



STEMAZING Safeguarding Policy for Children and Adults at Risk

Our safeguarding policy applies to all staff, including the director, paid staff, volunteers, agency staff, contractors or anyone working on behalf of STEMAZING Ltd & STEMAZINGKids CIC.

1. Safeguarding is of vital importance to STEMAZING. Our policy applies to anyone working on our STEMAZING initiatives and STEMAZINGKids clubs. When working with children or in schools, anyone involved in STEMAZING programmes must have the necessary checks which are recommended to be completed through becoming a registered STEM Ambassador with STEM Learning UK which includes holding an up-to-date disclosure check. If these rigorous checks are not possible due to time restrictions or other constraints, the STEMAZING staff member or volunteer will not be permitted to be alone with any children and there must be another adult present who is responsible for the children. This applies to online sessions and in-person sessions. In this case the adult responsible will be alerted that full DBS clearance has not yet been obtained and given the opportunity to request an alternative person runs the session.

2. This policy applies to any engagement between STEMAZING and children and adults at risk including virtual engagement such as videoconferencing, webinars etc.

3. With regard to incidences of child or adult welfare concern, anyone participating in the STEMAZING initiative or club has responsibility to:

- Report concerns using the Incident Reporting Form;
- Ensure the confidentiality of matters relating to child protection and only circulate personal information on a need to know basis;
- Avoid placing themselves in a vulnerable situation that may lead to allegations;
- Immediately report any allegations to Alex Knight, STEMAZING Director.

4. Adults should 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.

5. When working with children and adults at risk, anyone participating in our STEMAZING initiatives or clubs will be briefed and expected to:

- Treat all children and adults at risk with respect and understand the difference between friendliness and familiarity;
- Act as a role model of good and appropriate behaviour;
- Ensure that whenever practicable the persons who are normally responsible for the children or adults at risk (teachers, parents, guardians, etc) are present during activities or that there is always more than one adult present;
- Respect a child or adults at risk'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 adult at risk may be misinterpreted and so must be avoided whenever possible;
- Challenge unacceptable behaviour and report all allegations and/or suspicions of abuse.

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

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

7. Any STEMAZING activity should be appropriate to the age of the students and adults at risk involved, should be properly managed and should have an up to date Risk Assessment. This has to be relevant to the activity and the location in which it is held. Risk assessments should explicitly declare any Safeguarding risks alongside the usual health and safety considerations.

8. 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, one should consider whether to continue or not. If the mitigation measures do not bring the risk down to Moderate or below, then STEMAZING will not run the activity.

9. 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.

10. In the UK it is not illegal to take photos of children and adults at risk in a public place and photos taken for personal use are not covered by the Data Protection Act. However, any images or recording of children or vulnerable adults taken on behalf of STEMAZING need to comply with the Data Protection Act and STEMAZING's Privacy Policy. Written consent will be required before any photos showing any children or vulnerable adults are taken or used as part of a STEMAZING initiative or club.

11. Any activity delivered by STEMAZING should avoid discriminating against any participants and promote equality. Adjustments to the activity will be made to prevent a disabled person being at a substantial disadvantage in comparison with people who are not disabled which also applies to neurodiversity.

12. Online STEMAZINGKids clubs are delivered using Zoom. Please only sign up if you are happy to use this platform. For safeguarding parents/guardians can choose not to turn their video feed on so their child is not on camera. Whether the camera is on or off it is required for an adult to be present in the room with the child for the duration of the online club. It is the adult's responsibility to ensure the child behaves appropriately.

For further information, please contact: Alexandra Knight CEng FIMechE FWES, Founder and Director STEMAZING Ltd & STEMAZINGKids CIC at info@stemazing.co.uk.

Updated 25th January 2024