

# Graphic Science - Safeguarding Policy Statement

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## The purpose and scope of this policy statement

Graphic Science works with children and families as part of its activities. These include:

- Provision of volunteer STEM Ambassadors in school and non-school settings
- Contributing to events in schools (e.g. Careers Days, Science Fairs)
- Contributing to Informal Science Learning Events outside of School (e.g. Big Bang Fairs, Science Festivals)
- Conducting Ambassador training events in schools
- Conducting Teacher CPD in Schools
- Conducting research with children and Young People in school and non-school settings.

The purpose of this policy statement is:

- to protect children and young people who receive Graphic Science's services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Graphic Science, including senior managers directors, paid staff, volunteers, sessional workers, agency staff and students.

## Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, Northern Ireland, Scotland and Wales. A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection)

## We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

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## We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

## Related Policies and Procedures

### *STEM Ambassador volunteering and safeguarding statement*

As part of their induction training, all STEM Ambassadors are given guidance on standard safeguarding procedures. Additionally, we carry out a DBS check on all STEM Ambassadors and update that check every 3 years. Together these actions mean that we can, in all good faith, recommend any approved STEM Ambassador as someone that has been assessed as a suitable person to volunteer for STEM activities with young people.

When a STEM Ambassador comes in to a school or other place where children meet, they are to do so as a visitor and should comply with the host organisation's safeguarding and child protection policies for visitors. STEM Ambassadors are happy to confirm their identity upon arrival and wear a visitors badge for the duration of their visit. They should also be accompanied at all times by a member of staff or other adult representative of the organisation which has invited them.

STEM Ambassadors should not be left alone with children during their visit. If the adult responsible for the visitor must leave the room for any reason, they should not leave until a suitable replacement has been found. This is to protect the children, the staff and the STEM Ambassadors.

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If all of these requirements are met there should be no reason for a school or any other organisation to ask to see a STEM Ambassador's DBS certificate before letting them volunteer with children. DfE guidance states that schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors.

## *Graphic Science Handling of DBS Certificate Information*

- General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Graphic Science complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

- Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

- Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

- Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

- Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

- Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of

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certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## Contact details

Nominated child protection lead

Name: Liz Lister

Phone/email: [liz@graphicscience.co.uk](mailto:liz@graphicscience.co.uk)

Deputy child protection lead Name: Kathryn Warr

Phone/email: [kathryn@graphicscience.co.uk](mailto:kathryn@graphicscience.co.uk)

Senior lead for safeguarding and child protection

Name: Ben Johnson

Phone/email: [ben@graphicscience.co.uk](mailto:ben@graphicscience.co.uk)

If the above are unobtainable: NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy was last reviewed on: 4/3/19

Signed:

A handwritten signature in black ink, appearing to be 'Ben Johnson', written over a faint dotted line.

Date: 4/3/19