

# Procedure: Safeguarding Children and Young Adults

*NB: Throughout this document the use of the words child/children are taken to include young adults.*

## **Awareness**

All InterClimate Network Trustees, employees, and paid and volunteer associates will:

- be made aware of the Safeguarding Children and Young Adults Policy, Procedure, and Code of Conduct (Annex 1) as part of their induction process. If their role includes engaging with children, they will sign to confirm that they have read, understood, and agree to abide by these documents.
- be reminded by the Event Manager of the do's and don'ts of how to behave with children as part of the 'On the Day' Briefing before any event.

## **Contractors and Partners**

Partners whose work with InterClimate Network will involve engaging with children will either have equivalent Policies and Procedures or be made aware of, and agree to abide by, InterClimate Network's Policy, Procedure, and Code of Conduct.

## **Event Management**

At any Event, the Lead Co-ordinator is responsible for ensuring that InterClimate Network's policy on Disclosure and Barring Service (DBS) Checks is implemented.

## **Reporting and Follow-up**

Any InterClimate Network Trustee, employee, or paid or volunteer associate will immediately inform either a Trustee or the relevant Project Manager (who will then inform a Trustee) if:

- any child raises a concern about Safeguarding, be it either concerning the activities of InterClimate Network or at school or home. They will assure the child that their concern will be taken seriously.
- they observe any behaviour of an InterClimate Network trustee, employee, paid or volunteer associate, or Partner, that concerns them

If a child has raised a concern connected with InterClimate Network, the Trustee will discuss the best way forward with other Trustees, and an investigation, leading to appropriate action, will be initiated. The school will also be informed.

If a child has raised concerns about issues at school or home, the Trustee will inform the school in an appropriate way.

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## **Annex 1: Code of Conduct**

### **You must never:**

- touch children unnecessarily, even when for instance you are trying to comfort them if they are upset;
- hit or otherwise physically assault or physically abuse children;
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive;
- behave physically in a manner which is inappropriate or sexually provocative;
- act in ways that may be abusive or may place a child at risk of abuse.
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
- develop physical/sexual relationships with children;
- develop relationships with children which could in any way be deemed exploitative or abusive;
- be alone for an undue time with a child;
- have a child with whom you are working to stay overnight at your home unsupervised;
- sleep in the same room or bed as a child with whom they are working;
- do things for children of a personal nature that they can do for themselves;
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive;
- discriminate against, show differential treatment, or favour particular children to the exclusion of others.

This is not an exhaustive or exclusive list. The principle is that everyone must avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

### **You must:**

- be aware of situations which may present risks and manage these;
- plan and organise the work and the workplace so as to minimise risks;
- as far as possible, be visible when working with children;
- ensure that a culture of openness and exists to enable any issues or concerns to be raised and discussed;
- ensure that a sense of accountability exists amongst Trustees, employees, and associates, so that poor practice or potentially abusive behaviour does not go unchallenged;
- be sensitive to a child who appears to have concerns, and encourage them to talk about them so that you can take appropriate action

### **In general it is inappropriate to:**

- be alone with a child away from others;
- take children to your home, especially where they will be alone with you.