

Safeguarding of Children and Adults at Risk Policy

June 2023

1 Safeguarding of Children and Adults at Risk

- 1.1 This safeguarding policy recognises that the welfare and interests of Children and Adults at Risk are paramount in all circumstances.
- 1.2 This policy is presented in two parts: Part A: definitions, the policy, and responsible designated persons; Part B, procedures relating to safeguarding.

PART A: SAFEGUARDING POLICY

2 Definitions

- 2.1 Safeguarding relates to actions to promote the welfare of Children and Adults at Risk and protect them from harm.
- 2.2 The following definitions are used:

Safeguarding Children 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. ¹

Safeguarding Adults at Risk is defined as (a) protecting the rights of adults to live in safety, free from abuse and neglect (b) people and organisations working together to prevent and stop both the risks and experience of abuse or neglect (c) people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action (d) recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being. ²

Beneficiaries means all individuals who are deriving a benefit from the Academy including parents and carers of Children and Adults at Risk.

Children are defined as those under the age of 18.

Adults at Risk, also called vulnerable adults, are people over the age of 18 but who are identified as in need of extra support to care for themselves or to protect them from harm or exploitation. This may include but is not limited to: (a) those with disabilities (b) those living away from home (c) asylum seekers (d) victims of domestic abuse (e) those who may be singled out due to their

¹ Extracted from the Charity Commission's guidance, Safeguarding Children and Young People <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#safeguarding-children-or-adults-at-risk>

² Extracted from the Care and support statutory guidance <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#contents>

religion or ethnicity (f) those who may be exposed to violent extremism.

Harm means ill-treatment or impairment of health and development, including but not limited to (a) physical harm which is physical contact that results in discomfort, pain or injury (b) emotional and psychological harm which is action or inaction that causes mental anguish or distress (c) sexual harm and exploitation which is any form of sexual activity which involving Children under the age of consent or force/enticement to engage in sexual activity or involvement in sexual activity without consent (d) neglect and acts of omission which is the failure to meet the needs of the Children or Adults at Risk (e) Female Genital Mutilation (f) discrimination (g) institutional harm (h) financial harm .

Risk Assessment means the Academy's template which identifies and analyses potential risks based on the relevant activity

3 The Policy

3.1 Through its Safeguarding of Children and Adults at Risk Policy, the Academy will:

- i.** Identify a named member of Staff as the Designated Safeguarding Lead along with Deputy Safeguarding Leads for UK and international activities. A named Trustee is also identified with responsibility for updating the Trustee Board on matters relating to Safeguarding.
- ii.** Ensure all Staff working on UK activities with Children or Adults at Risk are provided with relevant training with regard to Safeguarding and understand their roles and responsibilities.
- iii.** Ensure all Staff working on international activities are provided with relevant training with regard to Safeguarding duties and requirements in international development activities and the requirements on third party providers acting on behalf of the Academy.
- iv.** Ensure robust Safeguarding arrangements and procedures including Risk Assessments are in operation both within the Academy and with any organisations undertaking work on behalf of the Academy, to prevent the employment/deployment of unsuitable individuals.
- v.** Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- vi.** Ensure that confidential, detailed and accurate records of all Safeguarding concerns are maintained and securely stored
- vii.** Use Safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving Children, young people, parents and carers appropriately
- viii.** Ensure that Staff who are in regular contact with Children, young people or Adults at Risk adopt relevant child protection and Safeguarding good practice
- ix.** Ensure this policy is kept up-to-date incorporating the most recent legislation and guidance, and is suitable for purpose.
- x.** Ensure that the Academy provides a safe physical environment for all individuals by applying health and safety measures in accordance with the law and regulatory guidance.
- xi.** Safeguard the protected characteristics of Children or Adults at Risk under the Equality Act 2010

4 Who this policy applies to:

- 4.1 This policy applies to all paid employees at the Academy (staff) and all Trustees, Fellows, consultants, contractors, third party providers and volunteers (collectively referred to as Academy representatives in this policy) engaged in activity where Children or Adults at Risk are present, and for international activity, all Beneficiaries of that activity, whether at the Academy premises or elsewhere and at any time of the day or night.
- 4.2 Compliance with the policy is mandatory for all Staff working for or on behalf of the Academy.
- 4.3 Failure of a member of Staff to comply with the policy and procedures will lead to a disciplinary investigation and where necessary, sanctions as laid out in the disciplinary policy.

5 Responsibilities

5.1 Trustees

- The Trustees have ultimate responsibility for Safeguarding within the Academy.
- The Trustees will review this policy and its implementation every two years.
- The Trustees will monitor and challenge appropriately the Designated Safeguarding Team and the senior leadership of the Academy to ensure that this policy is effectively implemented.
- A designated Trustee will be assigned to liaise on all Safeguarding matters with the Designated Safeguarding Lead and the leadership of the Academy.
- The Trustees will receive appropriate safeguarding training from the senior leadership, Designated Safeguarding Lead and external sources as relevant.

5.2 Designated Safeguarding Team (DST)

- The Designated Safeguarding Lead (DSL) will be responsible to the Trustees for the effective discharge of the Safeguarding responsibilities of the DST.
- The DST will act immediately when it becomes aware of any disclosure or allegation of Safeguarding or any Children or Adults at who at risk of Harm.
- The DST is responsible for ensuring that suitable and up-to-date training is provided for themselves, Trustees and Staff and that suitable records are kept of this training.
- The DSL will ensure that Safeguarding reports and records are clear and comprehensive, provide details of how a concern was followed and resolved and includes a note of any action taken, decisions reached and the outcome.
- The DST will promote an environment within which Children and Adults at Risk are protected, including when appropriate ensuring that Staff are aware of, and are provided with the means to support the specific needs of the Children or Adults at Risk.
- The DST will provide guidance and support for Staff in all areas relating to Safeguarding.
- The DST will consider and provide suitable mechanisms through which Beneficiaries may be involved in supporting the Academy in its approach to Safeguarding.
- The Designated Safeguarding Team (including the lead Trustee) will monitor safeguarding using, as appropriate discussions with staff and beneficiaries, visits to activities run by the Academy and scrutiny of records relating to Safeguarding.

5.3 Staff

- Staff should have a suitable understanding of this policy, of the types and signs of Harm, and of the management of disclosures of Harm and other Safeguarding concerns.
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- All Staff will be aware that inappropriate behaviour towards Children or Adults at Risk is unacceptable and that their conduct must be beyond reproach.
- Staff must understand that if there is a risk of immediate Harm, they should act immediately. Delay is unacceptable.
- The onus is upon Staff to report their concerns even if it appears minor in nature or there is only a suspicion of Harm.
- All Staff should understand the need to reassure victims of Harm or alleged Harm that they will be taken seriously, supported and kept safe.
- Staff must never promise confidentiality when this may compromise the safety or well-being of Children, Adults at Risk or others.
- Staff may use the Academy's Whistleblowing Policy to draw attention in good faith to any perceived failing with regard to Safeguarding practice either in individual cases or concerning more general circumstances.

5.4 Beneficiaries

- Beneficiaries should work with the Academy to ensure that all may enjoy a safe and productive environment.
- Beneficiaries should have the confidence to report any concerns, either about themselves or others.

6 Monitoring

6.1 The policy will be reviewed a year after development and then every two years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Charity Commission
- as a result of any other significant change or event, including a Safeguarding incident.

7 Persons responsible for safeguarding at the Academy

7.1 Good Safeguarding practice for organisations that work with Children or Adults at Risk requires individuals identified with responsibility for Safeguarding both on the Staff and on the Trustee Board.

For the Academy, they are as follows:

Designated Safeguarding Lead Dr Rhys Morgan, Director Engineering and Education

Deputy Safeguarding Lead (UK) Lynda Mann, Head of Education Programmes

Deputy Safeguarding Lead (International) Shane McHugh, Interim Associate Director,
International

Trustee Responsible for Safeguarding Carolyn Griffiths FREng

PART B: PROCEDURES FOR SAFEGUARDING AT THE ACADEMY

The following procedures are presented for safeguarding at the Academy

8 Safer Recruitment

- 8.1** In line with good recruitment practice, the Academy recruitment process requires applicants to:
- Complete an application form which includes their employment history and explains any gaps in that history
 - Be interviewed, if shortlisted
 - Provide details of two references
 - Provide evidence of identity and provide evidence of their right to work in the UK.
- 8.2** In addition, for any applicants working with Children or Adults at Risk, if offered employment or engagement, be checked in accordance with the Government Disclosure and Barring Service (DBS) regulations (or other applicable check) as appropriate to their role. The Academy will repeat the checks every three years in line with recommended good practice.
- 8.3** The appropriate level of check will be undertaken, depending on the role at the Academy in working with Children or Adults at Risk, supervised or unsupervised.

SAFEGUARDING FOR ALL ACTIVITIES

9 Undertaking activities with Children or Adults at Risk

- 9.1** The Academy undertakes a wide range of activities with Children, both in Prince Philip House and in other locations, such as the Big Bang Fair. In addition, the Academy funds other organisations to undertake activities on its behalf, which may involve Children or Adults at Risk. These activities include the Ingenious Grants scheme and some International activities. A series of procedures are presented below for undertaking activities with Children or Adults at Risk.
- 9.2** If a member of Staff becomes the subject of an allegation involving a Safeguarding concern or abuse against Children or Adults at Risk, the Staff member must inform the Designated Safeguarding Team.

10 Undertaking Risk Assessments of activities

- 10.1** Activities undertaken by the Academy with Children or Adults at Risk should be appropriate to the ages of participants, be properly managed and supervised, and should have an associated Risk Assessment.
- 10.2** The Academy's standard Risk Assessment template should be used and reviewed by the deputy safeguarding lead (UK).
- 10.3** Risk Assessments should explicitly declare any safeguarding risks identified under the Safeguarding definitions above.
- 10.4** Risk Assessments should include mitigation measures and due consideration should be made as to the acceptable level of risk following mitigation.
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11 Code of Behaviour when working with Children or Adults at Risk

11.1 Where Staff working on behalf of the Academy are engaged in activities with Children or Adults at Risk, they should act as a role model of good and appropriate behaviour. They should dress in a way that is appropriate to the role and the activity that they are undertaking and not in a way that could be considered inappropriate, including being culturally sensitive.

11.2 Staff working with Children or Adults at Risk on behalf of the Academy ***should always***:

- i. ensure that the person(s) normally responsible for the Children or Adults at Risk (parent, guardian, teacher or other DBS checked (or other applicable check) adult) are present during activities, unless they have the appropriate check that allows them to be left alone with Children or Adults at Risk, or where leaving the Children or Adults at Risk alone without supervision could lead to their harm.
- ii. treat all Children and Adults at Risk with respect and understand the difference between friendliness and familiarity.
- iii. respect the right to personal privacy of Children or Adults at Risk
- iv. be aware that any physical contact with Children or Adults at Risk may be misinterpreted and so must be avoided whenever possible.
- v. take care that all communications with Children or Adults at Risk are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.
- vi. challenge unacceptable behaviour and report all allegations and/or suspicions of abuse to the DST.

11.3 When working with Children and Adults at Risk, Staff working with Children or Adults at Risk on behalf of the Academy ***should never***:

- i. Spend time alone with Children or Adults at Risk away from other adults
- ii. have inappropriate physical, verbal or online contact with Children or Adults at Risk
- iii. do things of a personal nature for Children or Adults at Risk that they can do for themselves
- iv. allow Children to use inappropriate language unchallenged
- v. allow bullying by Children to other Children to go unchecked
- vi. make suggestive or derogatory remarks or gestures in the presence of Children or Adults at Risk
- vii. become complacent in thinking that unwarranted allegations against them will not occur
- viii. let any allegations a Child or Adult at Risk makes go unrecorded or unreported to the Designated Safeguarding Lead and their Deputy.

11.4 Failure to adhere to this Code of Behaviour may lead to disciplinary action being taken against Staff, including suspension and/or reporting the behaviour to the relevant agency and/or the police.

12 Images

- 12.1 It is often useful to take photographs or films or other images (collectively **Image** or **Images**) of Academy activity with Children or Adults at Risk for publication, communication or marketing purposes.
- 12.2 The welfare of Children and Adults at Risk taking part in the Academy's activities is paramount. Beneficiaries have a right to decide whether their Images are taken and how these may be used. Written permission for Images to be taken must be sought from the adult responsible (parent, or carer) for Children or Adults at Risk undertaking an Academy activity before taking or using the Image.
- 12.3 The Academy will explain what the Images will be used for, how they will be stored and what potential risks are associated with sharing the images.
- 12.4 The Academy will make clear that if the Beneficiaries withdraw permission for an image to be shared, it may not be possible to delete images that have already been shared or published.
- 12.5 The Academy will reduce the risk of images being copied and used inappropriately by only using images of Beneficiaries in appropriate clothing, avoiding full face and body shots of Children where the activity involves a heightened risk and using images to positively reflect the activity.
- 12.6 The Academy will minimise as far as possible the risk of personal identification of Children or Adults at Risk, through for example, avoiding name badges and other identifying elements such as school badges. The full names of the Children or Adults at Risk will not be used.
- 12.7 The Academy will store images in accordance with the Academy's Data Protection policy along with associated consent forms.
- 12.8 Images for Staff personal use are strictly prohibited.
- 12.9 When Beneficiaries themselves are taking Images for personal use, the Academy will publish guidance about Image sharing ahead of the activity taking place.

13 Digital activity

- 13.1 The Academy is undertaking increasing amounts of online / digital activity with audiences. A number of these activities may include Children. To ensure sufficient safeguarding is in place, guidelines have been introduced as follows:
 - 13.2 Individuals who are hosting or presenting live sessions must:
 - i. be appropriately dressed.
 - ii. ensure that all other browser tabs are closed down before sharing a screen.
 - iii. ensure appropriate privacy settings are in place.
 - iv. set up sessions with password protection and ensure passwords are kept securely and not shared.
 - v. ensure only neutral backgrounds are visible or use blurred backgrounds.
 - vi. not use any abusive, insulting or inappropriate language.
 - vii. not share any inappropriate images or have any inappropriate images or objects in view.
 - viii. not give out any personal contact information or social media handles/links.
 - ix. not make direct or personal contact with any Beneficiaries outside of the session.
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- x. not act in a way that can be perceived as threatening or intrusive
- xi. not make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of Children or Adults at Risk
- xii. ensure all Beneficiaries have a clear understanding of expectations around behaviour and participation

13.3 For online meetings or interviews with Children or Adults at Risk

- i. Meetings must be conducted through an organisational / professional account (not personal account).
- ii. Meeting invitations by email only – meeting links/ID must not be shared on any website, social media or any other public platform. Meetings to be password protected and ensure passwords are kept securely and not shared.
- iii. Waiting room enabled to control access to the meeting and hosts aware of expected participants which can be checked against Zoom’s participant list
- iv. No 1:1 contact with Children or Adults at Risk - at least two adults to be present and visible on camera at all times. In the event of technical difficulties and adults drop off the call, the meeting must end immediately and may only be reconvened when at least two adults are present
- v. Chat function turned off.
- vi. Ensure file sharing on the platform is disabled – unless explicitly required (e.g. for presentation)
- vii. Screen sharing restricted to host (Academy Staff)
- xiii. Attendees should ensure they are in a neutral space with no personal information, links to address, family photos etc visible. Ensure appropriate backgrounds are visible or use blurred backgrounds.
- xiv. No consent for session to be recorded at any time. Switch off recording capabilities in settings if possible. Ensure all participants are aware that the session must not be recorded at any time.
- xv. All attendees to be sent a copy of the Academy safeguarding policy in advance of the interviews which includes Code of Behaviour when working with Children or Adults at Risk

13.4 When managing personal data, the Academy will continue to follow guidance on data protection and GDPR and will:

- i. take care not to share contact details when emailing multiple addressees.
- ii. Ensure that usernames and other personal data recorded for access to online resources is stored securely and not shared unnecessarily or inappropriately
- iii. provide access to Academy data systems safely
- iv. provide or make available sufficient information to Beneficiaries to raise awareness about personal data captured during sessions, particularly when cameras are switched on.

14 Disclosure of a safeguarding incident by a Child or Adult at risk

14.1 If a Safeguarding disclosure is made to Staff or Staff suspect Harm, Staff must:

- Listen sympathetically but without avowing belief in what is said
 - Reassure the individual making the allegation that they will be taken seriously, supported and kept safe and not made to feel that they are creating a problem for reporting the alleged Harm.
 - Not ask leading questions and not promise confidentiality.
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- Remain calm and not overreact.
- Avoid admonishing the individual for not disclosing earlier.
- Do not automatically offer any physical touch as comfort.
- Ensure that the individual making the allegation is safe.
- Do not ask the individual to reveal any part of their body not normally clothed even if they offer to do so.
- Tell the individual making the allegation that the Staff member must speak to the Designated Safeguarding Lead or their deputy.
- Contact the Designated Safeguarding Lead and use the Safeguarding incident report form to make a record of what is said either contemporaneously or as soon as possible afterwards. write up their conversation as soon as possible and report this immediately to the Designated Safeguarding Lead (DSL) or in their absence a Deputy Safeguarding Lead (DDSL). This should include the time, date and place of the disclosure.
- Do not inform the person against whom the allegation has been made.
- Be guided by the Designated Safeguarding Lead as to what the Staff member should do next: Staff should not undertake any investigations themselves.
- Not discuss the issue with colleagues, friends or family unless otherwise directed by the DSL or DDSL
- Be aware that should the need arise Staff may contact the relevant agency and/or the police directly.

15 Confidentiality

15.1 All matters relating to Safeguarding are confidential.

15.2 Staff undertaking work for the Academy should only receive and/or circulate personal information about a Child or Adult at Risk on a need to know basis. All Staff must be aware that the Academy has a professional as well as a legal responsibility to share information with other agencies in order to safeguard Children or Adults at Risk.

15.3 Staff undertaking work for the Academy should not promise to keep secrets which might compromise the safety or well-being of Children or Adults at Risk, or that of another and must make a written record of what is said by the person making the allegation either contemporaneously or as soon as possible afterwards.

SAFEGUARDING FOR INTERNATIONAL ACTIVITIES

16 Scope of safeguarding in international activities

- 16.1** The Academy delivers its activities globally, through a variety of different mechanisms including third party providers. For international activity, the Academy shall generally apply the same Safeguarding practices that it adopts in the UK. However, the Academy understands that Safeguarding takes on a broader scope outside the UK and shall comply with any additional requirements of the other country to ensure no harm comes to any Beneficiaries of its activities including Children, Adults at Risk and others at risk and these will be factored into additional Safeguarding considerations in the Academy's procedures and risk assessments.
- 16.2** Safeguarding risks will be different when activities are delivered in partnership, or in a nation with significantly different legal and cultural practices around Safeguarding. These should be explicitly considered as part of the Risk Assessment if relevant. Staff working on activities delivered outside the UK will receive additional specialist training and will need to be aware of the relevant cultures, practices and legal system whilst adhering to this policy.
- 16.3** The Academy adopts the 4 key areas of safeguarding in international development as identified by UK network for organisations working in international development:
- i. Improved accountability, including improved safeguarding policies and procedures.
 - ii. Embedding greater awareness of safeguarding in the organisational culture.
 - iii. Ensuring appropriate checks on new employees working in international development to prevent perpetrators of sexual misconduct from moving around the sector undetected.
 - iv. Ensuring improved ease of reporting of safeguarding, transparency and accountability.
- 16.4** The Academy will ensure that all Delivery Partners working on international activity shall:
- i. Have or be working with clear safeguarding policies which comply with the principles of the Academy's safeguarding policy and that will apply to working with any organisations it funds, whether the funded activities take place in the UK or overseas, or whether they are funded directly by the Delivery Partner or indirectly through an intermediate organisation.
 - ii. Have its safeguarding policies for grantees easily accessible on its websites, regardless of the format.
- 16.5** The Academy will clearly set out its expectations for Delivery Partners with regards to addressing safeguarding issues, complaints, allegations and whistleblowing. These expectations should include:
- a. An acknowledgement that it is the responsibility of everyone involved in funded activities to prevent sexual exploitation, abuse and harassment (SEAH), to mitigate risks in their activities, and to report breaches and abuses, as appropriate to their role;
 - b. Transparent and appropriate organisational policies and procedures to prevent and address exploitation, abuse, and harm within ODA funded activities, including clear and transparent processes for reporting incidents and clear lines of governance and accountability;
 - c. The capacity to respond appropriately to any incidents or complaints that occur, and to address them appropriately, including alternative reporting routes (for instance if direct line managers/senior managers are involved) and clear indication of when external agencies or local law enforcement should be involved;
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- d. That organisations promote a culture where all staff know their responsibilities on safeguarding and feel safe to come forward and report concerns in the knowledge that their concerns will be taken seriously, responded to robustly but sensitively, with a victim and survivor-centred approach. If deemed appropriate, this could include anonymous reporting and support for individuals who may require counselling and professional help resulting from any abuse and harm;
- e. That safeguarding issues are addressed in organisational risk management;
- f. That organisations include training on organisational standards, codes of conduct, whistleblowing, and reporting incidents in their induction of new employees, with regular refresher training, the promotion of a safe and mutually respectful work environment at all levels, and appropriate professional training for designated safeguarding officers and board members;
- g. That organisations report upheld allegations of exploitation, abuse, and harassment against any individuals directly involved in Delivery Partner ODA funded activities to the delivery partner in a safeguarding disclosure; and
- h. That organisations should have a process for periodically reviewing safeguarding policies and procedures, and applying lessons learned to modify or amend processes. The policies should clearly lay out lines of responsibility and communication within the Delivery Partner for addressing safeguarding issues or queries with grantees.

16.6 The Academy will require the Delivery Partner to report to the Academy if it receives any complaints of actual, attempted, or threatened sexual exploitation, abuse, or harassment (a Safeguarding Disclosure) about, by, or from its employees or those representing the delivery partner in delivering activities.

17 Procedure for reporting a Safeguarding incident

17.1 The flow chart in Annex 1 will be used for reporting a Safeguarding incident.

17.2 Staff working with Children or Adults at Risk on behalf of the Academy who have any welfare concerns and/or identify indicators of possible abuse or neglect should notify the Academy's Designated Safeguarding Lead or their Deputy. Doing so quickly 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.

17.3 Reports of incidents or concerns and any consequential actions must be accurately recorded and will be passed to the Academy executive team (Directors), then on to the Safeguarding Trustee to report at the next Trustee Board meeting.

18 For any Safeguarding incidents occurring as part of Academy international activity funded as part of Newton Fund or GCRF activity, those incidents will be reported to the relevant government departments as part of the grant agreements for that activity.

18.1 It is the responsibility of the Trustee Board to ensure that appropriate action is taken and that the Academy cooperates as necessary with the relevant authorities.

19 Allegations against Staff

- 19.1 Staff working with Children or Adults at Risk on behalf of the Academy should take care not to place themselves in a vulnerable position with Children or Adults at Risk. It is always advisable that your work with individual Children or Adults at Risk is conducted in view of other adults (see section 12 above for Code of Behaviour).
- 19.2 We understand that Children or Adults at Risk may make an allegation against Staff working for the Academy. If such an allegation is made to the Academy the member of staff receiving the allegation will immediately inform the Designated Safeguarding Lead. Failure to do so may result in disciplinary action.
- 19.3 The Academy Chief Executive and the Trustees may discuss the content of the allegation with the relevant authorities.
- 19.4 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.

20 Further Guidance

Further guidance on safeguarding can be found through the following sources:

Working together to safeguard children. Department for Education 2018.

<https://www.gov.uk/government/publications/working-together-to-secure-children-2>

Safeguarding children. NSPCC

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>

Safeguarding and protecting people for charities and trustees, Charity Commission updated 2019

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

UK Strategy: safeguarding against sexual exploitation and abuse and sexual harassment within the aid sector

<https://www.gov.uk/guidance/safeguarding-against-sexual-exploitation-and-abuse-and-sexual-harassment-seah-in-the-aid-sector>

Safeguarding for NGOs (Bond):

<https://www.bond.org.uk/resources-support/safeguarding>

Further information on Disclosure and Barring procedures are found through the following:

Disclosure and Barring Service (DBS) in England and Wales

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

Disclosure Scotland

www.disclosurescotland.co.uk

Access Northern Ireland (AccessNI)

www.nidirect.gov.uk/accessni-checks

ANNEX 1: PROCEDURE FOR REPORTING A SAFEGUARDING INCIDENT This should be revised to reflect s safeguarding incident no matter who the individual is

