

11 July 2023

PAPER CLASSIFICATION: OPEN

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 of Children and Adults at Risk to the Board of Trustees.

2. Timing

Board of Trustees meeting, 4 September 2023.

3. For Note

The Board of Trustees to 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.

5. Key Points

- 5.1. Between June 2022 to May 2023, the IET Safeguarding Policy has undergone a high-level review and external benchmark. The IET's solicitors , Mills & Reeves were instructed to conduct the review to ensure the policy was in line with updated safeguarding laws and the Charity Commission regulations. The IET's Safeguarding policy was also reviewed by solicitors in Scotland and Northern Ireland along with the IET's separate DBS policy to ensure the policies were aligned with disclosure regulations across the whole of the UK.
- 5.2. Following this external review and benchmarking, the IET was praised for its robust Safeguarding Policy with only minor edits required which were made in May 2023 and released in July 2023. The key points below will come into effect immediately upon release to all IET volunteers, staff and contractors.
- 5.3. The title of the policy has been updated from "Safeguarding of Children and Adults at Risk" to "Safeguarding Policy", to better reflect the fact the IET is required to have a policy which not only helps to protect children and/or adults at risk, but also ensures all representatives of the Institution or the Institution itself are not placed at risk from inappropriate behaviour or damaging allegations and litigation.
- 5.4. The Policy Statement has been updated to set the context for the policy by outlining the IET's aims and commitments in terms of protecting children and vulnerable adults,

and better reflect the definitions in the Care Act 2014 (England) and the Adult Support and Protection (Scotland) Act 2007. Please see page 4 of the Safeguarding Policy V4.

- 5.5. Wording throughout the policy has been updated to ensure the Safeguarding Policy clearly states that it applies to all volunteers (including trustees), members, employees and contractors and its subsidiaries worldwide.
- 5.6. Wording throughout the policy has been updated to state “disclosure” checks, replacing “DBS” checks to better reflect the disclosure services across the UK. These disclosure checks are carried out by the Disclosure and Barring Service in England & Wales, Disclosure Scotland, and Access NI.
- 5.7. The Safeguarding incident reporting form has been updated to better capture details of a possible incident, including the child’s account of the incident (if possible to obtain). Please see page 13 of the Safeguarding Policy V4.
- 5.8. Previously, the IET had a separate Safeguarding of Children and Adults at Risk Policy for volunteers. This has now been consolidated into one policy, the Safeguarding Policy V4, to avoid out of sync versions being in circulation and/or any policy updates being missed.
- 5.9. Alongside the high-level review and external benchmarking of the Safeguarding policy, a review and update of the IET’s Safeguarding eLearning training module was also carried out. The current Safeguarding eLearning training module was introduced in 2017 and has not been updated since its release. The new and updated eLearning training module was released alongside the Safeguarding Policy V4 in July 2023 for all IET volunteers, staff and contractors to complete and sign off on.
- 5.10. A recommendation will be made to the Volunteer Engagement Board in June 2023, and approved, that as a mandatory policy, no IET volunteer is allowed to participate in any IET duties until they have complete and sign off on both the new updated Safeguarding Policy V4, and Safeguarding eLearning training module.
- 5.11. 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 volunteers, members, staff 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 volunteers, staff and contractors along with external bodies who administer disclosure checks. Staff from the IET’s Education department, Human Resources, Governance and Policy, and Communities are actively involved.



Annual Safeguarding Report
Period: 13 May 2022 to 25 May 2023

Author: David Lakin - Head of Education, Safeguarding & Education Policy

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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 contractors as well as to the IET itself as a charity. It is the responsibility of the whole organisation, its 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 Policy along with the relevant criminal record background (disclosure) 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. Attempts to make the policy as easy as possible to implement whilst protecting children and adults at risk, the IET and its representatives have been made to ensure all guidance and procedures covered by the Safeguarding Policy are adhered to.

Since the 2022 report, the IET Safeguarding Policy has undergone a high-level review and external benchmark. The IET's external lawyers, Mills & Reeves (M&R) were instructed to conduct the review to ensure the policy was in line with updated safeguarding laws and the Charitable Commissions regulations. The IET's Safeguarding policy was also reviewed by lawyers in Scotland and Northern Ireland along with the IET's separate DBS policy to ensure the policies were aligned with disclosure regulations across the whole of the UK. As a result, updates were made to both the IET's Safeguarding Policy and Safeguarding eLearning training module and launched in July 2023.

As part of our required reporting, this annual report on the Safeguarding Policy and its implementation across the IET is presented to the Board to update any significant amendments made to the policy since the previous year's 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 2021/22 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 and Education Policy

July 2023

2. Summary

Following the high-level review and external benchmark conducted by the IET's external lawyers, Mills & Reeves (M&R), the IET was praised for its robust Safeguarding policy with only minor edits required. These edits were made in May 2023 and released in July 2023.

The key points below will come into effect immediately upon release to all IET staff, volunteers and contractors.

- The title of the policy has been updated from "Safeguarding of Children and Adults at Risk" to "Safeguarding Policy", to better reflect the fact the IET is required to have a policy which not only helps to protect children and/or adults at risk, but also ensures all representatives of the institution or the institution itself are not placed at risk from inappropriate behaviour or damaging allegations and litigation.
- The Policy Statement has been updated **to** set the context for the policy by outlining the IET's aims and commitments in terms of protecting children and vulnerable adults, and better reflect the definitions in the Care Act 2014 (England) and the Adult Support and Protection (Scotland) Act 2007. Please see page 4 of the Safeguarding Policy V4.
- Wording throughout the policy was updated to ensure the Safeguarding policy clearly states that it applies to all volunteers (including trustees), members, employees and contractors and its subsidiaries worldwide.
- Wording throughout the policy was updated to state "disclosure" checks, replacing "DBS" checks to better reflect the disclosure services across the UK. These disclosure checks are carried out by the Disclosure & Baring Service in England & Wales, Disclosure Scotland, and Access NI.
- The Safeguarding incident reporting form has been updated to better capture details of a possible incident, including the child's account of the incident (if possible to obtain). Please see page 13 of the Safeguarding Policy V4.
- Previously, the IET had a separate Safeguarding of Children and Adults at Risk policy for volunteers. This has now been consolidated into one policy, the Safeguarding Policy V4, to avoid out of sync versions being in circulation and/or any policy updates being missed.
- Alongside the high-level review and external benchmarking of the Safeguarding policy, a review and update of the IET's Safeguarding eLearning training module was also carried out. The current Safeguarding eLearning training module was introduced in 2017 and has not been updated since its release. The new and updated eLearning training module and released alongside the Safeguarding Policy V4 in July 2023 for all IET staff, volunteers and contractors to complete and sign off on.
- A recommendation will be made to the Volunteer Engagement Board (VEB) in June 2023, and approved, that as a mandatory policy, no IET volunteer is allowed to participate in any IET duties until they have completed and sign off on both the new updated Safeguarding Policy V4, and Safeguarding eLearning training module.
- The safeguarding risk register on JCAD for impact has been reviewed

This report covers the period 13 May 2022 to 25 May 2023, approximately one year since the last annual report was issued. There have 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 have also been **no (zero)** reports of safeguarding incidents from the international offices.

3. Update, actions and priorities

The key actions to be implemented during 2023 following the high-level external review and benchmarking are as follows.

- 3.1 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, volunteers and contractors have completed the mandatory safeguarding training and signed off on our IET safeguarding policy, including the new reporting mechanisms and responsibilities.
- 3.2 Release the new and updated Safeguarding Policy V4, and Safeguarding eLearning training module in June 2023. This will include a communication plan to all IET staff, volunteers and contractors, announcing the release and instructing them to complete the mandatory safeguarding eLearning training module.
- 3.3 As mentioned above, it is recommended that **no** IET volunteer is allowed to participate in any IET duties until they have completed and sign off on both the new updated Safeguarding Policy V4, and Safeguarding eLearning training module. This recommendation will be brought to the Volunteer Engagement Board (VEB) in June 2023 with the request it is implemented with immediate effect upon the release of the new updated Safeguarding Policy V4, and Safeguarding eLearning training module.
- 3.4 Monitor and track the compliance of all staff, volunteers and contractors following the release of the new updated Safeguarding Policy V4, and Safeguarding eLearning training module. This release provides the IET with an opportunity to “press reset” on our compliance records, and allow us to provide more accurate compliance data in this safeguarding report from 2024 onwards.

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

	2019/20	2020/21	2021/22	2022/23		
Office/Venue	Incidents / Reports	Incidents / Reports	Incidents / Reports	Incidents / Reports	Status	Actions

Michael Faraday House	None	None	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

	2019/20	2020/21	2021/22	2022/23		
Office/Venue	Incidents / Reports					
India	None	None	None	None	None	None
China	None	None	None	None	None	None
Hong Kong	None	None	None	None	None	None
United States	None	None	None	None	None	None

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 (disclosure check), 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, plus the planned communications for the roll out of the new updated Safeguarding Policy V4, and Safeguarding eLearning training module.

7. Disclosure 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 disclosure check. This disclosure check can 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 also in operation in Scotland, Wales and Northern Ireland. 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 Policy and permission forms for media recordings were 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 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 (Zaheed Hussein - zaheedhussein@theiet.org T: +44(0) 1438 765537, out of business hours +44(0) 7738 713867), 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 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 (3.2) Signoff	% Compliant May 2022	Compliant	Not Compliant	Complete
Staff (612 live Info-Aware accounts)	92.4%	512	100*	84%

Safeguarding eLearning Training Module	% Compliant May 2022	Compliant	Not Compliant	Complete
Staff (619 live Info-Aware accounts)	92.4%	549	70	90%

*11 with access to the policy but not completed, 89 without access to the policy so unable to complete it.

Please note: due to a continual turnover of staff, there is always number of non-compliant as a catch up on new staff joining and completing the safeguarding eLearning training module and signing off on the policy, hence not achieving 100% .

12.2 IET Volunteers

Safeguarding Policy (v3.2) Signed off	% Compliant May 2022	Compliant	Not Compliant	Complete
Education Officers/Ambassadors (66)	100%	66	0	100%
FIRST LEGO League (416)	Not recorded	246	170	59.1%
All Volunteers (inc. Education, exc FLL) 4804	60.5%	1999	2805	41.6%

Safeguarding eLearning Training Module Complete	% Compliant May 2022	Compliant	Not Compliant	Complete
Education Officers/Ambassadors (66)	100%	66	0	100%
First Lego League (416)	Not recorded	246	170	59.1%
All Volunteers (inc. Education, exc FLL) 4804	84.4%	164	28	85.4%

Please note: The reason for the reduction in policy sign-up is due to the Volunteer Support Unit (VSU) not chasing existing/new volunteers whilst all other out of date mandatory policies are awaiting Legal's high level review. This means that the compliance rate has dropped with the turnover of volunteers during the last 12 months.

As mentioned above, once the new updated Safeguarding Policy V4, and Safeguarding eLearning training module has been released, the Volunteer Support Unit will initiate the re-sign requirement of all mandatory policies from all volunteers, across every role.

End