

# Safeguarding Policy for Children and Vulnerable Adults

## 1. Purpose

This policy outlines how the partnership between RTC North and the Newcastle United Foundation, (which will be referred to as STEMfest throughout this document) are committed to safeguarding, its responsibilities, a code of practice for Relevant Persons to follow and the steps that should be taken in the event of STEMfest staff becoming aware of a safeguarding issue.

## 2. Policy Statement

2.1. STEMfest is committed to pro-actively safeguarding children and vulnerable adults with whom Relevant Persons, come into contact, during STEMfest Events.

2.2. The welfare and safety of the person at risk is paramount. All vulnerable people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

2.3. STEMfest takes all reasonable care to protect its Supporters and seeks to treat donors fairly. STEMfest will never exploit vulnerability and will do everything it can to ensure that potential donors are able to make an informed decision about the support they choose to give.

2.4. STEMfest is committed to the promotion of equality of opportunity.

2.5. STEMfest Events will normally be organised such that children and vulnerable adults are supervised by responsible persons, such as school staff, parents or guardians who act 'in loco parentis'.

2.6. If this is the case, Relevant Persons will not be required to be DBS checked unless that is required by law or required by an organisation, such as a school, who have authority over the Event.

## 3. Applicability

Safeguarding is more than recognising and responding to allegations of abuse. It is about making sure that people are safe by proactive planning and working. This policy applies to Relevant Persons attending any Event where children or vulnerable adults are present. For the absence of doubt, the terms 'attending' and 'present' apply not only to face to face engagement but also engagement by electronic or digital means, including, but not limited, to video conferencing, telephone interaction, messaging, social media platforms and the exchange of emails, images or other digital files.

#### **4. Responsibility and Accountability**

4.1. The safeguarding lead of STEMFest is overall responsible for safeguarding, even if certain aspects of the work are delegated to others. They should proactively safeguard and promote the well-being and welfare of directors, staff, volunteers and others who come into contact with STEMFest. This is a key governance priority.

4.2. The issue of safeguarding is subject to regular reviews at event management level and is reported on by exception at management meetings.

4.3. The Nominated Lead for safeguarding policy and management of STEMFest is: Josh Minto, Education Relationships Manager at RTC North, who can be contacted at [josh.minto@rtcnorth.co.uk](mailto:josh.minto@rtcnorth.co.uk)

4.4. The Nominated Lead will have the following responsibilities:

- Provide information and advice on safeguarding and protection within the organization and ensure that any necessary training is carried out.
- Ensure that this Safeguarding Policy and associated procedures are adopted, implemented and regularly reviewed.
- Ensure that risk assessments are prepared as necessary and that a risk register is maintained as required by this procedure.
- Be the nominated recipient of reports of alleged abuse, and ensure that appropriate action is taken expeditiously, that the necessary record is kept and that relevant persons are kept informed of progress and outcomes.
- Ensure that any lessons learned as a result of an incident are disseminated and that any necessary policy or procedural changes are duly implemented and notified.

- Ensure that information on legislative changes and other developments, and examples of best practice, are noted and disseminated

## 5. Risk Assessments

Our event managers have a duty to manage risk and to protect the reputation and assets of STEMFest. It is therefore vital that event manager assess the risks that arise from the STEMFest's activities and operations involving children and vulnerable people and develop and put in place appropriate safeguarding policies and procedures to protect them. They must also undertake on-going monitoring to ensure that these safeguards are being effectively implemented in practice.

An appropriate Risk Register shall be maintained.

## 6. Code of Safer Working Practice

Relevant Persons will be briefed on the expectations to follow, in working and volunteering with children and vulnerable adults. This brief will represent the behaviours which constitute safe practice. As such it will assist those working with children and vulnerable adults to do so safely and responsibly, enabling each to monitor their own standards of integrity and good practice. The brief sets clear expectations of behaviour and codes of practice which serve to reduce the possibilities of positions of trust being abused or misused, or false accusations being made.

## 7. Incident Reporting

7.1. Relevant Persons need to be aware of their responsibilities for reporting concerns in relation to safeguarding matters.

7.2. Safeguarding concerns about children and vulnerable adults and others who come into contact with STEMFest will be diligently and promptly responded to, recognising the sensitivity it may hold for those involved. Where there is a concern, this must be reported to the Nominated Lead (see 5.3 above) immediately where possible, but at least within 24 hours, to determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS and/or the Local Safeguarding Children Board (LSCB) or Local Safeguarding Adults Board (LSAB) as

required. Not all concerns justify a notification to the relevant authorities but must still be recorded.

7.3. The Directors acknowledge their duties to make a Serious Incident report and report of a Notifiable Event to the Charity Commission of England and Wales and to any other relevant bodies if there has been an incident where someone has been abused or mistreated (alleged or actual) and this relates to the activities of STEMFest.

## 8. Policy Review

This policy will be reviewed by the Nominated Lead annually and the refreshed version presented to the company board of directors for review.

Date Issue By Comments

03/06/2022	Josh Minto created the document