

Adult and Child Safeguarding Policy

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Contents

1. Purpose and scope of the policy	3
1.1. <i>Related policies</i>	3
2. Statements and Aims	4
2.1. <i>Policy statement</i>	4
2.2. <i>Equal opportunities statement</i>	4
3. Line of accountability for safeguarding	5
4. Safeguarding Personnel	5
4.1. <i>Trustee for Safeguarding</i>	5
4.2. <i>Director for Safeguarding (DS)</i>	5
4.3. <i>Heads of Safeguarding (HoS)</i>	5
4.4. <i>Designated Safeguarding Officers (DSOs)</i>	6
4.5. <i>Safeguarding Champions (SCs)</i>	6
4.6. <i>All Personnel</i>	6
5. Code of Conduct for Safeguarding	6
6. Responding to and Reporting Concerns	7
6.1. <i>Handling disclosures</i>	7
6.2. <i>Safeguarding Referral Flowchart</i>	8
6.3. <i>Record keeping</i>	10
6.4. <i>Handling allegations, dealing with complaints, and disciplinary and grievance procedures</i>	10
6.5. <i>Reportable serious incidents to The Charity Commission</i>	10
7. Managing safeguarding concerns which occur internationally	12
8. International Managing Safeguarding Concerns Flowchart	13
9. International Online Safety Referral Flowchart – Child / Adult	14
Appendices	15
1. Media Enquiries	15

2.	Definitions	15
2.1.	<i>Definition of a child / young person</i>	15
2.2.	<i>Definition of an adult at risk</i>	15
2.3.	<i>Health & welfare</i>	15
2.4.	<i>Safeguarding</i>	16
2.5.	<i>Protection</i>	16
2.6.	<i>Confidentiality, consent and information sharing</i>	16
3.	Safer recruitment	16
4.	Induction and training	17
5.	Recognising abuse in children and adults at risk	18
6.	Online safety	19
6.1.	<i>Online Safety Referral Flowchart – Child and Adult</i>	20
7.	Safeguarding incident log, missing child and adult form and found child and adult form	21
8.	Safeguarding guidance and briefing sheet for Safeguarding Champions (SCs) and Duty/Event Managers at events	21
8.1.	<i>Definitions</i>	22
8.3.	<i>Westminster contact details</i>	24
8.4.	<i>Events in other areas</i>	24
9.	Briefing notes for volunteers, exhibitors, speakers and contributors	25
10.	Safeguarding considerations for jointly organised events	27
11.	Safeguarding for external organisations holding events at the Royal Society London site .	27
11.1.	<i>Safeguarding information form for external organisations:</i>	28

Adult and Child Safeguarding Policy

1. Purpose and scope of the policy

The Royal Society is committed to safeguarding children and adults at risk whilst they are engaged in Royal Society events and programmes.

This policy applies to all staff, paid staff, volunteers, agency staff, contractors and anyone working on behalf of the Royal Society's events, activities and programmes (hereby referred to as personnel).

This policy should be read alongside the [Royal-Society's Strategy 2022-2027](#). This document accompanies the [Respect and dignity of those involved with research funded by the Royal Society](#) grant policy.

This policy ensures compliance with:

- [The Charity Commission for England and Wales](#) including [working internationally](#) and with partners.
- [Child](#) and [adult](#) safeguarding legislation and statutory guidance across the UK.
- [Local Safeguarding Boards, Partnerships and Protection Committees \(Scotland\)](#).

All partner organisations who interact with children and adults at risk are expected to have robust safeguarding policies, procedures and practices in place. Partners are also expected to immediately inform the Royal Society's Director for Safeguarding (DS) of any [serious incidents](#). [For Key safeguarding personnel and leads across the Society refer to Section 4](#).

All personnel will be given the summary policy, with access to the full policy, at induction and thereafter alerted on any policy changes. They will have read, understood and will comply with the policy at all times. Any paid personnel found not to have followed this policy may be subject to disciplinary action under the Royal Society's Disciplinary Procedure, or other appropriate action if they are not employees.

1.1. Related policies

This policy should be read in conjunction with:

- Grievance Procedure and Harassment and Bullying policy
- Equality, Diversity and Inclusion policy
- Data protection guidance
- Disciplinary Procedure
- Recruitment Guidance
- Volunteer Policy
- Public Interest Disclosure – Whistle blowing Policy

These policies and guidance are located on the Society's [intranet](#). This policy and associated documents will be reviewed every three years or sooner if required by changes in legislation or procedure, or as the result of a post-incident investigation.

2. Statements and Aims

2.1. Policy statement

The Royal Society is committed to protecting from harm everyone who comes into contact with it and recognises that the welfare of all children and adults at risk is of paramount importance. It has a duty of care to ensure that everyone has equal rights of protection and will do everything it can to provide a safe and caring culture and enjoyable environment whilst they attend all of its activities and services both in the UK and internationally.

The Royal Society achieves this by:

- having a Council and senior management committed to safeguarding;
- being clear about peoples' responsibilities and accountability;
- maintaining a culture of listening to all personnel, children, young people and adults at risk;
- undertaking safer recruitment practices for all personnel, especially those working directly with children, young people and adults at risk;
- having procedures for safeguarding children, young people and adults at risk and dealing with allegations against, and concerns about, any personnel;
- making sure all personnel have mandatory induction and further safeguarding training, supervision, reviews and support as appropriate to their job role; and
- having safeguarding agreements about working with other partners, organisations and agencies.

2.2. Equal opportunities statement

The Royal Society recognises that anyone can become subject to discrimination, harassment or victimisation because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with the relevant external agencies when necessary and appropriate.

Everyone who participates in activities at the Royal Society, or run by Royal Society personnel, is entitled to do so in a safe and enjoyable environment. The Royal Society is committed to helping all personnel to fulfil their responsibility to safeguard children and adults at risk, and to support them in doing so.

The Royal Society ensures and emphasises that all personnel understand and know how to share any concerns immediately and record these using the Society's secure [safeguarding](#)

[digital incident log](#) to alert the relevant Safeguarding Champion (SC), Designated Safeguarding Officers (DSO) and Director for Safeguarding (DS).

External members of the public can report a safeguarding concern to the Royal Society's DSO and/ Director of Safeguarding via email: safeguarding@royalsociety.org and download the full Adult and Child Safeguarding Policy from our website.

3. Line of accountability for safeguarding

The ultimate responsibility for safeguarding at the Royal Society is shared between all the Trustees (Council). Safeguarding is on the Royal Society's corporate risk register and this is mitigated by:

- Relevant and appropriate policies are in place, and regular review of such policies.
- Internal safeguarding working group and safeguarding officers appointed.
- Council member with designated responsibility for safeguarding.
- Agreed a code of conduct for staff, Fellows and other relevant stakeholders.
- Employees consulted on health and safety arrangements in relation to the return to work in the office.

The risk register is monitored and reviewed by the Audit and Risk Committee who meet tri-annually and report to the Financial Planning and Subsidiary Committee who then make recommendations to the full Council who meet quarterly.

4. Safeguarding Personnel

4.1. Trustee for Safeguarding

The Trustee for Safeguarding is an appointed member of Council. Their role is strategic and they meet the Director for Safeguarding (DS) to discuss, review and risk assess all safeguarding arrangements as relevant; and also ensure a brief safeguarding report is produced annually for Council meetings and to brief fellow Trustees as and when needed.

4.2. Director for Safeguarding (DS)

The DS is the Chief Officer – Programmes, Partnerships and Engagement. Their role is to monitor and ensure all safeguarding concerns are dealt with appropriately at all times and to inform the Trustee for Safeguarding, President and Executive Director immediately if any serious incident occurs.

4.3. Heads of Safeguarding (HoS)

The HoS are the Head of Schools Engagement who leads on children and the Head of Public Engagement who leads on adults at risk. They chair the quarterly Designated Safeguarding Officers' (DSOs) steering group meetings to monitor and review safeguarding arrangements across all the Royal Society's activities and services and discuss:

- any safeguarding incidents, near misses, complaints and allegations since the last meeting, and any contextual safeguarding themes emerging;
- updates on the Safeguarding Champions' (SCs) meetings;
- safer recruitment and training statistics;

- any volunteer or work experience requests; and
- the implications of any changes in legislation, statutory and regulatory guidance upon policy, best safeguarding practices and the Royal Society's risk register.

The HoS also chairs the quarterly SCs meetings to discuss:

- feedback from the DSOs steering group meetings;
- reports of incidents and discussion of actions undertaken;
- scenario discussions (twice per year);
- any specific queries (as requested by SCs before meeting); and
- updates as required.

4.4. Designated Safeguarding Officers (DSOs)

The DSOs are the lead safeguarding contacts for each team. Their roles are operational to ensure all safeguarding concerns are managed appropriately in line with local safeguarding legal and statutory procedures and this policy. If they are unavailable, personnel may contact any other DSOs to share any safeguarding concerns. DSOs are members of the Royal Society's Safeguarding Steering Group.

DSOs also issue the Safeguarding guidance and briefing sheet for SCs and Duty/Event Managers at events who will communicate to all personnel in their teams, volunteers, exhibitors, speakers and contributors who attend events.

4.5. Safeguarding Champions (SCs)

SCs are the lead safeguarding contacts for events. Their role is to be the first point of contact at events where DSOs are not present and manage safeguarding concerns in line with the Safeguarding guidance and briefing sheet for SCs and Duty/Event Managers at events detailing when and how to contact the external agencies.

N.B. In the event of no DSOs or SCs being available, personnel should inform their Duty/Event Manager who is then expected to deal with any safeguarding concerns in line with the same Safeguarding guidance and briefing sheet for SCs and Duty/Event Managers.

A list of key contact information, including the Trustee for Safeguarding, DS, HoS, DSOs and SC's is available on the [Safeguarding](#) page of the intranet.

4.6. All Personnel

The term personnel throughout the document refers to everyone the policy applies to, as outlined in the first paragraph of this policy: all staff, paid staff, volunteers, agency staff, contractors or anyone working on behalf of the Royal Society or involved in the delivery of the Royal Society's events, activities and programmes.

5. Code of Conduct for Safeguarding

The Royal Society aims to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. This code of conduct sets out the behaviour expected of

all personnel regarding safeguarding children and adults at risk. The Royal Society expects everyone to:

- Understand and comply with the Royal Society's safeguarding policy and procedures at all times.
- Value and take seriously information from, and contributions by, children and adults at risk; listen, and show respect.
- Listen to, and act upon, any disclosures, allegations, or concerns of abuse in line with this safeguarding policy.
- Talk to the relevant Safeguarding Champions (SCs) or Designated Safeguarding Officers (DSOs) if they have any questions or concerns regarding the safeguarding of children and adults at risk.
- Avoid being alone with a child or an adult at risk in an enclosed space, for example a lift or the public toilets.
- Only use physical contact when necessary and appropriate for example, in an emergency.
- If they find a lost child or an adult at risk; go to the event information/ registration desk to notify the Duty/Event Manager or SC to manage the incident. Do not stay alone with the child or adult.
- If someone says that a child or an adult at risk is missing, take the person reporting to the information/ registration desk and immediately call the security team and also inform the Duty/Event Manager or SC.
- Maintain professional boundaries both face-to-face and when using modern technology at all times.
- Refuse personal gifts of any kind and follow the guidance in the policy for staff on gifts and hospitality.
- Avoid behaviour that could be interpreted as showing preference or partiality; this could be misconstrued.
- Do not speak in a way that could be reasonably perceived as insensitive, threatening, intrusive, demeaning or discriminatory; for example, sexist, racist, or homophobic behaviours.
- Follow the Royal Society photography and film policy to check permissions have been sought; or when directly asked to do so by an accompanying parent, guardian or carer by using the parent's, guardian's or carer's camera/phone etc.
- Take care never to share any personal contact details with the children and adults at risk they work with. Only engage with these audiences using official Royal Society's communication systems or social media.
- Do not share confidential information with people outside of the organisation..

Everyone participating in an event on behalf of the Royal Society must adhere to this code of conduct. In the event of this code being breached the Duty/Event manager, in collaboration with the SC and a DSO, where possible, will review the situation and take appropriate action.

6. Responding to and Reporting Concerns

6.1. Handling disclosures

When a disclosure is made by a child or adult at risk it is important to remember to:

- take what you are being told seriously;
- stay calm and reassure;

- do not investigate; and
- do not delay.

Afterwards always:

- seek advice from the Safeguarding Champion (SC) or Designated Safeguarding Officer (DSO) if no safeguarding champion is available; and
- make a careful recording of anything you are told or observe at in person events using the Society's approved [safeguarding digital incident log](#), date and sign. If you cannot access the log digitally please request a hard copy from the SC, Duty/Event manager or DSO.

A disclosure may come from someone telling you:

- They have been, or are being, abused.
- They have concerns about someone else.
- They are, themselves, abusing or likely to abuse someone else.

You should:

- Listen carefully and remain calm.
- Try to remain objective, whilst being reassuring and sympathetic.
- Never trivialise the information that has been shared with you.
- Avoid interpreting information; only ask open questions for the purposes of clarification for example, what do you mean?
- Never promise or agree to keep a disclosure secret.
- Explain to the child or adult at risk making the disclosure that you will need to share this information with people who need to know and who can help.
- Tell them what you are going to do, and when you are going to do it.
- Consult as soon as possible with the SC or if no champion is present the DSO. Report the disclosure on the secure [safeguarding digital incident log](#). Depending on the nature of the disclosure, further action may be needed. The SC or DSO will decide what action to take and should be clear with you about what is expected of you at this time.
- Similarly, if you witness any breaches of safeguarding practice or have any concerns, report these immediately to the SC or DSO if no SC is present.

6.2. Safeguarding Referral Flowchart:

The Royal Society ensures and emphasises that everyone understands and knows how to act on any concerns immediately via consulting with the relevant SC or DSO and recording on the Society's secure internal in person safeguarding digital incident log. If staff are planning an online event, they need to refer to the online planning flowchart which is found in the summary document for personnel.

Everyone, DSO, SC, Heads of Safeguarding (HoS) and the Director for Safeguarding (DS) or Executive Director in some cases, will deal with concerns using the following:

Safeguarding referral flowchart

If you are worried a child or adult at risk has been abused because:

- You have seen something.
- Someone says they have been abused.
- Somebody else has told you they are concerned.
- There has been an allegation against a colleague.
- There has been an anonymous allegation.
- An adult has disclosed that they were abused as a child.
- A child or adult say they are abusing someone else.

Is a Safeguarding Champion (SC) available? Or in their absence, a Designated Safeguarding Officer (DSO) or Duty / Event Manager?

NO

YES

Is the person at immediate risk of harm?

YES

NO

- In an emergency do not delay: Call 999 for serious concerns of harm.
- Contact an external agency immediately and report the details to the DSO as soon as possible and within 24 hours.
- Any consultations should not delay a referral.

Consult with them and monitor the situation.

If the concern is about the welfare of a child or adult at risk from a school, college, health provider, prison or other regulated organisation, the SC or DSO should refer to that organisation's Heads of Safeguarding in the first instance. If the SC or DSO are implicated speak to the Duty / Event Manager who will consult with the Heads of Safeguarding (HoS), Director for Safeguarding (DS) or Executive Director.

Record the incident

Using the Society's safeguarding digital incident log, visit nam.dcv.ms/IMYKzHiytK

Action by the Safeguarding Champion (SC)

The SC will review the record on the log and either close it or escalate to the DSO who will begin an investigation.

ESCALATION

CLOSURE

Investigation

In some cases, the concern will be referred to relevant adult or children's social services. England and Wales only, in cases of allegations against a 'person of trust' with a 'duty of care' towards a child, the Local Authority Designated Officer (LADO/DO) will co-ordinate the next procedural steps.

Under 'whistle blowing' anyone can refer directly to:

- Police;
- local social services;
- LADO / DO for personnel child abuse allegations (England and Wales only);
- The Charity Commission;
- NSPCC (child concerns only); and Protect: contact the charity for any support they need.

Once the incident is closed

- A report will be provided to:
- The Royal Society Trustees;
 - Charity Commission;
 - Local Safeguarding Children Board; and
 - Police.

6.3. Record keeping

At all times when required, and especially where there is a safeguarding concern, records must be:

- recorded on the in-person safeguarding digital incident log or online safeguarding log if it is part of an online event;
- of sufficient detail of the child or adult at risk to identify the individual who is the subject of concern and any significant others;
- accurate and factual/based on fact, as a true record of:
 - what has been monitored/observed
 - what has been said and by whom
 - what has given cause for concern
 - what action has and/or will be taken including the reason for those actions
 - the reason stated for no action being taken and by whom
- non-judgmental;
- timely (within 24 hours);
- signed, timed and dated by the writer
- reviewed by the SC and either escalated to the DSO to investigate or the case will be closed and the DSO and HoS notified.
- if escalated, the case will be shared as appropriate with the HoS, DS or the Executive Director in some cases.
- stored safely and securely and can be accessed only by nominated personnel including the HoS, DSOs, SCs, DS or the Executive Director in some cases.

6.4. Handling allegations, dealing with complaints, and disciplinary and grievance procedures

This procedure for dealing with allegations, complaints, disciplinary and or grievances is in line with the law, statutory guidance, The Charity Commission guidelines and the Royal Society's disciplinary, complaints and grievance procedures.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice by any member of personnel working directly with at risk groups, the DSO or SC, or the HoS, DS or the Executive Director (if a DSO or SC is implicated) will discuss the situation with social care services, or the Local Authority Designated Officer (LADO/DO), with regards to child allegations, (England and Wales only) and/or the police before making an open decision about a strategy for the best way forward. No internal disciplinary and grievance procedures will proceed until this has happened.

Any external investigation will override the need to implement any such procedures. The Human Resources Director is responsible for making referrals to the Disclosure and Barring Service (DBS) for those personnel in regulated activity who have been Enhanced DBS checked.

If there is a belief that the concern has not been taken seriously or acted upon, then anyone can "whistle blow".

6.5. Reportable serious incidents to The Charity Commission:

When anything happens that could harm the Royal Society's:

- beneficiaries, staff, volunteers or other personnel; and
- services, assets or reputation.

The main categories include:

- Protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the Royal Society through its work.
- Links to terrorism or extremism, including 'proscribed' (or banned) organisations, individuals subject to an asset freeze or kidnapping of staff.

Examples include:

- A beneficiary or other individual connected with the charity's activities has/alleges to have suffered serious harm.
- An allegation that a staff member has physically or sexually assaulted or neglected a beneficiary whilst under the charity's care.
- The Executive Director has been suspended pending the outcome of an investigation into their alleged sexual harassment of a fellow member of staff.
- An allegation that a Trustee, staff member or volunteer has been sexually assaulted by another Trustee, staff member or volunteer.
- A staff computer is found to contain images of child sexual abuse images.
- An internal investigation has established that there is a widespread culture of bullying within the charity.
- A beneficiary or individual connected with the charity's activities has died or been seriously harmed; a significant contributory factor is the charity's failure to implement a relevant policy.
- DBS checks have not been undertaken, which would have identified that a member of staff or Trustee was disqualified in law (under safeguarding legislation) from holding that position.

The DS will contact the Executive Director, Trustee for Safeguarding and the President and, if the incident meets the criteria of [reportable incidents](#), the matter will be reported by the Executive Director or the DSO to [The Charity Commission](#).

For Designated Safeguarding Officers information only:

These agencies have a responsibility for protection and safeguarding within the local community.

Westminster contact details

- Under 18's: Access to Children's Services team should be the first point of contact for advice or to report an incident relating to a child.
Tel: 020 7641 4000 (9am to 5pm, Monday to Friday) or, if out of hours, the Emergency Duty Team, 020 7641 2388
Email: acesstochildreancesservices@westminster.gov.uk
- Over 18's Westminster Social Services - Adult Social Care team should be the first point of contact for advice or to report an incident relating to an adult.
Tel: 020 7641 2176 or, if out of hours, 020 7641 6000
Email: adultsocialcare@westminster.gov.uk

7. Managing safeguarding concerns which occur internationally

Managers of activities internationally must:

- be aware of different risks for all personnel internationally;
- have suitable reporting and monitoring processes in place for any international work; and
- monitor where they work for any changes or new safety systems which are needed.

Challenges of working internationally include:

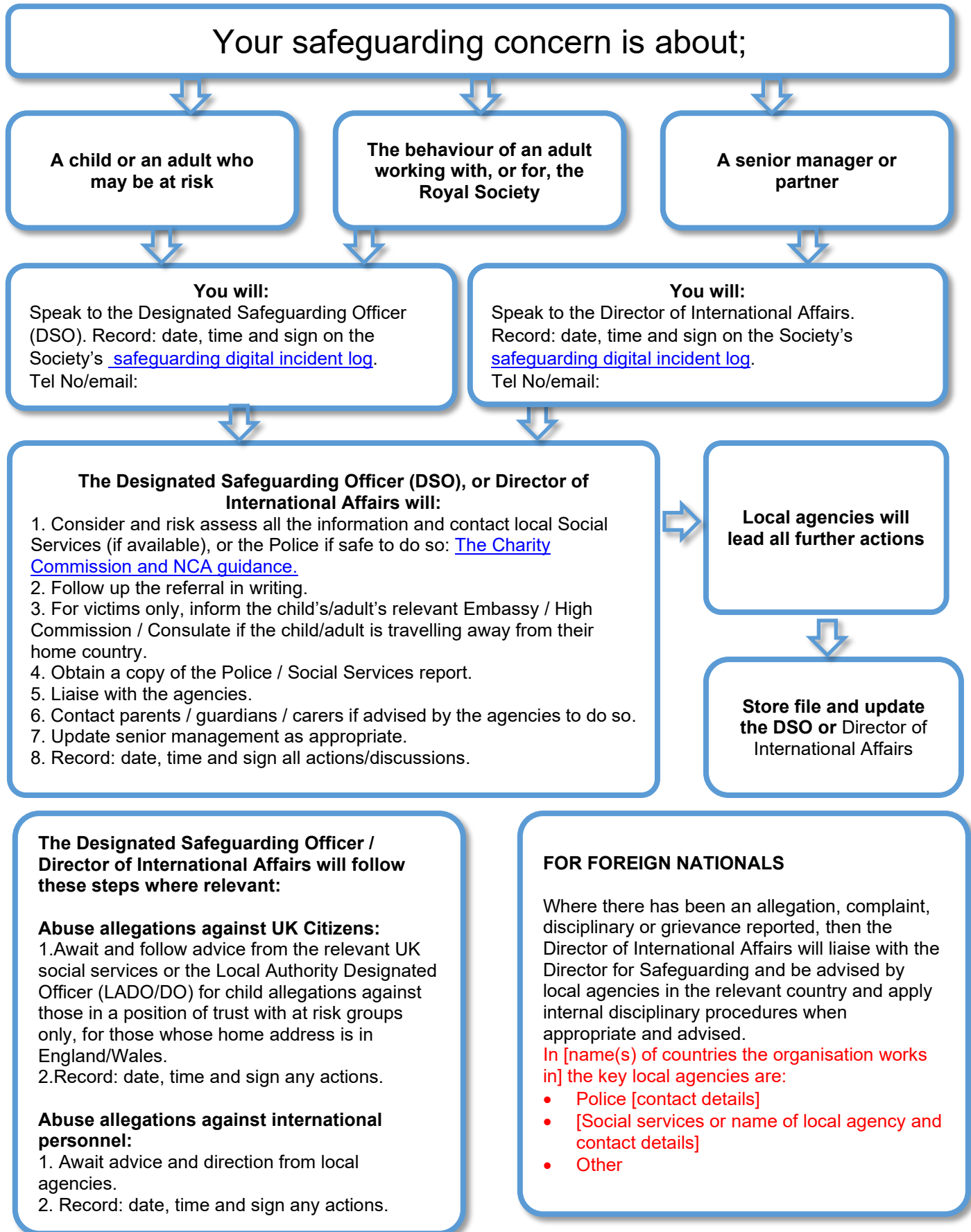
- different cultures, practices or legal systems;
- an unstable environment, like a conflict zone; and
- working with many partners.

The same practices as in the UK apply along with any extra requirements of the other country.

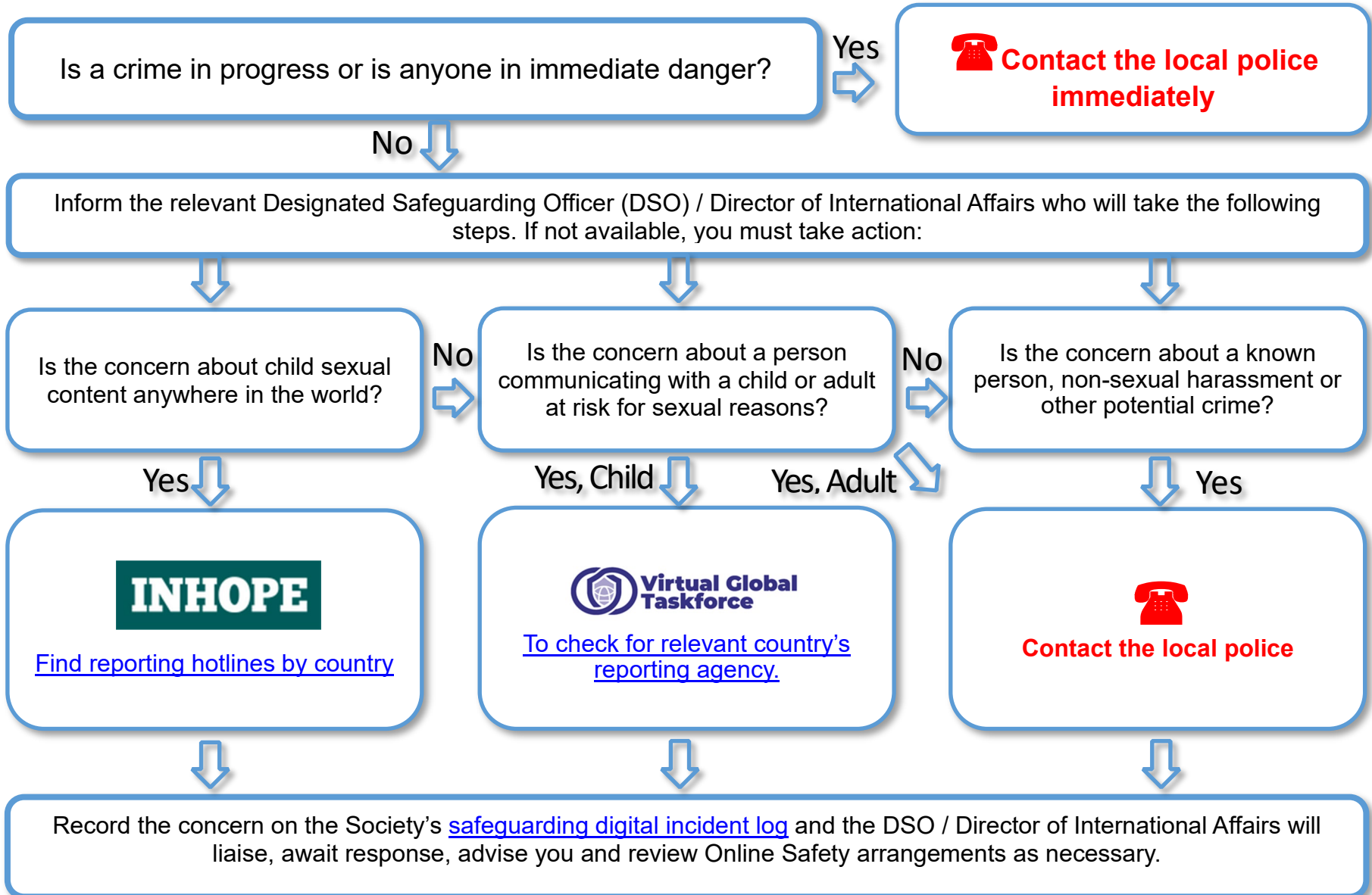
Reference should be made to the [Foreign & Commonwealth Office](#), [The Core Humanitarian Standard on Quality and Accountability for overseas humanitarian work](#) and the [Inter-Agency Standing Committee Minimum Operating Standards for Protection from Sexual Exploitation and Abuse](#) if relevant.

Whenever international concerns that need to be referred to external agencies arise, the relevant Designated Safeguarding Officer (DSO) or the Director of International Affairs must be contacted immediately and consideration given to [Charity Commission and NCA guidance](#). In most cases legal advice will also be sought.

8. International Managing Safeguarding Concerns Flowchart



9. International Online Safety Referral Flowchart – Child / Adult



Appendices

1. Media Enquiries

All media enquiries will be handled only by the Director of Communications or the Head of Media Relations and, if any personnel are approached for comment by the media, they must inform them immediately.

[Return to Table of Contents](#)

2. Definitions

2.1. Definition of a child / young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989).

For the Royal Society’s policy, a child is anyone who has not yet reached their 18th birthday. When working internationally, best practice is to treat anyone under 18 as children.

2.2. Definition of an adult at risk

There is no single law that defines an adult at risk across the UK. An adult at risk is a person over the age of 18 years (16 in Scotland) and is:

- having needs for care and support;
- experiencing, or is at risk of, abuse and neglect; and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

For the Royal Society’s policy, an adult is anyone over the age of 18. When working internationally, best practice is to treat anyone over 18, who meets the above criteria, as an adult who may be vulnerable and at risk of abuse. This might include a person who may lack mental capacity, has a disability, is frail due to age or alcohol misuse or other substances.

2.3. Health & welfare

This is a broad concept applying to everyone to which the following contribute: personal dignity, physical and mental health, protection from abuse and neglect, control over day-to-day life, participation in work, education or recreation, social and economic factors, domestic, family and personal life, suitable accommodation and making a contribution to society. This includes everything the Royal Society does for everyone which contributes to promoting their health and welfare. If there are concerns about a competent adult, or if adult social care services judge the person does not meet the definition of adult at risk, the Heads of Safeguarding in consultation with the Human Resources Director and Director of Safeguarding will signpost the individual to the local relevant services.

To promote the health and welfare of all personnel, the Royal Society provides personnel with access to an Employee Assistance Programme (EAP).

2.4. Safeguarding

This is the overarching term to describe everything that is in place to keep at risk groups safe from harm. This includes everything the Royal Society does which contribute to helping keep everyone safe.

2.5. Protection

This refers to the actions taken to protect specific children, young people or adults at risk who are suffering, or are likely to suffer, significant harm. All personnel should refer any concerns immediately to the relevant Designated Safeguarding Officers (DSOs) or Safeguarding Champions (SCs) if they feel a child or an adult at risk is suffering, or likely to, suffer harm.

2.6. Confidentiality, consent and information sharing

The Royal Society is mindful of its legal duties under the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). Personal information about children and adults at risk and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child, young person or adult at risk; or if a crime has or may have been committed, or it is in the public interest. Disclosure of confidential information must be justifiable, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action.

[Return to Table of Contents](#)

3. Safer recruitment

The Royal Society is committed to safe recruitment in line with the relevant legislation and guidance from government and The Charity Commission for recruiting all personnel, paid or unpaid. It is important to note there are few roles, other than those in the Schools Engagement team, that are eligible for Enhanced Disclosure & Barring (DBS) checks with, or without, checks against the Children's Barred List.

The Royal Society has very robust safer recruitment procedures including:

- checking [eligibility](#) for the correct level of criminal records checks for all new job roles;
- advertising all vacancies with a clear commitment required to safeguarding and detailing which criminal questions will be asked at shortlisting;
- assigning all posts detailed job descriptions, including the duty to safeguard as relevant to the role;
- adhering to the [DBS Code of Practice](#) and in line with the Royal Society's Policy on the Recruitment of Ex-Offenders;
- for roles working directly with at risk groups, obtaining full details via an application form (not CVs) with particular relevance to previous work with children, young people and adults at risk;
- asking all Trustees to sign the Charity Commission's [Declaration of eligibility and responsibility](#);
- when a candidate is selected for interview the [relevant criminal declaration form](#) will be sent for completion as set out by the Rehabilitation of Offenders Act 1974, as amended;

- for applicants with a military background, additional criminal records questions will be asked always taking up two written references, one must always be from the most recent employer or education establishment;
- undertaking all interviews face to face, based on the job description and following up any queries about possible gaps in working history or any criminal records disclosed;
- for roles working directly with at risk groups, in regulated activity, ensuring at least one person on each interview panel has undertaken Safer Recruitment training, in line with best safer recruitment practice; and
- having sound procedures and recording for interviewing to ensure interviewers are satisfied, and can evidence, that the applicant is appropriate and suitable.

[Return to Table of Contents](#)

4. Induction and training

The Royal Society has a clear induction and training strategy, with clear job descriptions and responsibilities and all relevant procedures. All new personnel, paid and unpaid, will receive induction training as soon as possible and sign to record they have received, understood and will comply with this policy at all times.

When needed, personnel will receive further safeguarding training, at the appropriate level, as soon as possible. They have a probationary period of six months with clear goals and then undertake appraisals at regular intervals of 12 months with their line manager. (Volunteers are always given the opportunity to discuss any concerns they have at the end of their volunteering period (an exit conversation)).

Those personnel attending events are updated before each event, Council members attend an annual briefing and, for all other personnel, updated training is normally required every two years (online) or three years (face-to-face).

Role	Training	When	Provider To be confirmed
All	Induction as relevant to roles, Summary Safeguarding policy issued	At induction	In probationary form for new starters
Council members	Annual Trustees' briefing and Charity Commission guidance	Annually	External - Royal Society legal advisors
Director for Safeguarding (DS), Heads of Safeguarding (HoS), Director of Human Resources, Designated Safeguarding Officers (DSOs) and Safeguarding Champions (SCs)	Safeguarding Children and Adults at Risk and Leading on Safeguarding and FGM and PREVENT and Safer Recruitment and Charity Commission guidance and 5 minute guides Free government approved on line courses: FGM and PREVENT	Before beginning responsibilities and annual refresh	External provider
HR team to ensure each interview panel for all job roles in regulated activity has a trained interviewer	Safer recruitment	Before recruiting such roles	Internal guidance

Staff who have particular contact, and work directly, with children or adults at risk as part of their role e.g. Schools Engagement team	Safeguarding Children and Adults at Risk Those working in regulated activity with under 18s, free government approved on line courses: FGM and PREVENT	Annually	External provider
Duty/Event Managers, SCs	Safeguarding Children and Adults at Risk and Safeguarding guidance and briefing sheet for Safeguarding Champions (SCs) and Duty/Event Managers at events	Before the relevant event	Internal: relevant DSOs
Volunteers, exhibitors, speakers and contributors at events	Briefing notes for volunteers, exhibitors, speakers and contributors	Before the relevant event	Internal guidance and briefing by relevant team
All personnel	Maintaining awareness and keeping up to date	General reminders via intranet, meetings, safeguarding quiz	Internal: DS, DSOs and SCs

N.B. Training should be updated where there is a substantial change in legislation, statutory guidance, or the Royal Society's policy or procedures. New courses should be undertaken before the current certificates expire. All training records are kept by HR with reminders sent out for renewals one month before certificates expire.

[Return to Table of Contents](#)

5. Recognising abuse in children and adults at risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what is being observed or said about an injury consistent with the injury?

- Abuse related to faith or belief.
- Alcohol and Substance misuse.
- Breast Ironing.
- Carrying offensive weapons.
- Child criminal and sexual exploitation including County Lines.
- Child on child abuse, including sexual violence and upskirting.
- Concealed pregnancy.
- Criminal or sexual exploitation of adults.
- Cuckooing.
- Discriminatory Domestic abuse, including "honour" based abuse.
- Emotional.
- Exploitive use of technology.
- Female Genital Mutilation (FGM).
- Financial or material abuse.
- Forced marriage.
- Gangs.
- Gambling.
- Hate and "mate" crime.
- Hazing and initiation rites.
- Hoarding.
- Modern slavery.
- Neglect and acts of omission.
- Online safety.
- Organisational or institutional.
- Psychological.
- Physical.
- Radicalisation.
- Self-neglect.
- Sexual.
- Sextortian.
- Trafficking.

[Return to Table of Contents](#)

6. Online safety

There are many potential risks including:

- Accessing inappropriate or illegal websites.
- Receiving unwanted or upsetting texts, e-mail messages or images.
- Being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- Sharing nudes or semi-nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- Overspending on shopping and gambling sites.
- Being at risk of identity fraud for money transactions.
- Inappropriate relationships or prostitution.

Social media

The [Online Safety Act 2023](#) and the associated government guidance [Online Safety Act Explanatory Notes](#) now makes social media companies more responsible for their users’ safety on their platforms. This means children and adults will be protected online by making social media platforms:

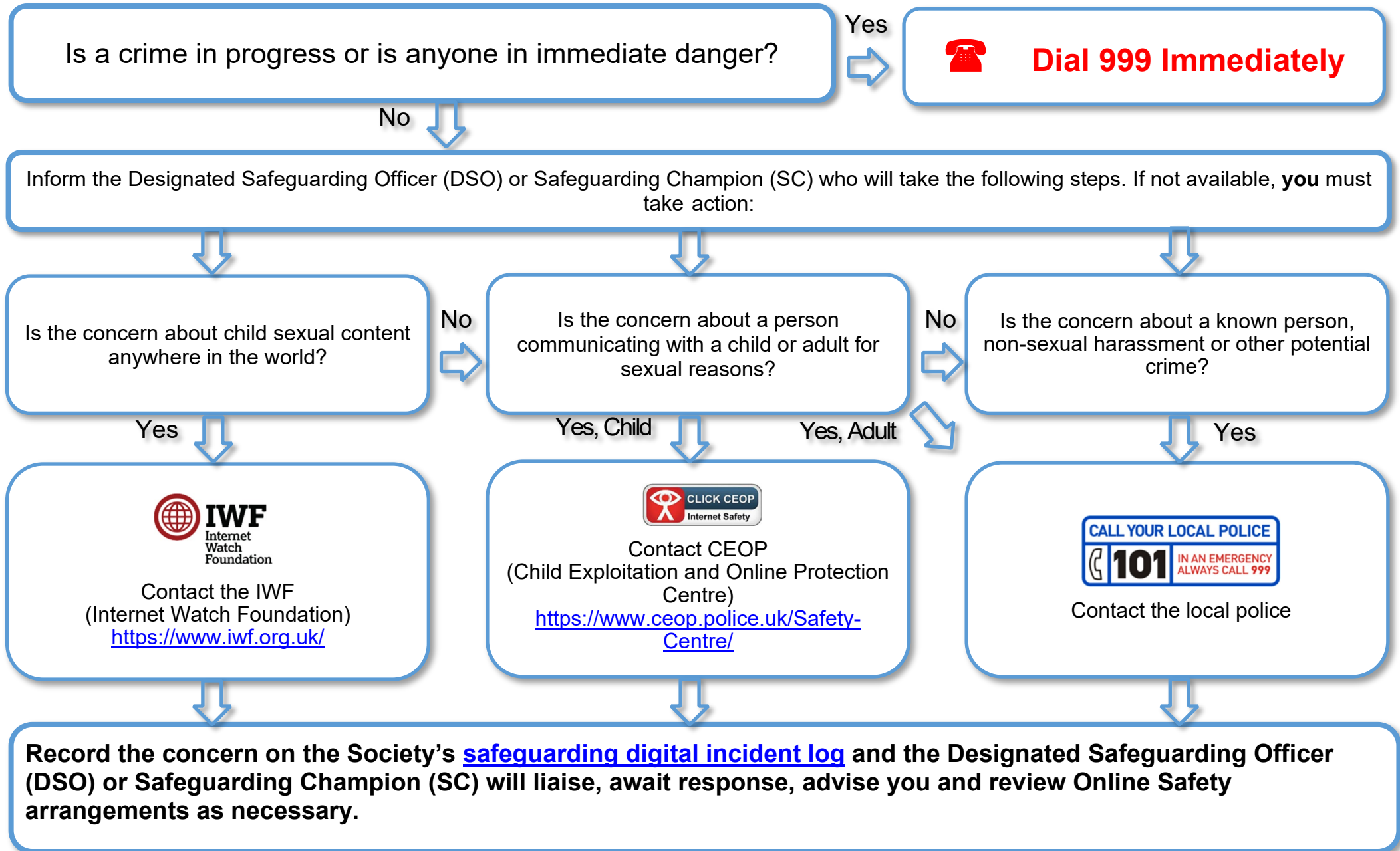
- remove illegal content quickly or prevent it from appearing in the first place. This includes removing content promoting self-harm;
- prevent children from accessing harmful and age-inappropriate content;
- enforce age limits and age-checking measures;
- ensure the risks and dangers posed to children on the largest social media platforms are more transparent, including by publishing risk assessments; and
- provide parents and children with clear and accessible ways to report problems online when they do arise.

Such content should be reported to the service provider and if they do not respond appropriately the matter can be reported to [Ofcom](#).

It is important to follow the Online Safety Referral Flow Chart - Child and Adult (6.1) below.

[Return to Table of Contents](#)

6.1. Online Safety Referral Flowchart – Child and Adult



7. Safeguarding incident log, missing/found child and adult form

The Society's safeguarding digital incident log will be kept securely and only shared with the relevant safeguarding personnel at the Royal Society and external agencies when necessary. The log can be found at <https://nam.dcv.ms/IMYKzHiytK>. If you are unable to fill in the digital log, please ask your Safeguarding Champion (SC) or Duty/Event Manager for a paper version..

The [missing/found child and adult form](#) can be obtained from the SC or Duty/Event Manager or you can find a version on the [Royal Society's intranet](#). The completed form should be returned to the SC, Duty/Event Manager or Designated Safeguarding Office (DSO). Do NOT save a completed copy.

[Return to Table of Contents](#)

8. Safeguarding guidance and briefing sheet for Safeguarding Champions (SCs) and Duty/Event Managers at events

This form should be accessible to all Safeguarding Champions (SCs) and Duty/Event Managers working at Royal Society events and is designed to convey key information. You must be familiar with the full Adult and Child Safeguarding Policy. This form is not a substitute for reading and understanding the policy.

Before your event make sure you have:

- Read and understood the full Adult and Child Safeguarding Policy.
- Identified a safeguarding lead for the event and ensure they have read this briefing sheet.
- Referred to guidance provided on Safeguarding on the intranet to [Report a concern](#).
- Understood, and ensure your team understand, how to report safeguarding concerns relating to in-person or online (events, incidents or observations) via the digital log: [safeguarding digital incident log](#). This should be clearly communicated to your team and access checked prior to any event. Hard copies of these forms should also be available for reference in the SC and Duty Manager's safeguarding folder.
- For events involving school students, such as the Student Conference or Summer Science Exhibition, any safeguarding concern should first be raised with the Safeguarding Champion or Designated Safeguarding Officer if no champion is present. The Safeguarding Champion will then raise the issue with school staff.
- [Missing/found child and adult forms](#) available and have communicated where these will be kept to your team.
- Ensured all staff, volunteers, exhibitors, speakers and other contributors have received a [safeguarding briefing](#). This briefing should include who the relevant Designated Safeguarding Officer (DSO) and/or SC is and how to contact them.
- Communicated to all staff, volunteers, exhibitors, speakers and other contributors to an in-person event or online event that they should not:
 - be alone with a child, young person or adult at risk in an enclosed space, for example lifts and public toilets.
 - share your personal contact details with, or add, or accept anybody you have met at Royal Society events on any social media platform.
 - Accept any personal gifts.
 - Take photographs or video footage of children, young people or adults at risk without the agreement of the Royal Society Duty/Event manager; or only if directly asked to do so by an accompanying parent, guardian or carer by using the parent's, guardian's or carer's camera / phone etc.

- If there are any incidents during the event that give rise to concerns, follow the Safeguarding Referral Flowchart in Section 8.2.
- After the event, ensure any incidents, however minor, are forwarded to Heads of Safeguarding (HoS) for recording on the central safeguarding log for the trustees.

8.1. Definitions

Common safeguarding concerns and what to do about them:

- **Disclosure or incident:** If someone discloses, or you witness, a safeguarding incident, immediately inform the relevant Safeguarding Champion (SC) or Designated Safeguarding Officer (DSO), record the facts as soon as possible on the [safeguarding digital incident log](#). If a SC or DSO is not available, inform the Duty/Event Manager and; if they are not available **and** the incident requires immediate attention, directly contact the relevant social services and report it to the SC as soon as possible. In an emergency call 999 and ask for the police.
- **Missing or found persons:** Once the child, young person or adult at risk, or their parent, guardian or other accompanying adult, such as teacher, is at the event information/registration desk, the Duty/Event Manager or SC should immediately ask a security guard to search for the missing person or the child's or adult's accompanying group or people. They should then complete a [missing/found child and adult form](#) located. Once the person is found or reunited, the parent, guardian or other accompanying adult, should complete the relevant part of the form before they leave.
- **Illness or injury:** If you are alerted to a First Aid incident you should inform the security team of its location, who will send a First Aider. You should make your way to the incident to ensure First Aid is being given and to assist with crowd management, if required.

Safeguarding referral flowchart

If you are worried a child or adult at risk has been abused because:

- You have seen something.
- Someone says they have been abused.
- Somebody else has told you they are concerned.
- There has been an allegation against a colleague.
- There has been an anonymous allegation.
- An adult has disclosed that they were abused as a child.
- A child or adult say they are abusing someone else.

Is a Safeguarding Champion (SC) available? Or in their absence, a Designated Safeguarding Officer (DSO) or Duty / Event Manager?

NO

YES

Is the person at immediate risk of harm?

YES

NO

- **In an emergency do not delay: Call 999 for serious concerns of harm.**
- **Contact an external agency immediately and report the details to the DSO as soon as possible and within 24 hours.**
- **Any consultations should not delay a referral.**

Consult with them and monitor the situation.

If the concern is about the welfare of a child or adult at risk from a school, college, health provider, prison or other regulated organisation, the SC or DSO should refer to that organisation's Heads of Safeguarding in the first instance. If the SC or DSO are implicated speak to the Duty / Event Manager who will consult with the Heads of Safeguarding (HoS), Director for Safeguarding (DS) or Executive Director.

Record the incident

Using the Society's safeguarding digital incident log, visit nam.dcv.ms/IMYKzHiytK

Action by the Safeguarding Champion (SC)

The SC will review the record on the log and either close it or escalate to the DSO who will begin an investigation.

ESCALATION

CLOSURE

Investigation

In some cases, the concern will be referred to relevant adult or children's social services. England and Wales only, in cases of allegations against a 'person of trust' with a 'duty of care' towards a child, the Local Authority Designated Officer (LADO/DO) will co-ordinate the next procedural steps.

Under 'whistle blowing' anyone can refer directly to:

- Police;
- local social services;
- LADO / DO for personnel child abuse allegations (England and Wales only);
- The Charity Commission;
- NSPCC (child concerns only); and Protect: contact the charity for any support they need.

Once the incident is closed

- A report will be provided to:
- The Royal Society Trustees;
 - Charity Commission;
 - Local Safeguarding Children Board; and
 - Police.

8.3. Westminster contact details

- Under 18's: Access to Children's Services team should be the first point of contact for advice or to report an incident relating to a child.
Tel: 020 7641 4000 (9am to 5pm, Monday to Friday) or, if out of hours, the Emergency Duty Team, 020 7641 2388
Email: accesstochidrensservices@westminster.gov.uk
- Over 18's Westminster Social Services - Adult Social Care team should be the first point of contact for advice or to report an incident relating to an adult.
Tel: 020 7641 2176 or, if out of hours, 020 7641 6000
Email: adultsocialcare@westminster.gov.uk

8.4. Events in other areas

N.B. If your event is not on Royal Society premises, please ensure you have sourced the contact details for the local [child](#) and [adult](#) social services team in the area that you will be visiting (including an out of hours contact telephone number) – please ask one of the Designated Safeguarding Officers (DSOs) if you are not sure, at least 48 hours before your event.

If you are attending an event, organised by a third party, safeguarding issues are the responsibility of the organisers.

If you have any questions or concerns about safeguarding, please contact one of the DSOs.

[Return to Table of Contents](#)

9. Briefing notes for volunteers, exhibitors, speakers and contributors

We expect you to have read this document before attending the event (in person, online or hybrid); please note that it is not always possible to identify an adult at risk, nor a child if, for example, they are a sixth form student and not in school uniform.

Your Event/ Duty Manager for this event is:

Name:

Job Role:

Contact:

Your Safeguarding Champion (SC) for this event is:

Everyone who participates in activities at the Royal Society, or activities run by Royal Society staff, is entitled to do so in a safe and enjoyable environment. The Royal Society is committed to safeguarding children and adults at risk from harm and abuse. This document outlines the key points from the Society's Adult and Child Safeguarding Policy. It should be read and understood by anyone who takes part in Royal Society activities.

Definitions:

In the Royal Society's policy:

- A child or young person is anyone under 18.

An adult at risk is someone:

- having needs for care and support;
- experiencing, or is at risk of, abuse and neglect; and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

It may not always be easy to identify an adult at risk but in general such a person can be defined as someone who lacks mental capacity, has a physical disability, is frail due to age or illness, having a learning disability, misuses alcohol or other substances, has mental health needs including dementia or a personality disorder, being a carer or otherwise is in need of care or support.

It is important to note that Royal Society staff and those working with them do not act in place of a parent / legal guardian. This means that children participating in events and activities at the Royal Society are in the care of their parents, teachers and other accompanying adults (including mentors where applicable). The Society's event guidelines state that all children attending Royal Society events should be accompanied by a parent, guardian or carer. In the case of school or college groups, these groups will be accompanied by a teacher or accompanying adult from their school or college.

Key principles

- **Safeguarding is everyone's responsibility:** we all have a duty to safeguard the welfare of children and adults at risk, and to prevent their harm and abuse.
- **The needs of children and adults at risk are paramount.** This means that the need to ensure these groups are protected is a primary consideration and may override the rights and needs of those working with them.
- **If in doubt, record and report.** Report any concerns, no matter how minor, to the SC.

[Return to Table of Contents](#)

Safeguarding referral flowchart

If you are worried a child or adult at risk has been abused because:

- You have seen something.
- Someone says they have been abused.
- Somebody else has told you they are concerned.
- There has been an allegation against a colleague.
- There has been an anonymous allegation.
- An adult has disclosed that they were abused as a child.
- A child or adult say they are abusing someone else.

Is a Safeguarding Champion (SC) available? Or in their absence, a Designated Safeguarding Officer (DSO) or Duty / Event Manager?

NO

YES

Is the person at immediate risk of harm?

YES

NO

- **In an emergency do not delay: Call 999 for serious concerns of harm.**
- **Contact an external agency immediately and report the details to the DSO as soon as possible and within 24 hours.**
- **Any consultations should not delay a referral.**

Consult with them and monitor the situation.

If the concern is about the welfare of a child or adult at risk from a school, college, health provider, prison or other regulated organisation, the SC or DSO should refer to that organisation's Heads of Safeguarding in the first instance. If the SC or DSO are implicated speak to the Duty / Event Manager who will consult with the Heads of Safeguarding (HoS), Director for Safeguarding (DS) or Executive Director.

Record the incident

Using the Society's safeguarding digital incident log, visit nam.dcv.ms/IMYKzHiytK

Action by the Safeguarding Champion (SC)

The SC will review the record on the log and either close it or escalate to the DSO who will begin an investigation.

ESCALATION

CLOSURE

Investigation

In some cases, the concern will be referred to relevant adult or children's social services. England and Wales only, in cases of allegations against a 'person of trust' with a 'duty of care' towards a child, the Local Authority Designated Officer (LADO/DO) will co-ordinate the next procedural steps.

Under 'whistle blowing' anyone can refer directly to:

- Police;
- local social services;
- LADO / DO for personnel child abuse allegations (England and Wales only);
- The Charity Commission;
- NSPCC (child concerns only); and Protect: contact the charity for any support they need.

Once the incident is closed

- A report will be provided to:
- The Royal Society Trustees;
 - Charity Commission;
 - Local Safeguarding Children Board; and
 - Police.

Who to contact

If you have any questions or concerns about safeguarding, please contact your event organiser in the first instance. They can forward your query to one of the Designated Safeguarding Officers (DSOs) if required.

[Return to Table of Contents](#)

10. Safeguarding considerations for jointly organised events

- In line with the Royal Society's Safeguarding and protection policy for children and adults at risk, any events that the Royal Society are involved with must have procedures in place to protect children and adults at risk.
- For events where we are not the lead organiser, the following procedures should be followed:
 - A letter of agreement to be produced stating that safeguarding and protection is the responsibility of the lead organisation. Until the letter of agreement process is in place, an email trail to be provided
 - Royal Society staff must carry out due diligence to ensure that the lead organisation has procedures in place such as:
 - An acceptable use policy (for digital events).
 - Speaker/ exhibitor/ volunteer safeguarding briefing documents for in-person events.
 - Ability to effectively moderate, from a safeguarding perspective, any live chat streams.
 - Knowledge of reporting safeguarding incidents
- If the lead organisation does not have these procedures in place it is the responsibility of Royal Society staff to ensure that young people and adults at risk will be protected during the event by sharing Royal Society safeguarding documentation with the lead organisation so that they can put measures in place. To note, if the lead organisation cannot moderate a live chat, the letter of agreement must clearly state that this functionality will be removed.
- During a live chat streaming, the following statement should appear at the start of the event: **Although this is a joint event, organisation X has full responsibility for safeguarding practices at this event and any queries should be directed to [email of lead organisation].**
- Any reported incidents should also be reported to the Royal Society Designated Safeguarding Officers with details of the action taken.

[Return to Table of Contents](#)

11. Safeguarding for external organisations holding events at the Royal Society London site

This form is included in the final details sheet sent by the Royal Society conferencing team to any organisation using the Royal Society site for events.

The Royal Society is committed to:

- making the welfare of children, young people and adults paramount. This means that the need to ensure that they are protected is a primary consideration and may override the rights and needs of those adults working with them;
- enabling everyone whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation;
- encouraging everyone to participate in activities in a fun and safe environment;
- taking all reasonable steps to protect at risk groups from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings; and

- taking seriously all concerns and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.

A child or young person is anyone under 18. An adult at risk is someone:

- having needs for care and support;
- experiencing, or is at risk of, abuse and neglect; and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

It may not always be easy to identify an adult at risk but in general such a person can be defined as someone who lacks mental capacity, has a physical disability, is frail due to age or illness, having a learning disability, misuses alcohol or other substances, has mental health needs including dementia or a personality disorder, being a carer or otherwise is in need of care or support.

11.1. Safeguarding information form for external organisations:

Please complete the following form and return it to your contact in the Conferencing team, at least one week before the event.

Name of person completing form:	Organisation:
Role in organisation:	
Event:	Date of event:
Age(s) of event audience (if under 18):	
Organisation's contact responsible for safeguarding on the day:	
Name:	
Role:	Telephone number:
Organisation:	Email address:

I certify that the above information is correct and agree to the following conditions:

- my organisation is responsible for ensuring correct safeguarding measures and training are in place for our event;
- any safeguarding incidents taking place on Royal Society grounds will be dealt with by my organisation (applies to schools, colleges and other official organisations) but reported to the relevant Designated Safeguarding Officer (DSO) at the Royal Society via the booking contact;
- I have received a copy of the safeguarding contact details for the Royal Society

Signature:	Print name:
Date:	Time:

[Return to Table of Contents](#)