The Institution of Engineering and Technology

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Board of Trustees

ANNUAL SAFEGUARDING CHILDREN AND ADULTS AT RISK REPORT

(Paper by David Lakin. If you have any questions on this paper before the meeting please contact David Lakin on 01438 767340 or by email davidlakin@theiet.org)

1. Issue

To present the annual report to the Board of Trustees as per the auditors' recommendations.

2. Timing

Board of Trustees meeting, 7 September 2020.

3. For Note

The Board of Trustees is invited to note this report.

4. Background

In 2016, the IET's auditors, Grant Thornton, were asked to undertake an audit of the IET's Safeguarding of Children and Adults at Risk policy and procedures. One of the audit recommendations was that an annual report on safeguarding matters be submitted to the Board.

5. Key Points

5.1. The safeguarding risk register on JCAD for impact has been reviewed.

5.2. Enhanced DBS checks for key roles within the IET such as the Education Department team members and Volunteers – School Liaison Officers (SLOs), will now be processed through the IET's HR Department to ensure the IET has a record of valid/current DBS status checks.

5.3. Online training material for both IET staff and volunteers continues to be rolled out and is mandatory for all new starters

5.4. Contact information updated for the in-country safeguarding lead for India.

5.5. Recommendation to introduce a CRM system with a securely divided area to store young people's data safely away from the general membership data. At the time of writing this report, an investigation was launched and exploratory discussions with the chosen provider for the new main IET CRM system replacement have started.

6. Risk

Failure to have effective safeguarding policies and procedures for children and adults at risk would put the IET's staff, volunteers, members and contractors at risk of litigation and reputational damage. An effective policy properly implemented along with reporting and training mechanisms will help to prevent any safeguarding and associated data protection infringements. In the event of an incident, having the proper systems in place will help to protect the IET by demonstrating all appropriate procedures were followed.

7. Resources

Implementation of the policy involves the IET's staff, volunteers and contractors along with external bodies such as STEM Learning Ltd, who administer the STEM Ambassador scheme and undertake DBS checks. Staff from Education 5-19, Human Resources, Governance and Policy, and, Communities are actively involved. An online training module is now mandatory for all IET staff and volunteers (SLOs) to complete.

Appendix to T(20)73

The Institution of Engineering and Technology

Annual Safeguarding Children and Adults at Risk

Report Period 21 May 2019 to 18 May 2020

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Foreword

Note by David Lakin, Head of Education

As a charity, the IET take the safeguarding extremely seriously and has a duty of care not only to children and adults at risk who we reach out to, but also to the IET staff and members as well as to the IET itself. It is the responsibility of the whole organisation, it's staff, volunteers and contractors to ensure the processes set out in the IET's safeguarding policy are adhered too, however whilst we would hope that our representatives will always behave impeccably, this cannot be guaranteed and there is also the risk of false accusations or the misinterpretation of actions. A safeguarding of children and adults at risk policy along with criminal record checks do not prevent such things happening but they do reduce risk and, should anything happen, procedures are in place to mitigate the impact.

The IET first introduced a Safeguarding policy in 2010, drawing on best practice polices of other organisations. This was reviewed by the IET's solicitors and stood for several years, partly because of the introduction of new legislation from the coalition government at that time that needed to be understood and implemented before the policy could be reviewed.

The policy has always endeavoured to reflect the fact that the IET draws significantly on volunteer support, contractors and its staff and to make the policy easy to implement whilst protecting children and adults at risk, the IET and its representatives.

In 2016, the IET's Audit Committee determined that there was a potential risk to the IET from its work with children and adults at risk. The IET's auditors were asked to undertake a full review of the policy and the IET's work with children and adults at risk. The review highlighted certain areas of the IET's activities that should come under the policy that had not previously been considered; also, a need to have individuals responsible for safeguarding, a need for training for staff and volunteers, and the introduction of appropriate reporting methods.

As a result following the audit, revisions were made in 2017 to the policy, guidance and reporting forms, IET activities were mapped, new reporting mechanisms established and responsibilities were assigned across the offices for the UK, China and India. The policy is reviewed annually by the IET's safeguarding lead with any amends and updates recorded. As part of the reporting, this annual report on the Safeguarding of Children and Adults at Risk Policy and its implementation across the IET is presented to the Board.

May 2020

Summary

Since last year's 2019 report, the IET Safeguarding Lead has reviewed the Safeguarding Children and Adults at Risk Policy and taken the following actions;

- The safeguarding risk register on JCAD for impact has been reviewed and updated.
- Enhanced DBS checks for key roles within IET such as the Education Department team members and Volunteers - School Liaison Officers (SLO's), will now be processed through the IET's HR Department to ensure the IET has a record of valid/current DBS status checks for key members of staff and volunteers.
- Online training material for both IET staff and volunteers continues to be rolled out and is mandatory for all new starters.
- Contact information updated for the in-country safeguarding lead for India.
- Recommendation to introduce a CRM with a securely divided area to store young people's data safely away from the general membership data.

This report covers the period 21 May 2019 to 18 May 2020, approximately one year since the last annual report was issued. There has been no (zero) reports of safeguarding incidents from across the whole of the IET during that time frame.

Where safeguarding mechanisms have been in place through the UK headquarters since 2010 we can be confident that the lack of incidents is a reflection of the true state of affairs for UK IET venues and offices. The IET continues to raise awareness of safeguarding in the international offices and volunteer networks where compliance is less well established. There has also been no (zero) reports of safeguarding incidents from the international offices.

Report of incidents

UK offices and venues

	2016/17	2017/18	2018/19	2019/20		
Office/Venue	**Incidents / Reports**	**Incidents / Reports**	**Incidents / Reports**	**Incidents / Reports**	**Status**	**Actions**
Michael Faraday House	None	None	1	None	N/A	N/A
Savoy Place	None	None	None	None	N/A	N/A
Austin Court	None	None	None	None	N/A	N/A
Teacher Building	None	None	None	None	N/A	N/A

International Offices

	2016/17	2017/18	2018/19	2019/20		
Office/Venue	**Incidents / Reports**	**Incidents / Reports**	**Incidents / Reports**	**Incidents / Reports**	**Status**	**Actions**
India	None	None	None	None	N/A	N/A
China	None	None	None	None	N/A	N/A
Hong Kong	None	None	None	None	N/A	N/A
United States	None	None	None	None	N/A	N/A

Update, actions and priorities

The key actions for 2020 are to continue to drive and embed awareness of the importance of safeguarding into all IET activities and everyday operations. It is very important all IET staff and volunteers - School Liaison Officers (SLOs), including new, have completed the mandatory safeguarding training and signed off on the our IET policy, including the new reporting mechanisms and responsibilities.

A new update from last year is the process for recording enhanced DBS checks for key roles within the IET such as the Education Department team members and Volunteers (SLO's) who have engagement with young people. This will now be processed through the IET's HR Department to ensure the IET has a record of valid/current DBS status checks for these key members of staff and volunteers.

Following a recent review of the collection and storage of children data obtained by the Education and Events department for the new IET Jr Membership Club, we have identified the lack of security in our current CRM system for securely handling children's data. It is therefore strongly recommended by the IET Safeguarding Lead, IET Data Protection Officer and Legal Department that the IET invests in a CRM system with a securely divided area to store young people's data safely away from the general membership data. At the time of writing this report, an investigate was launched and exploratory discussions with the chosen provider for the new main IET CRM system replacement have started.

The safeguarding policy, guidelines and forms are available on the staff intranet and on the IET website at https://www.theiet.org/volunteers/active/how-iet-works/safeguarding-children-and-adults-at-risk.cfm

Mapping

All existing activities of the IET's staff, volunteers, members and contractors involving children and adults at risk have been mapped to understand the level of engagement and the depth of training and criminal record checks that would be required. This process will continue for all new activities to ensure the appropriate measures are taken going forward.

Awareness

It is critical that there is an awareness of the Safeguarding policy and the need for following safeguarding procedures across the entire IET staff base and the volunteers regardless of the frequency of their engagement with children and adults at risk. The awareness includes not only the policy and guidelines but also where there is a need to have criminal record checks (DBS), who has safeguarding responsibilities in their vicinity, the data protection and risk assessment requirements and the opportunities for training. There will be an ongoing programme of awareness for new volunteers and regular updates.

Criminal Record Checks

Only those UK staff and volunteers involved in activities with young people and adults at risk on a regular basis, as defined in the Safeguarding Policy, require a criminal record check (DBS). This DBS check will now be processed by the IET's HR Department for some key roles within the organisation, such as the Education Department, but this could also be achieved by being registered as STEM Ambassadors, which is possible through the agreement with STEM Learning Ltd. Such is being applied to all current and new staff and volunteers as appropriate.

Outside the UK, IET staff and volunteers are required to abide by local legislation or the IET Safeguarding Children and Adults at Risk Policy, whichever is the more stringent. So far it appears that the IET policy is the more rigorous.

Responsibilities

Within each of the offices and venues a person has been assigned responsibility for safeguarding. Oversight of the policy and reporting currently rests with the Head of Education.

Risk Assessments and Data Protection

The risk assessment forms from the Education Department and the Volunteer Support network have now been merged and include safeguarding as a risk that needs assessment.

There has also been an alteration to the guidance that tells those undertaking the assessment that if the risk is judged to be too great and cannot be mitigated then the activity should not go ahead.

The Safeguarding Children and Adults at Risk Policy and permission forms for media recordings have both been updated to comply with the new provisions of the General Data Protection Regulation (GDPR), (EU) 2016/679 (as applicable), the Privacy and Electronic Communications (EC Directive) Regulations, and codes of practice issued by the Information Commissioner.

Reporting

In the event of an incident, the procedure for reporting is via the Incident Reporting Form https://www.theiet.org/volunteers/active/how-iet-works/safeguarding-children-and-adults-at-risk.cfm.

This form would be completed and passed to the appropriate Safeguarding Lead:

- UK: **David Lakin**, Head of Education (davidlakin@theiet.org T: +44 1438 767340)
- India: **Shekhar Sanyal**, Country Head & Director (ssanyal@theiet.org T: +91 80 40892207)
- China: **Christine Chen**, HR & Business Administration Manager (cchen@theiet.org T: +86 10 6566 4687 x102)

The Safeguarding Lead will then pass it to the IET General Counsel (Dom Pickersgill dpickersgill@theiet.org T: 01438 765645); and /or, the Designated Person for Safeguarding Children in the child's school. This in turn will be passed to the IET Executive and the Board of Trustees, whose responsibility it is to ensure that appropriate action is taken.

All offices will submit an annual report on the safeguarding incidents within their operations.

Training

Online training materials are now mandatory for all current and new IET staff and volunteers (SLOs). This training was introduced in 2018, and the Volunteer Support team has made it available for the IET's volunteer community.

Below is an update on compliant/non-compliant IET staff and volunteers (SLOs)

Volunteers - School Liaison Officers (SLOs)

Safeguarding Policy Signoff and Online Training Module	Compliant	Not Compliant	Complete
School Liaison Officers (SLOs)	50	0	100%
Volunteers	2,970	1,801	62%

Please note: Volunteer Support team are in the process of converting those who are not compliant and is a rolling on boarding process for new volunteers. The completed percentage has increased by 6% from last year.

IET Staff

Safeguarding Policy Signoff and Online Training Module	Compliant	Not Compliant	Complete
Staff (live Info-Aware accounts)	612	20	96.8%

Of the 632 Info-Aware accounts allocated to staff, all but 20 have completed the Safeguarding Online Training. All but six of these 20 have joined the IET since the last Annual Report, many in the last two months. Our HR Team will be emailing all non-compliant users to remind them to complete this eLearning. The requirement to complete the training module is part of a new starter's induction and forms part of the ongoing onboarding process.

Contracts and Memoranda of Understanding

Any organisation entering into a contract where they receive support (financial or in-kind) from the IET or enter into a voluntarily collaborate for activities involving children will have a clause within the contract or MoU where they will agree to abide by the IET's Safeguarding Children and Adults at Risk Policy, unless their own policy is equally or more stringent, which would need to be reviewed and approved by the IET's safeguarding lead.