not in itself put the child or vulnerable adult at risk, always try to administer First Aid within sight and sound of other adults.
- 4.3. Always tell the child or adult at risk exactly what you are doing and why.
- 4.4. 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.
- 4.5. For minor injuries, it is acceptable to use a non-fluffy cloth, but you may not offer any medication, including antiseptics or pills of any kind.
- 4.6. 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.**
- 4.7. Any treatment should be as little as necessary without threatening the child or adult at risk's well-being.
- 4.8. **If a child needs a doctor or hospital, call the emergency services.**
- 4.9. It is nearly always best to stay on site with them and wait for the ambulance. You should only take the risk of transporting the child yourself if the emergency services ask you to do so because of exceptional circumstances.
- 4.10. In the UK, accidents and First Aid incidents must be recorded in the incident books kept for the premises in which the incident occurs.

## **5. What to do if a child is unattended or lost**

- 5.1. If you see a child who seems unattended or who is definitely lost, introduce yourself, find out their name, and try to establish who they are with and where they last saw them. Ask them to come with you to the reception point, main entrance or designated meeting place. Remember that the adult(s) will be looking for the child too, so stay in obvious places. If you come across a child 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.

## **6. What to do if a child or adult at risk is abusive or violent to you**

- 6.1. 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 them 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 or carers should be informed of the incident as quickly as possible.

6.2. 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, [ieteducation@theiet.org](mailto:ieteducation@theiet.org) (T: +44 (0)1438 767371).

## **7. Further Guidance**

7.1. Working Together to Safeguard Children – A guide to inter-agency working to safeguard and promote the welfare of children, DfE March 2015 - Last updated 1 August 2018 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

7.2. The London Child Protection Procedures

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

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.

7.3. 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>

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](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)

Disclosure Scotland

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

Access Northern Ireland (AccessNI)

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

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

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

7.5. For guidance on equality legislation for schools see:

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

7.6. For guidance on consent when it comes to medical treatment see:

<http://www.nhs.uk/Conditions/Consent-to-treatment/Pages/Children-under-16.aspx>

7.7. For general guidance on safeguarding matters, including best practice and online safety see NSPCC Safeguarding Standards and Guidance:

<https://learning.nspcc.org.uk/safeguarding-child-protection>

## Control Sheet

### Policy

**Document Sponsor:** David Lakin  
**Document reviewer:** David Lakin  
**Document adopted on:** 1 August 2017  
  
**Next review date:** 1 June 2023

### Review/change history

Date of Review/Change	Summary of changes	Version no.
April 2017	Version created specifically for volunteers	1.0
July 2017	Revised wording following review	1.1
May 2018	Revised wording to reflect new General Data Protection Regulations (GDPR).	2.0
February 2019	Updated to include out of hours contact details, correct minor omissions and include reference to Communications Team	2.1
May 2019	Policy reviewed and transferred to new IET policy template (this document)	2.2
May 2020	Policy reviewed – version number amended to align with the main safeguarding policy	2.4
December 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, and a link to a new animated video released from the Disclosure and Barring Service explaining DBS checks.	3.2

Appendix A



**Safeguarding incident reporting form**

<b>Your name:</b>	<b>Name of organisation:</b>
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	

<b>Are you reporting your own concerns or responding to concerns raised by someone else:</b> <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else  <b>If responding to concerns raised by someone else please provide further information below</b>
Name: Position within the organisation or relationship to the child: Telephone numbers: Email address:
Date and times of incident:
Details of the incident or concerns: Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.
Child's account of the incident:

Signed: .....

Date: \_\_\_/\_\_\_/\_\_\_