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 the IET works with children and adults at risk, it is required to have a safeguarding policy in order to protect those who come into contact with the IET through its work.

1.2. The purpose of this policy is to protect the interests of the Institution of Engineering and Technology and its subsidiaries who have formally adopted this policy (together, referred to within this policy as the "IET").

1.3. Many outreach activities are undertaken by IET Representatives. Therefore, adhering to such a policy helps to not only protect children or adults at risk, but also ensures that IET Representatives, 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 employees, directors, officers, consultants, contractors (whether directly employed by the IET or acting in a self-employed capacity), freelancers, casual workers, interns, apprentices, agency workers and volunteers of the IET ('IET Representatives').

2.2. 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 both 'in person' and 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. This policy should be read in conjunction with other applicable IET policies, including:

3.1.1. Criminal Disclosure Checks Policy (Volunteer only)

3.1.2. Criminal Disclosure Checks Guidelines (Volunteer only)

3.1.3. IET Data Protection Policy (Staff or Volunteer, as appropriate)

3.1.4. IET Health and Safety Policy (Staff only)

3.1.5. IET Whistleblowing Policy (Staff or Volunteer, as appropriate)

3.1.6. UK Disclosure and Barring Check Service Policy (Staff only)

3.1.7. Volunteer Code of Conduct (Volunteer only)

4. Overview of this Policy

4.1. Safeguarding is everyone's responsibility.

4.2. This policy outlines appropriate behaviours that should be adhered to in order to ensure that everyone places safeguarding as the highest priority. It sets out how anyone can raise safeguarding concerns, and the process that the IET will follow if

safeguarding incidents are reported, including when reports might be made to other authorities, and how information and data will be handled and stored.

4.3. 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. Policy Statement

5.1. 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.

5.2. For the purpose of this policy:

5.2.1. a child is considered to be any person aged under 18 in England, Wales and Northern Ireland, and under 16 in Scotland.

5.2.2. an adult at risk is considered to be any person aged 18 or over in England, Wales and Northern Ireland, and 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.

5.3. In terms of safeguarding children, the IET recognises that:

5.3.1. the welfare of the child is paramount;

5.3.2. all children have an equal right to protection from harm or abuse, regardless of age, disability, gender, race, religion or belief, or sexual orientation;

5.3.3. some children will be additionally vulnerable because of their personal needs and/or life experiences;

5.3.4. 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.

5.4. When considering the welfare of the child, the IET follows UK legislation and guidance, including, but not limited to:

<u>In England</u>:

5.4.1. the Children Act 1989;

5.4.2. the Children Act 2004;

5.4.3. the Mental Capacity Act 2005;

5.4.4. the Children and Social Work Act 2017;

5.4.5. the Online Safety Act 2023;

5.4.6. the UN Convention on the Rights of the Child;

<u>In Wales</u>:

5.4.7. the Children Act 1989;

5.4.8. the Children Act 2004;

5.4.9. the Mental Capacity Act 2005;

5.4.10. Social Services and Well-being (Wales) Act 2014

5.4.11. the Children and Social Work Act 2017;

5.4.12. the Online Safety Act 2023;

5.4.13. the UN Convention on the Rights of the Child;

In Northern Ireland:

5.4.14. The Children and Young Persons Act (Northern Ireland)1968;

5.4.15. The Children (Northern Ireland) Order 1995;

5.4.16. Safeguarding Board Act (Northern Ireland) 2011;

5.4.17. Children's Services Co-operation Act (Northern Ireland) 2015;

5.4.18. the Online Safety Act 2023;

In Scotland:

5.4.19. the Children (Scotland) Act 1995;

5.4.20. the Children and Young People (Scotland) Act 2014;

5.4.21. the Online Safety Act 2023;

5.4.22. United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024;

5.4.23. Children (Care and Justice) (Scotland) Act 2024;

5.4.24. the "Getting it right for every child" (GIRFEC) principles; and

5.4.25. the National Guidance for child protection in Scotland.

5.5. 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.

5.6. When considering the welfare of the adults at risk, the IET follows UK legislation and guidance, including, but not limited to

In England, Wales and Northern Ireland:

5.6.1. the Mental Capacity Act 2005

5.6.2. the Care Act 2014;

5.6.3. the Mental Capacity (Northern Ireland) Act 2016;

In Scotland:

5.6.4. the Adult Support and Protection (Scotland) Act 2007.

5.7. The IET will seek to protect children and adults at risk by:

5.7.1. setting standards of appropriate behaviour for the IET Representatives;

5.7.2. ensuring that anyone who works with children or adults at risk has undergone appropriate criminal disclosure checks (subject to the relevant legislation governing when such checks can be requested and undertaken);

5.7.3. carrying out risk assessments in order to identify any safeguarding risks;

5.7.4. creating a system for escalating and reporting concerns regarding the welfare of a child or adult at risk; and

5.7.5. providing appropriate guidance and training on this policy for all staff and volunteers, as part of the induction process and as part of the ongoing mandatory compliance process that applies to all staff and volunteers.

6. Safeguarding Lead and designated points of contact

6.1. The IET is required to appoint a Safeguarding Lead with overall responsibility for safeguarding and this policy. The Safeguarding Lead is as follows:

Country/ Region	Name	Position	Email	Telephone
UK	Christopher Knibb	Governance and External Engagement Director	cknibb@theiet.org	+44 (0)7590879415

6.2. In addition, each of the IET offices is required to have a designated point of contact. As necessary, each designated point of contact should follow the procedures laid out in section 7.

6.3. The designated points of contact for each of the IET offices are as follows:

Country/ Region	Name	Position	Email	Telephone
UK	Christopher Knibb	Governance and External Engagement Director	cknibb@theiet.org safeguarding@theiet.org	+44 (0)7590879415
China	Paulo Lopes	Country Head and Director	paulolopes@theiet.org	+86 18510116723
Hong Kong	Paulo Lopes	Regional	paulolopes@th	+86

		Manager Asia Pacific	eiet.org	18510116723
India	Ravi Kumar	Operations Head India	ravikumar@theiet.in	+919980131287
USA	Michael Ornstein	VP and General Manager - Americas	mornstein@theiet.org // mornstein@inspecinc.com	+19177337884

7. Responsibilities

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

7.1.1. Call the police if they believe that someone is at immediate risk of significant harm.

7.1.2. Report any safeguarding concerns that arise within:

7.1.2.1. 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.

7.1.2.2. any IET setting (e.g. Austin Court, Futures Place, or Savoy Place), to the IET's Safeguarding Lead in the first instance. The Safeguarding Lead should then conduct the actions as set out in paragraph 7.3.

7.1.3. 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.

7.1.4. Report any concerns, allegations or incidents (using the Incident Reporting Form - please see example in Appendix A) to the designated point of contact, for escalation to the Safeguarding Lead.

7.1.5. Ensure the confidentiality of matters relating to child protection and adults at risk protection and only circulate personal information on a need-to-know basis.

7.1.6. Avoid placing themselves in a vulnerable situation that may lead to allegations.

7.2. Allegations against IET Representatives should be reported to the designated point of contact, for escalation to the 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 Safeguarding Lead will be responsible for:

7.3.1. Dealing with any reported concerns about the welfare of children and adults at risk, including suspicions and allegations of abuse within the IET.

7.3.2. Passing information to the Group General Counsel (Zaheed Hussein - zaheedhussein@theiet.org, +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.

7.3.3. Considering briefing a member of the 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.

7.3.4. 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.

7.3.5. Ensuring that appropriate records are kept in relation to the reporting of suspected abuse.

7.3.6. Working with the relevant Head of Department to determine whether a referral needs to be made to the relevant criminal disclosure check 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 or volunteer for abusing a child or an adult at risk, where their particular role required a criminal disclosure check.

7.3.7. Appropriately anonymising reports of concerns, allegations or incidents, and passing the report to:

7.3.7.1. the Health and Safety Committee; and

7.3.7.2. the Board of Trustees at the earliest opportunity, either through a specially convened meeting, or at the next scheduled meeting via the CES report. Group General Counsel and Safeguarding Lead to decide the appropriate method.

8. Code of Behaviour

8.1. 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.

8.2. When working with children and/or adults at risk, IET Representatives should always:

8.2.1. treat all children and adults at risk with respect and understand the difference between friendliness and familiarity;

8.2.2. act as a role model of good and appropriate behaviour;

8.2.3. ensure that whenever practicable the people who are normally responsible for the children or adults at risk (teachers, parents, guardians, another checked adult, etc.) are present during activities, or that there is always more than one adult present;

8.2.4. respect a child or adult at risk's right to personal privacy;

8.2.5. be sensitive to a child or adult at risk's appearance, race, culture, religion, sexuality, gender or disability;

8.2.6. bear in mind that someone else might misinterpret your actions, no matter how well-intentioned;

8.2.7. be aware that any physical contact with a child or adult at risk may be misinterpreted and so must be avoided whenever possible;

8.2.8. challenge unacceptable behaviour and report all allegations and/or suspicions of abuse; and

8.2.9. declare to the IET Safeguarding Lead any police or other safeguarding agency investigation into an allegation of abuse of a child or adult at risk made against you. The Safeguarding Lead will notify Group General Counsel as required.

8.3. When working with children and adults at risk, IET Representatives should never:

8.3.1. spend time alone with children or adults at risk away from other adults (unless, they have had the relevant training, and have passed the necessary criminal disclosure check. In any event, the situation of an IET Representative being alone with an at risk child or adult should be avoided where possible.)

8.3.2. have inappropriate physical and/or verbal contact with children and/or adults at risk;

8.3.3. do things of a personal and/or intimate nature for children and/or adults at risk;

8.3.4. allow children and/or adults at risk to use inappropriate language unchallenged;

8.3.5. allow bullying of one child and/or an adult at risk by another to go unchecked;

8.3.6. make suggestive and/or derogatory remarks and/or gestures in the presence of children and/or adults at risk;

8.3.7. show favouritism to any one child and/or an adult at risk;

8.3.8. become complacent on the grounds that "it could never happen to me";

8.3.9. let any allegations a child and/or an adult at risk makes go unrecorded.

<u>Handling a report from a child and/ or adult at risk:</u>

8.4. If a child or adult at risk tells you something that suggests that they are, or another person is, being harmed or are at risk of harm, you should:

8.4.1. stop other activity so that you can focus on what they are telling you;

8.4.2. let them make the disclosure at their own pace and in their own way;

8.4.3. avoid interrupting, asking leading questions or probing for more information

than they want to give you; and

8.4.4. ensure that a report is made in line with this Policy.

8.5. Do not promise to keep the information confidential. Explain to the child or adult at risk that you cannot investigate what they have told you, but that you will need to discuss the issue with someone in authority. Be aware that this may cause them some distress and/or anxiety.

8.6. Do not leave the child/ adult at risk alone. Make sure that an IET Representative (not implicated in the disclosure) stays with them if you need to take action.

9. Online/Digital Video Conference Services

9.1. 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.

9.2. In addition to the above Code of Behaviour, when using online/digital video conferencing tools with children and/or adults at risk, IET representatives should always:

9.2.1. 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;

9.2.2. ensure the relevant consent form has been completed and returned by the school, teacher, parent, guardian, or other checked adult before the video call begins;

9.2.3. 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);

9.2.4. 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;

9.2.5. ensure the content shared on screen is appropriate for children and/or adults at risk; and

9.2.6. verify the identity of all participants on the video call and/or remove participants that have not been successfully identified.

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

9.3.1. 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.

9.3.2. Record the video content/conversation unless it has been pre-agreed with the school, teacher, parent, guardian, or other checked adult, and the relevant consent forms have been completed and returned.

9.3.3. Hold a video call alone with children or adults at risk away from other adults.

9.3.4. 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.

9.3.5. 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 and 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:

10.2.1. having effective risk assessments;

10.2.2. working with local partners;

10.2.3. understanding terminology used;

10.2.4. understanding risks of extremism;

10.2.5. understanding ways to counteract risk, promoting an environment via clear expectations of behaviours and those, including radicalisation and extremism, that will not be tolerated;

10.2.6. promoting core IET values;

10.2.7. being ready to act and support when world or local events (e.g. terrorist attacks) cause upset and conflicting feelings;

10.2.8. having strong filters on IT equipment;

10.2.9. ensuring extremist speakers do not use IET premises or IET events to promote their views;

10.2.10. 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

10.2.11. reporting any concerns immediately to the designated point of contact;

10.2.12. continuously reviewing and updating communication, training and implementation of this agenda.

11. Obligations relating to online safety

11.1. This section outlines the IET's commitment to safeguarding users of its digital platforms, including user-to-user services[1] and search engines[2] 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 adults at risk.

11.2. In accordance with the Online Safety Act 2023, those responsible for managing digital platforms must:

11.2.1. Conduct risk assessments to identify potential exposure to illegal or harmful content;

11.2.2. Implement safety measures to prevent the appearance and spread of such content;

11.2.3. Ensure age-appropriate access controls, especially for services likely to be accessed by children;

11.2.4. Provide clear reporting mechanisms for users to flag harmful or inappropriate content;

11.2.5. Maintain transparent complaints procedures and respond promptly to user concerns; and

11.2.6. Uphold freedom of expression and privacy while enforcing safety standards.

11.3. Guidance relating to these duties is available on the Ofcom website: Online safety - Ofcom.

12. Risk Assessment for activities

12.1. 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.

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

12.3. 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.

12.4. 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'

[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).

or above, consideration should be given as to whether to continue or not. If the mitigation measures do not bring the risk down to 'moderate' or below, then the activity should be discontinued entirely.

12.5. Guidance on completing a risk assessment along with risk assessment template are available on the IET website: [INSERT]

13. Safeguarding examples

13.1. 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.

13.2. 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:

13.2.1. leaving children and/or adults at risk unsupervised;

13.2.2. using staff or volunteers in activities if they do not have a valid criminal disclosure check (if so required);

13.2.3. 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;

13.2.4. allowing access to inappropriate materials on the internet;

13.2.5. creating materials accessible to children and adults at risk that would be deemed inappropriate.

14. Photography and Filming

14.1. 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).

14.2. Written consent to take photographs, film / video (including live streaming), 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.

14.3. The template for Photography Consent Forms is available on the IET Intranet.

14.4. 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.

14.5. Data protection requirements may be different in other countries but, as the IET is a

UK-based organisation and subject to English and Welsh law, all IET Representatives are required to comply with the relevant 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 IET 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

15. Insurance

15.1. When working regularly with children and/or adults at risk it is necessary to have Public Liability Insurance (PLI) in place. The IET provides up to £10M cover for its staff and volunteers.

16. What happens if you do not follow this policy

16.1. 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.

16.2. 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.

16.3. 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.

17. Queries and Comments

17.1. 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

18. Review of this policy

18.1. This policy will be reviewed annually, 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 A

The Institution of Engineering and Technology

SAFEGUARDING INCIDENT / CONCERN REPORTING FORM

Section 1: Internal or external reporting	
Is this an internal (IET) or external (third party organisation) report?	☐ Internal – complete section 2 ☐ External – complete section 3.
Section 2: Internal reporting contact details	
Name	
Email address	
Section 3: External reporting contact details	
Name	
Role	
Organisation name	
Address	
Telephone number	
Email address	
Section 4: Details of the child / adult at risk	
Name (if known)	
Date of birth (if known)	
Description (if name, date of birth unknown)	
Section 5: Nature of report	
Are you reporting an incident you witnessed or responding to an incident witnessed by someone else?	☐ I witnessed the incident – move to section 7 ☐ I am responding to an incident witnessed by someone else – complete section 6.
Are you reporting your own concerns or responding to concerns raised by someone else?	☐ My own concerns – move to section 7 ☐ Someone else's concerns – complete section 6.
Section 6: Details of person that raised incident / concern with you	

Name	
Contact details	
How do they know the child / adult at risk?	
Section 7: Details of the incident / concern	
Date and time of incident / concern arose	
Location of incident / concern arose	
Details of the incident / concern – please provide a full description.	
Are you recording this as fact, opinion or hearsay?	☐ Fact ☐ Opinion ☐ Hearsay (reported by a third-party)
Names and contact details of witnesses	
Have you reported this incident / concern to an external agency (e.g. Social Services, Police)?	☐ Yes – please provide further information in the box below. ☐ No
Details of agency (please include name of agency, name of person reported to, their contact details, and any reference number)	
Has any advice been given by, or action agreed with, the agency?	☐ Yes – please provide further information in the box below. ☐ No
Advice/action given by agency	
Section 7: Declaration and signature	
I hereby confirm that the information contained in this incident / concern reporting form is true and accurate.	
Signature	
Date	

For IET internal use – completed by the Safeguarding Lead

Section 1: Actions taken / to be taken			
Action	Person responsible	Date for completion	Date completed

Section 2: Signature	
Signature	
Date	

Control Sheet

Safeguarding Children and Adults at Risk Policy

Document Sponsor: **Christopher Knibb**
Document reviewer: **Christopher Knibb**
Document adopted on: **1 June 2010**
Next review date: **1 November 2027**

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
July 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
June 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
July 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
November 2026	Significant review and rewrite.	4.5