

Graphic Science- Safeguarding Policy Statement

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 from harm. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy 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. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

Supporting documents

In order to understand the context within which Graphic Science carries out its activities, namely within education and community settings where children and young people will be present, this policy statement should be read alongside the following documents:

- Working Together to Safeguard Children:
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- Keeping Children Safe in Education statutory guidance for schools and colleges:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- What to do if you're worried a child is being abused: advice for practitioners:
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

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.

Graphic Science- Safeguarding Policy Statement

We recognise that:

- the welfare of the child is paramount in all work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- we cannot know everything there is to know about the nature of a child's or young person's particular needs, and so we should seek out additional awareness training where necessary, in particular in relation to anti-racist and anti-discriminatory practices, protecting d/Deaf and disabled children and young people from abuse, best practice for protecting LGBTQ+ children and young people, and safeguarding children and young people with special educational needs and disabilities (SEND).

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

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, and a deputy for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/fororganisations]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately

Graphic Science- Safeguarding Policy Statement

- 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
- 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
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

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, STEM Learning 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 children and young people.

When a STEM Ambassador comes into a school or other place where children and young people 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 Ambassador.

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

Graphic Science- Safeguarding Policy Statement

Graphic Science does not routinely handle certificate information, but should it be necessary it 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. Graphic Science does not routinely handle certificate information.

- 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 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

Deputy child protection lead Name: Kathryn Warr

Phone/email: kathryn@graphicscience.co.uk

Senior lead for safeguarding and child protection

Name: Ben Johnson

Graphic Science- Safeguarding Policy Statement

Phone/email: 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: 28/02/2024

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Signed:

Date: 28/02/2024