

## IEMA SAFEGUARDING POLICY

### INTRODUCTION

IEMA is committed to ensuring a safe and supportive environment exists for all employees, volunteers, contractors, agency staff, students and other representatives of IEMA, whilst ensuring that all individuals, specifically children, young adults and vulnerable people are kept safe from harm whilst they are involved with the organisation.

### PURPOSE

The purpose of this policy statement is:

- To protect children, young adults and vulnerable people who receive IEMA's services from harm. This includes the children of adults who use our services
- To provide employees and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of IEMA, including senior managers and Board members, employees, volunteers, contractors and agency staff.

### AIMS

The aim of IEMA's Safeguarding Policy is to provide an environment safe from harm, abuse, harassment and bullying where all can work safely. IEMA will take every reasonable caution to minimise risk while providing training and development and other assessment activities whether that be online or at venues at in person events.

IEMA's Safeguarding Policy is also in place to protect its employees, volunteers, contractors, agency staff and students to ensure they understand fully how to act in a responsible way to avoid any false allegations of inappropriate behaviour being made about their conduct that would give rise to concern.

### APPROACH

This policy sets out IEMA's approach to safeguarding children, young adults and vulnerable people when in the presence of an IEMA employee, volunteer or any other person acting as a representative of IEMA.

This policy is linked to IEMA's following policies and procedures:

- Disciplinary Policy
- Anti-Bullying and Harassment Policy
- Health and Safety Policy
- Induction Procedure
- Whistleblowing Policy

The success of the policy will depend on its effective implementation and appropriate training for relevant staff, volunteers or other representatives of IEMA.

---

## SCOPE

This policy applies to all employees, volunteers or other representatives of IEMA who come into contact with children, young adults and vulnerable people. Relevant legislation includes:

- The Children Acts of 1989 and 2004
- The Safeguarding Vulnerable Groups Act 2006 and the
- Health and Safety at Work Act 1974.

Additionally, where IEMA employees or volunteers may be held to occupy a particular position of trust with regard to children, young adults and/or vulnerable people with whom they come into contact, an improper relationship with a child, young person or vulnerable adult in these circumstances is likely to constitute an abuse of trust offence under the Sexual Offences Act 2003.

## Areas of Risk

There are a number of activities undertaken or facilitated by IEMA which bring children, young adults or vulnerable people into contact with IEMA employees, volunteers, contractors. The following are identified as examples of activities which present key areas of risk but is not an exhaustive list:

- Outreach activities undertaken in schools, universities and other venues
- Assessment interviews attended by young and/or vulnerable people at venues secured for this purpose
- Online webinars, e-learning courses/events attended by young and/or vulnerable people

---

## PROCEDURES

IEMA recognises its responsibilities to safeguard the welfare of children, young people and vulnerable adults that may come into contact with the organisation and its employees, volunteers and contractors.

IEMA recognises that abuse can take many forms and maybe physical, mental, sexual or emotional or may arise through neglect. It can take the form of a single incident or something that occurs over a period of time.

IEMA expects all of its employees, volunteers, contractors and third parties to act in a professional and appropriate way towards children, young people and vulnerable adults with whom they come in to contact and to ensure that their behaviour does not give rise to questions about their integrity or to allegations of abuse.

IEMA sets out the following expectations of behaviour that should be complied with by all its employees, volunteers, contractors and third parties representing the organisation:

- Treat everyone with dignity, fairness, equality and respect;
- Be sensitive to an individual's appearance, race, culture, religious belief, sexuality, gender or disability;
- Be sensitive to the needs and preferences of others
- Never make belittling or discouraging remarks
- Do not use inappropriate language and subject matter. Be careful not to do or say anything that could be misunderstood or be interpreted as innuendo
- Avoid any questionable behaviour and communication in all face to face, telephone, email and social media activities

- Challenge unacceptable behaviour immediately
- Report all allegations or suspicions of abuse using the Safeguarding procedures;
- Take every reasonable precaution to minimise risk
- Be aware that physical contact with a child, young person or vulnerable adult may be misinterpreted;
- Consider whether contact with an individual child, young person or vulnerable adult should involve a colleague being present;
- Ensure that everyone, and especially those who are vulnerable are kept safe from harm whilst they are involved in and with the organisation at all times

---

## RISK ASSESSMENT

A risk assessment must be completed by the organisers of any activity specifically intended for children, young adults or vulnerable people and which brings children, young adults or vulnerable people onto IEMA premises or those secured for that purpose or into contact with employees, volunteers, contractors or other representatives of IEMA. Once completed, the risk assessment pro forma must be approved by the Director of Operations before the activity is undertaken.

It is expected that for visits of schools and universities where members of staff of that school are in attendance or children are accompanied by their parent or guardian, the school/university will complete its own risk assessment and take its own safeguarding steps in accordance with local education authority guidelines.

## REPORTING CONCERNS

IEMA expects all employees, volunteers, contractors and other representatives of IEMA to be alert to any concerns about the welfare of children, young adults and vulnerable people and to report any such concerns they may have, however apparently trivial. Employees, volunteers, contractors and other representatives of IEMA are also expected to co-operate fully with any police or social care enquiries that may arise into an allegation of harm or abuse.

---

## PROCEDURE

This procedure must be followed whenever an allegation is made that a child, young adult or vulnerable person has been abused or when there is a suspicion that a child, young adult or vulnerable person has been abused or such information has been disclosed.

IEMA will treat all complaints, allegations, or suspicions of abuse with the utmost seriousness.

### Respond

Do not make promises regarding confidentiality. Explain to the person at the outset that you will need to report the disclosure and share the information with the Director of Operations, who will subsequently engage with IEMA's Executive Directors and HR as appropriate.

### Report

The Director of Operations should be advised of any matter that could be regarded as a safeguarding issue and should be advised either in person or by phone as soon as possible. E-mails to communicate such information should be avoided.

The Director of Operations will need to be informed of the names of the people involved, the type of abuse which is or may be occurring and the dates and times of the alleged incident. The Safeguarding Alert Form should be used to record the concern and should be held by the person responsible for first reporting the matter and used to discuss it with the Director of Operations. If a request is made for this to be emailed to the Director of Operations it must be sent under password protection and confidential cover.

In an emergency dial 999.

### Record

A record of the incident or concern should be made in writing by the Director of Operations. If the complainant is the child, young adult or vulnerable person themselves, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions could cause issues at a subsequent investigation and/or court proceedings. The record should focus solely on the facts.

### Refer

The Director of Operations will decide if the matter needs to be escalated and reported to an external agency. The Director of Operations can also seek advice from external agencies such as the police in terms of whether a referral should be made. If it is suspected that a criminal act may have been committed, the Director of Operations will report the situation to the police.

A written record of the report will be retained by the Director of Operations. The written record will note the date and time of the report and must include the name and position of the person to whom the matter is reported.

### Additional Support and Guidance

Those who wish to seek further support or information on safeguarding are encouraged to contact the Director of Operations or HR.

In the event that the Director of Operations is not available due to ill health or annual leave, the Head of Membership Operations will provide interim cover at the same level of support and will be adequately trained in order to undertake the necessary tasks and requirements as set out in this policy.

### DOCUMENT HISTORY

Version	Date	Reason for Change
1.0	13 Feb 24	Original Version

## APPENDIX 1

### IEMA Safeguarding Alert Form

Person completing:

Organisation:

Phone number:

Email address:

Date of notification:

### Details of incident/suspected or actual abuse – to be completed by the Designated Person within the organisation for safeguarding

Date of alleged incident:

Location of alleged incident:

Time of alleged incident:

Who was involved:

### Details of alleged victim

Name:

Address:

Date of birth:

Other details:

### Details of alleged perpetrator

Name:

Address:

Phone number:

Date of birth:

Relationship to alleged victim:
Other details:
Description of alleged incident – please give a detailed description including witnesses/timings and any other comments you feel are relevant.
Action taken immediately following incident/allegation
Were the police involved? Y/N
Names and badges of police
Anyone else informed Y/N
Are there risks to other children? Y/N
Actions taken to reduce potential for further risk: