



STEMAZING Safeguarding Policy for Children and Adults at Risk

Section 1: Introduction and Aims

STEMAZING's Safeguarding Policy applies to all staff and volunteers, including the director, paid staff, volunteers, agency staff, contractors and anyone else working on behalf of STEMAZINGLtd & STEMAZINGKids CIC.

This policy applies to anyone working on our STEMAZING initiatives and STEMAZINGKids clubs and is relevant to any engagement between STEMAZING and children and/or adults at risk; including face to face delivery, virtual / online engagement such as videoconferencing, webinars and events.

Safeguarding is something where we all have a role to play - parents, carers, residents, professionals, and volunteers, especially those who work with children and young people and / or adults at risk.

When we agree to work with a partner venue/host and/or organisation, STEMAZING and the partner organisation will exchange Safeguarding Policy and Procedures.

STEMAZING has a responsibility to ensure a safe and healthy environment for all children and vulnerable adults. This includes avoiding discriminating against any participants due to disability, ethnicity, gender, neurodiversity etc. We aim to promote equality and make adjustments where necessary to our delivery programmes. This policy is written to ensure that all children are guaranteed appropriate and safe treatment in all circumstances during our engagements. While it is aimed specifically to protect children from abuse, it should be considered to encompass a wide meaning of health, safety and wellbeing and acknowledges a child's rights to be treated fairly and equally as per the UN Convention on the Rights of Children. The protection provided to children under the age of 18 by this policy will also be provided to vulnerable adults.

All staff, volunteers and partners are responsible for (i) ensuring they understand and (ii) supporting this policy. As an organisation, we sometimes pilot and establish new activities. Each time we do so, we will review this policy to ensure we are working within it.

The purpose and scope of this policy statement

This policy will outline the ways in which STEMAZING will strive to create a healthy, positive, and safe environment for all children and / or adults at risk who use our services.

Children and / or adults at risk will be protected from abuse, including physical, emotional, or sexual abuse, bullying or neglect. All our staff and volunteers receive safeguarding awareness training to recognise signs of abuse that may take place during our engagements.

We believe that:

As defined by the UN Convention on the Rights of Children, in line with our code of conduct, we believe all children have:

- The right to be heard.
- The right to be treated fairly.
- The right to be educated.
- The right to a childhood.
- The right to be healthy.

We recognise that:

- Placing the welfare of children at the forefront must remain the primary consideration in all our undertakings, guiding every decision we make.
- Collaboration with children, young individuals, their parents, caregivers, and other agencies is crucial for advancing the welfare of young people.
- Every child, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation, is entitled to equal protection from all forms of harm or abuse.
- Some children face additional vulnerabilities due to past experiences, dependency levels, communication needs, or other factors.
- Additional measures may be necessary to safeguard children with heightened vulnerabilities and ensure their protection from abuse.

Section 2: Staff and Safeguarding Procedures

Recruitment and safety checks for STEMAZING staff members and volunteers:

The following actions are in place to ensure we adhere to our policy aims:

- Careful recruiting and appropriate selection procedures will be taken to ensure the suitability of staff who are applying to work directly with children. This will include careful checking of references.
- All STEMAZING staff will be required to hold an enhanced DBS / PVG check. Portable DBS checks are acceptable or a new one will be sought.
- STEMAZING will enable volunteers to organise their DBS / PVG check with STEM Learning UK. This will be required before they start delivery of sessions.
Note: volunteers who are based outside of the UK are unable to complete these checks and must seek out the alternatives in place for their place of residence.
- Volunteers and staff working within a partner organisation are subject to the recruitment, safeguarding, and child protection policy of the partner organisation.

All STEMAZING staff and volunteers commit to:

- Speak to all children and / or adults at risk with kindness and respect and understand the difference between friendliness and familiarity.

- 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.
- Act as a role model of good and appropriate behaviour and actively aim to understand children's and / or adult at risk's needs.
- Treat all children and / or adults at risk with dignity, without any advantage being taken of their weaker position.
- Take time to listen carefully to each child and / or adult at risk and consider seriously what they are saying, in a way that will avoid any misunderstanding of motives or actions.
- Treat all children and / or adults at risk fairly and equitably regardless of ability, background, ethnicity, age, religion.
- Respect a child's and / or adult at risk's right to personal privacy, follow GDPR regulations and comply with STEMAZING's Privacy Policy.
- Use calm and gentle encouragement to enable children and / or adults at risk to take part fully in activities and achieve outcomes to the best of their ability.
- Encourage playfulness, exploration and enjoyment and giving time to discover.
- Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse to partner organisations and relevant services.
- Ensure that during delivery sessions, there is another adult present (such as teacher / parent / guardian) whom the children and / or adults at risk are already familiar with.

Behaviour expected of staff and volunteers

When working with children and adults at risk, anyone participating in our STEMAZING initiatives or clubs should **never**:

- Spend time alone with children and / or adults at risk away from other adults
- Have inappropriate physical or verbal contact with children and / or adults at risk
- Do things of a personal nature for children and / or an adult at risk that they can do themselves
- Allow children and / or adults at risk to use inappropriate language unchallenged
- Allow bullying of one child and / or adult at risk by another to go unchecked
- Make suggestive or derogatory remarks or gestures in the presence of children and / or adults at risk
- Show favouritism to any one child and / or an adult at risk
- Let any allegations a child and / or an adult at risk makes go unrecorded

Face to Face delivery

When working with children or in schools, those involved in STEMAZING programmes must have the necessary checks which include:

- Registered as a STEM Ambassador (if based in the UK)
- An enhanced DBS / PVG check for their volunteering role
- Induction with STEM Learning UK.
- Safeguarding training with STEMAZING as part of month 2 training programme

Note: If a volunteer is based outside of the UK, they are not able to register as a STEM Ambassador. They will need to work with the school or partner organisation and follow their volunteer recruitment processes in regards to checks and due diligence that needs to be completed.

If these checks have not been completed, the staff member or volunteer representing STEMAZING will need to check procedures in place with the partner organisation. There should always be another adult present for delivery of sessions, and therefore a STEMAZING representative will not be left alone with children.

All STEMAZING activities should be appropriate to the age of the children and / or adults at risk involved and should be properly managed. There should be an updated risk assessment in place for each delivery session. The risk assessment will include details for the activity taking place. The partner organisation should provide a risk assessment for the venue and any people related risks that STEMAZING should be aware of.

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

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 high, consideration as to whether the activity goes ahead should be considered. If the mitigation measures do not bring the risk down to moderate or below, then STEMAZING will not run the activity.

Online session delivery

The same procedures as outlined above will be required for online delivery.

In the event that a STEMAZING representative has not completed a DBS / PVG check due to other circumstances, the school / partner will need to agree on the next steps going forward and if they are happy for the session to continue.

The school / partner may request for an alternative person to run the sessions and STEMAZING will do their best to accommodate this.

Venue Procedures

- STEMAZING staff and volunteers will undergo any partner venue requirements such as on-spot or pre-event safeguarding or safety briefings.
- Venue/partner staff are responsible for risk assessment of the venue. STEMAZING is responsible for risk assessment of our activities. If you have any safety concerns with the venue or the activities in this venue, please raise with staff and additionally report to STEMAZING.
- Host venues will have shared their Safeguarding Policy and Procedure with STEMAZING prior to any event or delivery taking place. It is assumed that school Safeguarding Policies can be found online where necessary. Schools will be asked to provide these documents as part of their pre-enrollment onto a programme.

Session Procedures

- A STEMAZING representative will always be leading the sessions. Venue/partner staff should always be present and will be responsible for behaviour and discipline and to provide support where needed.
- Health and Safety incidents or accidents - these will be reported in line with the partner organisations procedures.
- STEMAZING are responsible for seeking First Aid advice from the partner/host venue's designated First Aider as and when necessary, and to support First Aider in any further action required.

Safeguarding Procedures

- As a STEMAZING representative delivering our events / sessions, you are responsible for reporting any concerns you have about a child; staff or volunteers from STEMAZING or host organisations; or members of the public towards a child and / or adult at risk.
- Report concerns using the Safeguarding Incident Reporting Form - <https://docs.google.com/document/d/1P8N0cOWOwxv4AVEhgShgHg7OUZPrWkC/edit?usp=sharing&oid=112678769631241442329&rtpof=true&sd=true>
- Ensure the confidentiality of matters relating to child protection and only circulate personal information on a need to know basis
- Avoid placing yourself in a vulnerable situation that may lead to allegations
- Immediately report any allegations to the Designated Safeguarding Lead (DSL).

Safeguarding issues are not limited to direct engagement between children and adults at risk, anyone participating in our STEMAZING initiatives or clubs must also take care not to put children and adults at risk in other ways, for example:

- Leaving children and adults at risk unsupervised
- Using staff or volunteers in activities who have not been DBS checked without informing the responsible adult and ensuring that adult is present at all times during interaction
- Encouraging children and 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 and adults at risk to behave in ways that are inappropriate, that may intimidate other children and adults at risk or put them at physical, sexual or emotional risk
- Allowing access to inappropriate materials on the internet
- Creating materials accessible to children and adults at risk that would be deemed inappropriate.

Section 3: Permissions and Consent

Filming / Photo procedures

- Photos and videos taken which include children and or adult at risk, during a STEMAZING activity need to comply with the Data Protection Act and our Privacy Policy.
- Written consent from a parent / carer will be required before any photos showing any children or vulnerable adults are taken or used as part of a STEMAZING initiative or club.
- Schools may provide consent for photos or videos to be used by STEMAZING, where they have received parent / carer permission through the school procedures. In these cases, we ask schools to either 1) email photos / videos to us directly, giving us consent to use them or 2) share them on social platforms and tag STEMAZING accounts so that we may reshare them.
- STEMAZING volunteers are asked not to take any photos / videos that include children and / or adults at risk during their sessions. Volunteers are able to reshare posts from schools / organisations own social media platforms to their own platforms.
- STEMAZING may screenshot shared images on social media to include in Impact reports, website materials and other marketing avenues.

Delivering online sessions

- Online STEMAZINGKids clubs are delivered using Zoom. By signing up to attend this activity, parents are consenting to use this platform. Only people registered to attend the session will be sent the link.
- Parents / carers are able to turn off their cameras during an online session.
- If cameras are on, attendees must follow general etiquette rules such as; avoid having disturbances in the background, ensure all attendees are suitably clothed, ensure they are muted when not speaking to the group.
- An adult must be present in the room when a child is taking part in an online session. The adult is responsible for the child's behaviour and to support them using technology or completing the activity.
- Online sessions with children / adults at risk will not generally be recorded and if they are, notice will be given to those attending the session and permission to record will be sought.

Section 4: Review and Contacts

Review

This policy will be reviewed each year in January by the CEO and the DSL. Changes will be made as deemed appropriate and in the light of current circumstances. Specific procedures may be added as needed and will become part of the policy.

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Last reviewed and updated May 2024 by Neva Brentnall, Designated Safeguarding Lead
Reviewed and signed off by Alexandra Knight May 2024