

These procedures apply to anyone working on behalf of the Royal Society of Biology, including employees and volunteers, and are in accordance with the legislative framework.

The Society is fully committed to complying with all UK Safeguarding legislation and guidance including the Children Act 1989 and 2004, Working Together to Safeguard Children 2015 and the Care Act 2014.

Definitions and signs of child abuse are detailed in the NSPCC Guidance which can be obtained from the [NSPCC website](#). More information regarding vulnerable adults is available on the [GOV website](#)

Roles and Responsibilities

Designated Safeguarding Officer

The Designated Safeguarding Officer (DSO) is Laura Bellingan, Director of Policy and Public Affairs (laura.bellingan@rsb.org.uk 020 3925 3468) and she is responsible for handling reports or concerns about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin the policy. The role of the DSO is:

- To be the first point of contact for Trustees, members, employees and volunteers to go for advice if they are concerned about safeguarding children and vulnerable adults in activities that they are carrying out on behalf of the Society.
- To ensure the safeguarding policy and procedures are communicated.
- To ensure that the safeguarding policy and procedures are reviewed annually and kept up to date.
- To undertake appropriate training and maintain an up to date knowledge of safeguarding.
- To ensure staff are aware of the Disclosure and Barring Service (DBS) process and be a first point of call for staff needing DBS assistance where appropriate.
- To ensure that volunteers have current valid Disclosure and Barring Service (DBS) check documentation in place where appropriate.
- To support employees to assist in providing information on appropriate action in relation to any concerns raised from employees, volunteers and Society members.
- To ensure that any concerns raised are escalated appropriately to SMT, and any documentation is transferred in a form that can be logged and stored securely by SMT.
- To maintain up-to-date contact details for relevant statutory agencies (e.g. Local Authority Designated Office (LADO), Local Safeguarding Children Board, Police, Children's Social Work Services).

Senior Management Team

The Designated Safeguarding Officer is a member of the Senior Management Team.

The Senior Management Team is responsible for ensuring the effective implementation of the organisation's safeguarding policy and procedures and ensuring that everyone working on behalf of the Society is equipped and supported to meet their responsibilities

Council

The Board of Trustees holds ultimate accountability for this policy. The Society's Trustee lead for safeguarding is Professor Hilary McQueen FRSB.

Raising and Responding to Safeguarding Concerns

Responding to a concern from or about a child or vulnerable adult

Any safeguarding concerns should be reported without delay to the Society's Designated Safeguarding Officer (DSO) (or if the concern relates to the DSO to another member of the Society's Senior Management Team).

If during an activity or event linked to the Society, a child or vulnerable adult confides in you or you learn from anyone else about a safeguarding concern, you should:

- listen and avoid expressing your own views
- reassure and let them know they have done the right thing telling you
- explain what you will do next and not promise to keep the information a secret
- record the conversation immediately so it is as accurate as possible

In this situation, you should not:

- make any extreme reactions (either verbally or by body language)
- jump to any conclusions (especially about the alleged abuser)
- accuse anyone
- ask leading questions
- stop them from speaking freely

Record Keeping and Confidentiality

The Society's Trustees, employees and volunteers must ensure the confidentiality of matters relating to child protection and information must be shared only on a need to know basis.

All incidents and concerns must be recorded and stored securely and safely for a period of seven years. Only the DSO and relevant members of the Senior Management Team will have access to these records. Records will be held securely in SMT electronic records and be available to the DSO on request. Keeping records that are not referred to the Police or Social Services, may upon later review show patterns or clusters which may heighten the level of concern.

Recruitment, Selection and Vetting

The Society is committed to the safe recruitment, selection and vetting of those performing their duties for or on behalf of the Society or representing the Society in its work with children or vulnerable adults.

Any employee with regular contact with children or vulnerable adults (face to face, by phone, by email or via social networks) will undergo a DBS in England and Wales, Disclosure Scotland or Access Northern Ireland (AccessNI) check and training. All adult volunteers who work regularly or closely with children or vulnerable adults are asked to register with STEMNET's STEM Ambassador scheme. The scheme includes a DBS check and training.

The majority of the activities run or supported by the Society where employees, trustees or volunteers may come into contact with children or vulnerable adults constitute one-off interactions where at no time are they on their own or unsupervised by that child or vulnerable adult's guardian or teacher. This type of occasional interaction should not necessitate the need of a disclosure check.

Code of Conduct

Employees, trustees and volunteers must abide by the Society's Code of Conduct and Data Protection policy.

The following behaviour is recommended around children and vulnerable adults:

- Ensure that whenever practicable the persons who are normally responsible for the children and vulnerable adults (teachers, parents, carers, guardians, etc.) are present during activities or that there is always more than one adult present.
- Treat all children and vulnerable adults with respect.
- Act as a role model of good and appropriate behaviour.
- Respect a child's or vulnerable adult's right to personal privacy.
- Bear in mind that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that any physical contact with a child or vulnerable adult may be misinterpreted and so must be avoided whenever possible.
- Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

You must not:

- Put yourself in a vulnerable situation that may lead to allegations.
- Spend time alone with children and vulnerable adults away from other adults.
- Have inappropriate contact with children and vulnerable adults – physical, verbal or electronic.
- Use inappropriate language – writing, phoning, email or online.
- Do things of a personal nature for children and vulnerable adults that they can do for themselves.
- Allow children and vulnerable adults to behave inappropriately without being challenged.
- Make suggestive or derogatory remarks or gestures in the presence of children and vulnerable adults.
- Show favouritism to any one child or vulnerable adult.
- Be under the influence of alcohol or other substances when working on activities involving children and vulnerable adults.
- Take photographs of children and vulnerable adults without the express permission of their school, parents, carers, or guardians.
- Transfer the personal data of children and vulnerable adults to third parties without express permission from the parents or guardians as appropriate.
- Let any allegations a child or vulnerable adult makes go unrecorded.

Related Policies and Procedures

These procedures and processes should be read in conjunction with this document:

- Safeguarding policy statement
- Code of Conduct
- Data Protection policy
- Whistleblowing policy
- [Complaints policy](#)

Contact Details

The following services can be contacted:

NSPCC 0808 800 5000

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1 Naoroji Street, London WC1X 0GB Tel: +44 (0)20 3925 3440 info@rsb.org.uk www.rsb.org.uk

Child Exploitation and Online Protection Command (CEOP). They can be contacted through their website.

Your local police force or local authority depending on where your event is taking place. If a child is in immediate danger, call 999.

Metropolitan Police Service – 101. From VOIP please consult the list for the appropriate number via <https://planet-numbers.co.uk/services/non-emergency-uk-police-phone-numbers/>

Local Authority Designated Officer (LADO) contact details will be on the relevant Local Authority web site.

Children and Family Contact Service (CFCS) contact details will be on the relevant Local Authority web site.

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