

The Royal Academy of Engineering Safeguarding Policy

13 November 2018

1. Purpose

- 1.1 The Academy acknowledges its duty of care to safeguard and promote the welfare of all individuals that engage in its activities, in particular children, young people and adults at risk, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Charity Commission requirements.
- 1.2 The safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. In line with its Equality, Diversity and Inclusion policy, Bullying and Harassment policy, Whistleblowing policy and Health and Safety policy, the Academy aims to ensure that all individuals, regardless of any personal characteristics, protected or otherwise:
 - have a positive and enjoyable experience of any activities or engagement with the Academy in a safe environment
 - are protected from any form of abuse whilst participating in any activities under the auspices of the Academy, whether at the Academy premises or elsewhere and at any time of the day or night.
- 1.3 The Academy acknowledges that various individuals, including those from ethnic minority groups or those with disabilities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- 1.4 This policy is presented in two parts: Part A, the policy, definitions and responsible designated persons; Part B, procedures relating to safeguarding.

PART A: SAFEGUARDING POLICY

2. The Policy

- 2.1 Through its safeguarding policy, the Academy will:

- i. identify a named member of staff (and deputy) as the safeguarding lead and a Trustee with responsibility for updating the Trustee Board on matters relating to safeguarding
- ii. ensure all staff working with children or adults at risk are provided with relevant training with regard to safeguarding and understand their roles and responsibilities
- iii. ensure robust safeguarding arrangements and procedures including risk assessments are in operation both within the Academy and with any organisations contracted to undertake work on behalf of the Academy, to prevent the employment/deployment of unsuitable individuals
- iv. 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
- v. ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- vi. use safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents and carers appropriately
- vii. ensure that staff who are in regular contact with children, young people or vulnerable adults adopt relevant child protection and safeguarding good practice
- viii. 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.

3. Who this policy applies to

- 3.1 This policy applies to all staff, Fellows, contractors and volunteers engaged in activity where children or adults at risk are present, whether at the Academy premises or elsewhere and at any time of the day or night.
- 3.2 Compliance with the policy is mandatory for all individuals working for or on behalf of the Academy.
- 3.3 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.

4. Other policies relevant to this policy

- Equality, Diversity and Inclusion
- Bullying and Harassment
- Whistleblowing
- Health and Safety
- General Data Protection Regulations

5. Definitions

5.1 Safeguarding relates to actions to promote the welfare of children and protect them from harm.

5.2 The following definitions are used:

Safeguarding 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)

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 protect them from harm or exploitation.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, another child, children or young people. There are four categories of abuse; physical abuse, emotional abuse, sexual abuse and neglect.

6. Monitoring

6.1 The policy will be reviewed a year after development and then every three 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

Mrs Lynda Mann, Head of Education Programmes

Trustee Responsible for Safeguarding

Professor Geoffrey Maitland FREng

8. Confidentiality

- All matters relating to Child protection and safeguarding are confidential
- Staff, Fellows or other individuals 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
- Staff, Fellows or other individuals undertaking work for the Academy should not promise to keep secrets which might compromise the child or adult at risk's safety or well-being, or that of another.

Part B: Procedures for Safeguarding at the Academy

The following procedures are presented for safeguarding at the Academy.

9. Safer recruitment

9.1 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.

9.2 In addition, for any applicants working with children, if offered employment, be checked in accordance with the Government Disclosure and Barring Service (DBS) regulations as appropriate to their role.

The Academy will repeat the DBS checks every three years in line with recommended good practice.

The appropriate level of DBS check will be undertaken, depending on the individual's role at the Academy in working with children, supervised or unsupervised.

10. Undertaking activities with Children or Adults at Risk

- 10.1 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.
- 10.2 A series of procedures are presented below for undertaking activities with children or adults at risk.

11. Undertaking Risk Assessments of activities

- 11.1 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.
- 11.1.1 The Risk Assessment should not be generic, but created specifically for the activity and the location in which it is held.
- 11.1.2 The Academy's standard Risk Assessment template should be used.
- 11.1.3 Risk Assessments should include mitigation measures and due consideration should be made as to the acceptable level of risk following mitigation.
- 11.1.4 Risk Assessments should explicitly declare any safeguarding risks identified under the Safeguarding definitions above in addition to usual health and safety considerations.
- 11.1.5 Additional safeguarding risks include:
- leaving children unsupervised
 - using staff or volunteers who have not had the appropriate checks
 - 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
 - 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
 - allowing access to inappropriate materials on the internet
 - allowing children or adults at risk to access materials that would be deemed inappropriate.

11.1.6 The Academy delivers its activities globally, through a variety of different mechanisms including third party providers. 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 may well require specialist training. There are activities we undertake in the UK that we would not undertake in an international partnership, because we would be significantly less confident of managing safeguarding risks.

12. Code of Behaviour when working with Children or Adults at Risk

12.1 Where staff, Fellows or other individuals 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.

12.2 Staff, Fellows and other individuals working with children 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 adult) are present during activities, unless they have the appropriate DBS check that allows them to be left alone with children, or where leaving the children alone without adult 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 a child or adult at risk's right to personal privacy
- iv. be aware that any physical contact with a child or adult at risk may be misinterpreted and so must be avoided whenever possible
- v. challenge unacceptable behaviour and report all allegations and/or suspicions of abuse to the Designated Safeguarding Lead or their Deputy.

12.3 When working with children and adults at risk, Staff, Fellows and other individuals working with children 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 or verbal 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 of one child by another to go unchecked
- vi. make suggestive or derogatory remarks or gestures in the presence of children
- 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.

13. Photography and filming

- 13.1 It is often useful to take photographs or films of Academy activity with young people for publication, communication or marketing purposes.
- 13.2 Written permission for photography must be sought from the adult responsible (parent, carer, teacher) for the child undertaking an Academy activity. People over the age of 16 can give their own consent.
- 13.3 Photographs should minimise the risk of personal identification of a child, through for example, avoiding name badges and other identifying elements such as school badges.
- 13.4 Images must be stored in accordance with the Academy's Data Protection policy along with associated consent forms.

14. Procedure for reporting a safeguarding incident

- 14.1 Staff, Fellows and other individuals working with children 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.
- 14.2 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.
- 14.3 The flow chart in Annex 1 will be used for reporting a safeguarding incident
- 14.4 Reports of incidents or concerns and any consequential actions will be passed to the Academy executive team (Directors), then on to the Safeguarding Trustee to report at the next Trustee Board meeting.

- 14.5 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.

15. Allegations against Academy representatives

- 15.1 Staff, Fellows and other individuals working with children on behalf of the Academy 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 section 11 above for Code of Behaviour).
- 15.2 We understand that a child or adult at risk may make an allegation against a representative 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.
- 15.3 The Academy Chief Executive and the Trustees may discuss the content of the allegation with the relevant authorities.
- 15.4 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.

16. Further Guidance

- 16.1 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-
safeguard-children--2](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)

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

Strategy for dealing with safeguarding in charities. Charity Commission 2017
[https://www.gov.uk/government/publications/strategy-for-dealing-with-
safeguarding-issues-in-charities](https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities)

16.2 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

