

25 August 2021

**PAPER CLASSIFICATION: OPEN**

**IET 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 on Safeguarding Children and Adults at Risk to the Board of Trustees as per the auditors' recommendations.

**2. Timing**

Board of Trustees meeting, 9 September 2021.

**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 of Trustees. This 2021 annual safeguarding report was presented to the meeting of Membership and Professional Development Board on 10 June 2021. The Board endorsed the report and recommended it to the Board of Trustees.

**5. Key Points**

- 5.1. The IET Safeguarding Policy was updated in February 2021. The key points below were introduced and came into effect immediately upon release to all IET staff, volunteers and contractors.
- 5.2. IET General Counsel contact information updated – The IET General Counsel contact information, including out of hours mobile number, has been updated from Nigel Goldsworthy to Simon Edwards. Please see section 5.5(a), page 3 of the Safeguarding Policy.
- 5.3. The use of online/digital video conferencing services – guidance for safely using video conferencing tools such as Zoom or Microsoft Teams. Please see section 7, page 5 of the Safeguarding Policy.
- 5.4. Radicalised or drawn into terrorism prevention duty – guidance on identifying radicalisation and/or terrorism, and how to report it. Please see section 8, page 5 of the Safeguarding Policy.

- 5.5. Prevent – Duties as an End Point Assessment Organisation for apprentices – extending the prevention guidance for End Point Assessment. Please see section 8.3, page 6 of the Safeguarding Policy.
- 5.6. Appendix A - Safeguarding incident reporting form – Inclusion of an appendix showing the safeguarding incident reporting form to be used in the event of an incident. This is an example only. Please see Appendix A on page 11 of the Safeguarding Policy.
- 5.7. The safeguarding risk register on JCAD for impact has been reviewed.

## **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.



**Annual Safeguarding Children and Adults at Risk**  
**Report Period 18 May 2020 to 24 May 2021**

**Author: David Lakin - Head of Education & Safeguarding**

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## 1. Foreword

### Note by IET Safeguarding Lead

The IET takes 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, volunteers, and members as well as to the IET itself as a charity. 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 to, however whilst we would hope that our representatives will always behave impeccably, this cannot be guaranteed and there is always the risk of false accusations or the misinterpretation of actions. A safeguarding of children and adults at risk policy along with the relevant criminal record background checks and detailed risk assessments do not prevent such things happening, however they do significantly reduce the risk and, should anything happen, procedures are in place to mitigate the impact to the individual or to the IET.

The IET first introduced a Safeguarding policy in 2010, drawing on best practice policies of other organisations, and has always endeavoured to reflect the fact that the IET draws significantly on volunteer support, contractors and its staff to carry out its duties and attempts to make the policy as easy as possible 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, the Head of Education & Safeguarding, with any amendments 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 to update any significant amendments made to the policy since the previous years report, but more importantly, to raise awareness and report any safeguarding incidents.

I am delighted to say, during the 12-month time period since the 2019/20 report, there has been **no (zero)** reports of safeguarding incidents from across the whole of the IET during that time frame.



David Lakin, Head of Education & Safeguarding

May 2021

## 2. Summary

Since last year's 2020 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.
- IET General Counsel contact information updated – The IET General Counsel contact information, including out of hours mobile number, has been updated from Nigel Goldsworthy to Simon Edwards. Please see section 5.5(a), page 3 of the Safeguarding Policy.
- The use of online/digital video conferencing services – guidance for safely using video conferencing tools such as Zoom or Microsoft Teams. Please see section 7, page 5 of the Safeguarding Policy.
- Radicalised or drawn into terrorism prevention duty – guidance on identifying radicalisation and/or terrorism, and how to report it. Please see section 8, page 5 of the Safeguarding Policy.
- Prevent – Duties as an End Point Assessment Organisation for apprentices – extending the prevention guidance for End Point Assessment. Please see section 8.3, page 6 of the Safeguarding Policy.
- Appendix A - Safeguarding incident reporting form – Inclusion of an appendix showing the safeguarding incident reporting form to be used in the event of an incident. This is an example only. Please see appendix A on page 11 of the Safeguarding Policy.

This report covers the period 18 May 2020 to 24 May 2021, 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.

## 3. Update, actions and priorities

The key actions for 2021 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 - Education Officers (EOs), 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 DBS checks for key roles within the IET such as the Education Department team members and Education Volunteers (Education Officers) who have engagement with young people. IET employees, such as those in the Education Department, 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. Education Volunteers (Education Officers) can now be processed through the Education Department by the Education Manager responsible for the Education Officer programmes, and the Head of Education & Safeguarding. This updated now ensures the IET has a record of valid/current DBS status checks for our Education Volunteers.

Following a review in 2019 of the collection and storage of children data obtained by the Education and Events department, a lack of security in our current CRM system for securely handling children’s data was identified. It was therefore strongly recommended by the IET Safeguarding Lead, IET Data Protection Officer and Legal Department that the IET invests in a CRM system dedicated to the IET’s education activities to store young people’s data safely and totally separate from the general membership data. Due to other on-going projects and IT priorities, such as KYC, the introduction of a CRM system dedicated to the IET’s education will be investigated in 2023. Until then, the IET will not collect, store or handle young people’s data, including those young people engaged in the IET’s STEM education programmes, such as Faraday Challenge Days or IET FIRST LEGO League.

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>

## 4. Report of Incidents

### 4.1 UK offices and venues

Office/Venue	2017/18	2018/19	2019/20	2020/21		
	Incidents / Reports	Incidents / Reports	Incidents / Reports	Incidents / Reports	Status	Actions
Michael Faraday House	None	1	None	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

### 4.2 International Offices

Office/Venue	2017/18	2018/19	2019/20	2020/21		
	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

## 5. 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.

## **6. 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 staff recruitments and volunteers with regular updates.

## **7. 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.

## **8. 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 & Safeguarding.

## **9. 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.

## **10. 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 & Safeguarding ([davidlakin@theiet.org](mailto:davidlakin@theiet.org) T: +44 1438 767340)
- India: **Shekhar Sanyal**, Country Head & Director ([SSanyal@theiet.org](mailto:SSanyal@theiet.org) T: +91 80 40892207)
- China: **Christine Chen**, HR & Business Administration Manager ([cchen@theiet.org](mailto:cchen@theiet.org) T: +86 10 6566 4687 x102)

The Safeguarding Lead will then pass it to the IET General Counsel (Simon Edwards [simonedwards@theiet.org](mailto:simonedwards@theiet.org) T: +44(0) 1438 767416, out of business hours +44(0) 7896695430), 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.

## 11. 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.

## 12. Training & Compliance

Online training materials are now mandatory for all current and new IET staff and volunteers. 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.

### 12.1 IET Staff

Safeguarding Policy Signoff and Online Training Module	2019/2020	Compliant	Not Compliant	Complete
Staff (live Info-Aware accounts)	96.8%	566	17	96.4%

Of the 587 Info-Aware accounts allocated to IET staff, all but 17 have completed the Safeguarding Online Training, of which 11 have recently joined the IET and are yet to complete training as part of their onboarding process. 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.

### 12.2 IET Volunteers

Safeguarding Policy Signoff and Online Training Module	2019/2020	Compliant	Not Compliant	Complete
Education Officers (Education Volunteers)	100%	43	13	76.8%
Volunteers	62%	1,572	2,996	34.4%

**Please note:** Due to the release of the updated safeguarding policy (v3) in February 2021, all volunteers were required to resign the policy. This is the reason why the percentage of compliant volunteers has dropped. The Volunteer Support team are in the process of converting those who are not compliant and is a rolling on boarding process for new volunteers.

End