

TeenTech Charity and TeenTech CIC

Policy on Child Protection and Safeguarding

This policy applies to all employees, members of the TeenTech Board of Trustees, the TeenTech Advisory Board, paid contractors, volunteers, students or anyone working on behalf of TeenTech.

TeenTech Ethos

TeenTech help young people understand fast changing opportunities in the world of work and the skills needed to take advantage of them. Safeguarding and promoting the welfare of children is at the core of our organisation's structure, values and operations.

Nothing is more important than the welfare of children.

In relation to safeguarding and protection from abuse, a child is defined as anyone who has not yet reached the age of 18.

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their day-to-day lives. These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Whatever the form of abuse or neglect, the needs of children should come first when determining what action to take¹.

Recognising the many different and evolving forms child abuse and neglect can take, we operate regular reviews of our practice (at the very least annually) to ensure we can improve our knowledge, skills and expertise to match growing understanding. Our duty of care covers interactions both face to face and through use of digital technology.

According to 'Working Together to Safeguard Children' 2018, children are clear about what they want from an effective safeguarding system. These 'asks' from children guide both our policy and the behaviour of our trustees, employees, contractors and volunteers.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Children have said they need

- *vigilance: to have adults notice when things are troubling them*
- *understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon*
- *stability: to be able to develop an ongoing stable relationship of trust with those helping them*
- *respect: to be treated with the expectation that they are competent rather than not*
- *information and engagement: to be informed about and involved in procedures, decisions, concerns and plans*
- *explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response*
- *support: to be provided with support in their own right as well as a member of their family*
- *advocacy: to be provided with advocacy to assist them in putting forward their views*
- *protection: to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee²*

We should be alert to the potential need for early help for a child who:

- *is disabled and has specific additional needs*
- *has special educational needs*
- *is a young carer*
- *is showing signs of being drawn into antisocial or criminal behaviour, including gang involvement and association with organised crime groups*
- *is frequently missing/goes missing from care or from home⁷*
- *is at risk of modern slavery, trafficking or exploitation*
- *is at risk of being radicalised or exploited*
- *is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse*
- *is misusing drugs or alcohol themselves*
- *has returned home to their family from care*
- *is a privately fostered child*

Our approach to safeguarding is embedded across all areas of our organisation and we are committed not only to meeting our legal and moral obligations but to 'learning from

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the best' to ensure we provide experiences which are safe and valuable to young people.

All concerns and allegations of abuse will be taken seriously and responded to swiftly and appropriately. **All staff (paid or unpaid) should know how to respond to concerns.**

TeenTech activities

We deliver initiatives to young people aged 8-18 including but not limited to:

Large scale regional festivals delivered by ourselves
Large scale regional festivals delivered in partnership with other organisations
Innovation Days on Employer sites
In-school workshops
Online mentoring to support the TeenTech Award projects
TeenTech Award Judging Day
TeenTech City of Tomorrow showcase and judging days
Virtual on-line sessions and events

Our **Designated Lead Trustee** for Safeguarding **Sandra Cooper** is responsible for developing and reviewing TeenTech's safeguarding policies which apply across all of the above activities and for inviting all employees, contractors and volunteers to share ideas for improving clarity in the implementation of these policies.

Our **Designated Operations Lead** for Safeguarding **Maggie Philbin** is responsible for developing and reviewing TeenTech's safeguarding policies which apply across all of the above activities and for inviting all employees, contractors and volunteers to share ideas for improving clarity in the implementation of these policies.

Both are supported by **Natasha Ramsden** who is responsible for maintaining and reporting on policies, training records and any disclosure records.

Recruitment and responsibilities of Trustees, Employees and Contractors

1. TeenTech requires any new trustee or employee undergo an Enhanced Disclosure and Barring Service check.
2. The entire board must repeat Enhanced DBS checks on a 3 yearly basis.
3. All TeenTech employees, project managers, event delivery partners working for TeenTech, in-school workshop delivery contractors, photographers and videographers must also hold Enhanced DBS clearance.

4. All trustees will understand and apply best practice and responsibilities as detailed in H.M. Government's *'Working Together to Safeguard Children' 2018*.
5. All employees, project managers, workshop delivery contractors and volunteers are required to familiarise themselves with our Child Protection Policy and the procedures to be followed if anyone has any concerns about a child's safety or welfare.
6. All employees, project managers are required to complete our recommended online programmes to understand child protection responsibilities
7. In addition, all employees and contractors are provided with safeguarding and child protection updates (for example, via email, staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

8. All contractors (project managers, TeenTech workshop deliverers) working on physical or virtual events must complete NSPCC or equivalent online courses as directed by TeenTech Child Safeguarding lead.

The TeenTech environment is one where staff feel able to raise concerns and feel supported in their safeguarding role.

Contracts with delivery partners/providers

Where appropriate, the wording of TeenTech Charity/TeenTech CIC contracts must specify where the project requires regular direct contact between the provider and children and a DBS check to the enhanced level will be required on the personnel involved. The wording of the DBS application for an enhanced check must make it clear that the person will be working with children.

The provider may be in breach of the Criminal Justice and Court Services Act 2000 if they knowingly allow a person who they know to be a danger to young people to be in direct contact with children involved in the project. It is a criminal offence for an employer to allow a person debarred from working with children, to supervise or work with them, notwithstanding someone of danger to children may not be subject to inclusion on the Sex Offenders Register, or List 99.

The contract will contain a requirement that where appropriate and confirm that no individual involved with the project is on the barred list.

Activities organised by TeenTech or TeenTech partners

In circumstances where the contact with children (U18) is infrequent and directly always supervised by teachers, or adults approved to work with children, no additional measures are recommended but Head Teachers must apply their own policies.

Where applicable, information should be sent stating that to the knowledge of TeenTech the volunteers/employers/employees have not been DBS cleared for the purpose. Schools should refer to their own Child Protection Policies and those of the Local Safeguarding Children's Board.

However, in circumstances where the projects involve regular contact with children, supervised or not, Head Teachers will be proactive in insisting a DBS check to the enhanced level is sought and information should be sent by TeenTech to this effect. This advice is given in the light of research that shows that people of danger to children become very skilled in methods of 'grooming' that often go unnoticed by even trained professionals and parents.

There will be no specific guidance to schools from TeenTech on Child Protection issues.

Issues specific to Virtual/Online sessions (update April 2020)

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/.

Summaries of the key legislation and guidance are available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection learning learning.nspcc.org.uk/child-protection-system

As with all TeenTech activity, the safety and well-being of children and young people when using the internet, mobile devices or social media is paramount. Our live and recorded online events must operate in line with our values and within the law in terms of how we use online devices and how we produce and deliver live 'virtual' events.

To do this we will:

- provide clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults
- support and encourage the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- support and encourage parents, teachers and carers to do what they can to keep their children safe online

- develop an online safety agreement for use with young people and their parents/carers
- develop clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person.
- ensure that usernames, logins, email accounts and passwords are used effectively
- ensure personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensure that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- provide supervision, support and training for staff and volunteers about online safety
- examine and risk assess any social media platforms and new technologies before they are used within the organisation.

Booking forms must be completed by parents or teachers as we do not hold personal details for any student.

All volunteers from industry must be given clear guidelines about appropriate behaviour, content, language and tone and fully understand the purpose of our work which is to encourage every child who participates. All participants should feel valued and our formats are designed for all levels of student ability. **The Code of Conduct can be found in Appendix 4**

Students, teachers and parents should be sent a code of conduct for online sessions, reminding them of behavioural standards we expect before, during and after live sessions. Students, parents and teachers should be specifically asked not to contact any volunteer or workshop leader directly and to direct requests through the TeenTech project manager at all times. **The Code of Conduct can be found in Appendix 3**

All questions submitted by students (whether in advance or during live sessions) will be screened by project managers before being sent to our presenter to put to the industry guests. We will not allow live visual feedback.

When using YouTube as part of live broadcasts, comments and 'likes' will be disabled and the session will be not be public.

Staff, contractors and volunteers should not accept friend requests on their personal accounts from children and families they work with.

Ambassadors/Volunteers

The written and oral briefing for all company ambassadors/volunteers participating in any event whether in a school, on their own or external premises or on virtual sessions must include the following guidance. When running events in schools this should be

shown to the contact teacher and they should be invited to add any further site-specific guidance.

TeenTech Ambassador/ Mentor Guidance

Volunteers must register to support TeenTech events through a company. If volunteers approach as individuals they must produce DBS certificates or be asked to apply for one.

As part of our safeguarding policy we ask all TeenTech Ambassadors/Volunteers to read and agree to the statements below.

- I am volunteering through my company and covered by their public liability insurance.
- I understand the ethos of TeenTech is to provide encouragement and inspiration for every child. I will make every child feel valued and feel positive about their contributions.
- I will not be left alone with any student(s) at any time. There will be a teacher in the classroom or accompanying the group and I will alert teachers or a member of the TeenTech immediately if this guidance is contravened. If participating in an event online there will be a teacher, TeenTech workshop leader supervising the activity at all times.
- I will be working with students in groups, supervised by their teacher and/or a TeenTech workshop leader, not on a one-to-one basis.
- I understand teachers remain responsible for the supervision and discipline of students at all times (including breaks and at meal times) and I am there only to support students in their understanding of careers in STEM.
- If offering mentor support for the TeenTech Awards or TeenTech City of Tomorrow, I understand all email contact will be forwarded by the teacher. All Microsoft Teams/Skype calls/Google Hangouts or other digital contact will be done with teacher/parent supervision. If a student contacts me directly, I will not respond but will inform the TeenTech Award project manager who will contact the teacher.
- Under no circumstances will I ask for personal contact details or share my own with any student. If a student contacts me directly via email, social media or any form of physical or electronic communication, I will not respond and will alert the TeenTech project manager.
- If I wish to continue to support students in the school to develop ideas I will coordinate this via a TeenTech Project Manager. This will also ensure activity is tracked and credited.

- I am aware I am there to represent my company and promote career pathways in STEM.
- The behaviour and language I use will be appropriate for the students and environment I am in.
- If I have any concerns during the activities, I will raise them with the TeenTech Project Manager and the school.

Company ambassadors/volunteers attending events in schools should be further asked to sign and return the briefing form attached at Appendix 1.

Mentors

All mentors and teachers participating in the TeenTech Awards must be clearly informed in writing that all contact with students must be supervised by a teacher. All emails must be exchanged with teachers rather than directly with the students and Skype or Google Hang Outs must be scheduled during school hours with the teacher present.

Mentors should be given a copy of our Ambassador/Mentor Guidance and asked to carefully read our Child Protection and Safeguarding Policy.

TeenTech project managers have a requirement to record and report breaches of the code of conduct. The mentor must be asked not to respond to the direct approach and the teachers must be informed and reminded that direct contact between students/mentors contravenes our policy.

Use of cameras/mobile phone/video recording devices

All volunteers, workshop leaders, companies and sponsors are to be asked to refrain from taking pictures or videos of children at events.

Designated photographers/videographers, whether members of the TeenTech team or a contractors must have enhanced DBS clearance.

Pictures/videos/recordings **must not be taken on personal devices** but only on the official TeenTech camera/recording equipment.

Any student appearing in pictures must have submitted a photo permission form signed by parents or carers which clearly states how the photograph/video will be used and where it will be stored in compliance with our GDPR Policy

TeenTech or TeenTech delivery partners will provide written expectations to professional photographers or the press who are invited to an event. These will clarify our expectations of them in relation to protection of children.

Images of children will always be in suitable clothing to reduce the risk of inappropriate use.

Photographs of young people should **never** be captioned with full names. It is very important to alert press and company volunteers to this policy.

Policy for addressing concerns

All TeenTech employees, contractors and volunteers are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child, we should always act in the **best** interests of the child.

Abuse can take many forms: sexual, physical and emotional abuse; neglect; exploitation by criminal gangs and organised crime groups; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation. All TeenTech staff should familiarise themselves with those described in [Working Together to Safeguard Children 2018](#) and indicated in **Appendix 5**

We believe:

Children have a right to be safe and should be protected from all forms of abuse and neglect;

*Safeguarding children is **everyone's** responsibility;*

It is better to help children as early as possible, before issues escalate and become more damaging; and

Children and families are best supported and protected when there is a coordinated response from all relevant agencies.

We do not let other concerns such as the fear of damaging relationships with adults, get in the way of protecting children from abuse and neglect.³

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Even though we may not encounter the same children as frequently, for example, as a teacher or doctor we may be in a position to observe signs of abuse and neglect.

It is not the responsibility of anyone working for TeenTech to decide whether or not abuse is taking place. This is the remit of external agencies to whom a report would be made.

However, there is a responsibility to act on concerns to protect children in order that appropriate professional agencies can make inquiries and take any necessary action to protect them.

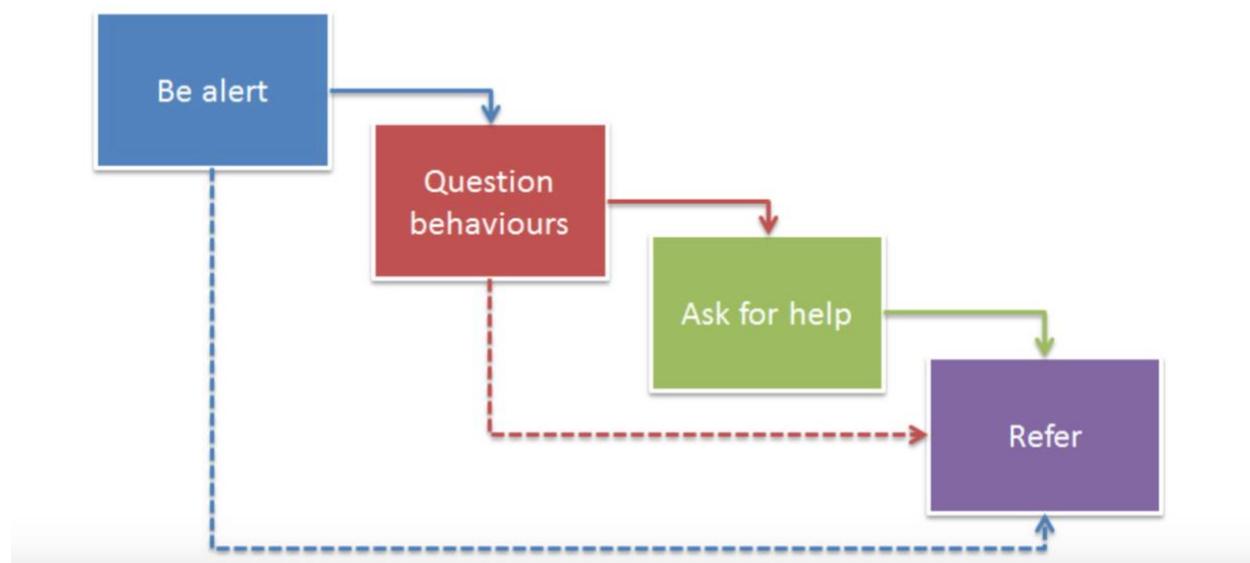
We will use the following safeguarding procedures to share concerns and information with agencies who need to know, and involve children, parents, families and carers appropriately.

Events where there is a supervising teacher

In most instances, concerns should be reported to the accompanying or supervising teacher with a request for them to alert their Designated Safeguarding lead.

However, you should also complete a TeenTech Disclosure/ Incident of concern form and send it to the TeenTech Designated Safeguarding lead.

24. There are four key steps to follow to help you to identify and respond appropriately to possible abuse and/or neglect.



Abuse may be brought to your attention in different ways

- a child might make a direct disclosure about him/herself
- a child might make a direct disclosure about another child
- a child might offer information that is worrying but not a direct disclosure
- You or a member of the team might be concerned about a child's appearance or behavior or about the behavior of a parent, teacher or a carer towards a child
- A parent, teacher or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent or teacher might offer information about a child that is worrying but not a direct disclosure.

What to do if you suspect abuse or it is disclosed to you

Reassure the child that telling someone about it was the right thing to do.

- Tell him/her that you now must do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his or her whole story. Don't try to investigate or quiz the child but make sure that you are clear as to what he/she is saying.
- Ask the child what he/she would like to happen because of what he/she has said, but don't make or infer promises you can't keep.
- Give the child the ChildLine phone number: 0800 1111.
- Make a written record of the disclosure **using the words of the child, parent or teacher**
- Complete the **TeenTech disclosure form** and send to TeenTech's Designated Safeguarding Lead Maggie Philbin (maggie.philbin@teentech.com) and to Natasha Ramsden (natasha.ramsden@teentech.com) immediately who will decide whether or not a referral should be made
- When decisions are made to share or withhold information, you should record who has been given the information and why
- If you consider the incident has not been adequately followed up, you may make a referral yourself

If a child is in immediate danger or is at risk of harm, you should refer to children's social care and/or the police. Before doing so, you should try to establish the basic facts. However, it will be the role of social workers and the police to

investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation.

You should record, in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for those decisions.

Logging an incident or disclosure

All information about the suspected abuse or disclosure whether reported directly to schools or in the case of children being considered in immediate risk of danger- children's social care or the police must be will be recorded as soon as possible after the event using the TeenTech Reporting a Concern Form. (Please see Appendix 5) You should include:

- Date of the disclosure or of the incident causing concern
- Name, job title and details of person reporting the concern
- Date and time at which the record was made
- Is it your own concern or that of others?
- Name and date of birth of the child about whom there are concern
- A factual report of the incident or observed concerns . If recording a disclosure, it is essential to use the child's own words.
- Whether they appear to have capacity of understanding
- Whether consent has been sought and the response
- Decision made about sharing information and why
- The record should then be passed to TeenTech's Designated Safeguarding Lead who will decide whether they need to make a referral. If staff feel that the incident has not been adequately followed up, they may make a referral themselves.

If we have concerns that a child may be a potential victim of modern slavery or human trafficking then a referral should be made to the National Referral Mechanism, as soon as possible.

Who to inform if you do not consider an incident has been adequately followed up

You might refer the concern to a school's designated safeguarding lead, directly to children's social care and/or the police or discuss your concerns with others and ask for help. **At all times, you should explain to the child the action that you are taking.** It

is important to maintain confidentiality, but you should not promise you won't tell anyone, as you may need to do so in order to protect the child.

You can also seek advice at any time from the NSPCC helpline – help@nspcc.org.uk or [0808 800 5000](tel:08088005000).

TeenTech Expectations

We will always follow up concerns if we are not satisfied with the school/local authority children's social care response and will escalate concerns if we remain dissatisfied.

We should not assume that someone else will pass on information we believe may be critical to keeping a child safe. If we believe a child is in need or that the child has suffered or is likely to suffer significant harm, then we should share the information with local authority children's social care and/or the police.

If we make a referral we expect:

Within **one working day** of a referral being received, a local authority social worker should acknowledge receipt to the referrer and **make a decision** about next steps and the type of response required. This will include determining whether:

- the child requires immediate protection and urgent action is required
- the child is in need and should be assessed under section 17 of the Children Act 1989
- there is reasonable cause to suspect that the child is suffering or likely to suffer significant harm, and whether enquiries must be made and the child assessed under section 47 of the Children Act 1989
- any services are required by the child and family and what type of services
- further specialist assessments are required to help the local authority to decide
- what further action to take
- to see the child as soon as possible if the decision is taken that the referral requires further assessment

Allegations against staff, contractors or volunteers

Allegations

In the event of an allegation relating to any TeenTech trustee, employee, contractor or volunteer who has:

behaved in a way that has harmed a child, or may have harmed a child possibly committed a criminal offence against or related to a child

behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The following processes will be followed:

Details of the allegation whether made directly or reported to others must be sent to Natasha Ramsden (natasha.ramsden@teentech.com) who will make a written record of the incident.

Any witnesses will be asked to make a witness statement in writing confirming the time, date and details of the incident

The allegation must be reported to the Designated Safeguarding Lead or a member of the board of Trustees if the DSL is not available.

Following advice from the DSL it may be necessary to suspend the member of staff/volunteer pending full investigation of the allegation.

Staff under investigation will be treated sensitively, fairly and with respect. The procedure keeps the safety, support and wellbeing needs of the child as the paramount consideration, but recognises the need to void making premature assumptions about what the alleged perpetrator may/may not have done.

A meeting will be held within 7 days between the staff member accused of abuse (who has the right to be accompanied) and, two members of the TeenTech board

Facts will be recorded and kept secure. All parties concerned will receive a written account of the meeting and actions within 7 days of the date of the meeting.

All parties concerned will be kept up-to-date with what is happening and given a response within 7 days of completion of investigation.

If we remove an individual (paid worker or unpaid volunteer) from working with children (or would have, had the person not left first) because the person poses a risk of harm to children, we will make a referral to the Disclosure and Barring Service so they can consider whether to add the individual to the barred list.

This will apply irrespective of whether a referral has been made to local authority children's social care and/or the designated Child Safety officer or team of officers.

This applies to allegations both in and outside the workplace.

This is in line with:

- [Working Together to Safeguard Children \(external link\)](#)
- [Keeping Children Safe In Education \(external link\)](#)

Helping a child in immediate danger or in need of emergency medical attention

- If the child is in immediate danger and is with you, remain with him/her and call the police on 999
- If the child is elsewhere, contact the police on 999 and explain the situation to them.
- If he/she needs emergency medical attention, call an ambulance on 999 and, while you are waiting for it to arrive, get help from your first aider.
- You also need to contact the TeenTech project manager or named person for child protection to let them know what is happening.
- Once any immediate danger or emergency medical need has been dealt with, follow the steps set out in the flowchart at the end of this document. Use the Reporting a Concern Form (see Appendix 1) to record the concern in as much detail as you can remember and how it is dealt with using the relevant sections of the form completed that should be signed at each stage of the procedure.

The Prevent Duty and 4 British Values

To comply with the Counter Terrorism and Security Act 2015, we offer experiences for young people embracing the 4 British Values which are designed to keep children safe.

The 4 British Values:

Democracy: Children are listened to, and we respect the rights of every individual to have their opinions and voices heard.

The Rule of Law: The values and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken.

Individual Liberty: Alongside rules and laws, we promote freedom on choice and the right to respectfully express views and beliefs

Mutual Respect and Tolerance of those with different faiths and beliefs: To promote and celebrate our different backgrounds, languages, religions, beliefs and traditions by respecting everyone and everything.

Review and Evaluation

TeenTech is committed to constant review of the Policy on Child Protection within its service delivery. It will report on the status of service delivery in respect of current legislation and on the implementation of the policy. It will, at all times, seek to follow best practice and to improve standards as part of normal management techniques.

When to report a safeguarding incident to the charity regulator

The Charities Commission must be informed of any of the following incidents:

- alleged or actual abuse while in care of the charity and staff/volunteer responsible
- alleged or actual abuse resulting in significant harm to other people coming into contact with the charity via its work
- breaches of procedure that have put people at risk (e.g. no DBS on staff who are abusers)

Name Maggie Philbin

Signed 

Date 27th September 2022

Review Date 27nd September 2023

Appendix 1a: Ambassador Form for TeenTech festivals, innovation days on company sites and school events

TeenTech are committed to ensuring the safety of young people at our events. Our full safeguarding policy is available on our website or by request.

We want everyone to have a valuable and enjoyable experience. We appreciate all the support from

volunteers, companies and industry ambassadors and we ask everyone to read and follow the below guidance.

Please sign this form to acknowledge you have read and will abide by our guidance.

- I am volunteering through my company and covered by their public liability insurance.
- I understand the ethos of TeenTech is to provide encouragement and inspiration for every child. I will make every child feel valued and feel positive about their contributions.
- I will not be left alone with any student(s) at any time. There will be a teacher in the classroom or accompanying the group and I will alert teachers or a member of the TeenTech immediately if this guidance is contravened.
- If participating in an event online there will be a teacher, TeenTech workshop leader supervising the activity at all times.
- I will be working with students in groups, supervised by their teacher and/or a TeenTech workshop leader, not on a one-to-one basis.
- I understand teachers remain responsible for the supervision and discipline of students at all times (including breaks and at meal times) and I am there only to support students in their understanding of careers in STEM.
- If offering mentor support for the TeenTech Awards , TeenTech City of Tomorrow or any other TeenTech programme , I understand all email contact will be forwarded by the teacher. All Microsoft Teams/Skype calls/Google Hangouts or other digital contact will only be done with teacher/parent supervision. If a student contacts me directly, I will not respond but will inform the TeenTech Award project manager who will contact the teacher.
- Under no circumstances will I ask for personal contact details, share my own with any student or attempt to contact a student through any means including electronic. If a student contacts me directly via email, social media or any form of physical or electronic communication, I will not respond and will alert the TeenTech project manager.
- If I wish to continue to support students in the school to develop ideas I will coordinate this via a TeenTech Project Manager. This will also ensure activity is tracked and credited.
- I am aware I am there to represent my company and promote career pathways in STEM.
- I understand follow up activity within a school may require a DBS check
- The behaviour and language I use will be appropriate for the students and environment I am in.

- If I have any concerns during the activities, I will raise them with the TeenTech Project Manager and the school.

Photography: At most events we will have an official TeenTech photographer who will take pictures of every stand and who will be briefed on students and attendees who have appropriate photo permissions. To comply with our Child Safety and Protection Policy please **do not** take your own pictures of students, teachers, company or student volunteers.

Social Media:

IMPORTANT Please do not include any pictures or identify any young people in any of your social media posts under any circumstances.

You are welcome to post social media posts about the event and share them by including @teentechevent or using #teentech

Dress code: Please wear appropriate clothing for working with young people, there is no dress code and business dress is not required.

Appendix 1b Volunteer/ambassador form provided to schools so they know what the ambassador has signed



Information regarding Ambassador support.

School:	
Date:	
Project Manager:	

TeenTech works with Ambassadors from companies across the UK who are representative of their companies while working with TeenTech.

Ambassadors are not DBS checked and we ask them to agree to the following statements Our full safeguarding policy is available on request.

- *I am volunteering through my company and covered by their public liability insurance.*
- *If I wish to continue to support students in the school to develop ideas I will coordinate via a TeenTech Project Manager to ensure activity is tracked and credited.*
- *I understand teachers remain responsible for supervising students at all times and I am there only to support students in their understanding of careers in STEM.*
- *I understand I will be working with students in groups, supervised by their teacher, not on a one-to-one basis.*
- *I am aware I am there to represent my company and promote career pathways in STEM.*
- *The behaviour and language I use will be appropriate for the students and environment I am in.*
- *If I have any concerns during the activities I will raise them with TeenTech Project Manager and the school.*
- *No photos are permitted through the activity due to safeguarding, TeenTech will coordinate with the school to provide an evidence and impact report post event.*

Name:	
Company:	
Signature	
Date:	

Appendix 2 – local safeguarding children’s boards for areas where we run activity

London Child Protection Procedures: http://www.londoncp.co.uk/chapters/A_contents.html

Doncaster Safeguarding Children Board: www.dscb.co.uk/

[Barnsley Safeguarding Children Board:](#)

Hampshire Child Protection: <https://www.hampshiresafeguardingchildrenboard.org.uk/>

Safeguarding Sheffield Children - <https://www.safeguardingsheffieldchildren.org/sscb>

Milton Keynes Child Safeguarding Board - <https://www.mkscb.org>

Surrey Safeguarding Children Board - <https://www.surreyscb.org.uk>

Manchester Safeguarding Children Board - <https://www.manchestersafeguardingboards.co.uk/>

Birmingham Safeguarding Children Board - <http://www.lscbbirmingham.org.uk/>

Bristol Safeguarding Children Board - <https://bristolsafeguarding.org/children-home/>

Appendix 3 – Young Person’s Agreement for Online events



Participation in TeenTech online events. Young Person’s Agreement.

We recognise the importance of children and young people being able to use the internet for education and personal development. This includes age appropriate social media platforms, games and apps.

We aim to support children and young people in how to use these safely and well. Understanding how to get the very best from online events, research and interaction is a valuable skill both for learning and future employment.

However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

We ask students, parents and teachers to read the following carefully. Young children should read this with a teacher or parent to ensure our guidelines are fully understood.

Many of the guidelines below are not only specific to TeenTech sessions but should be used for **all** internet activity. We ask all young people to agree to the following before participating in online sessions whether at school or at home.

When participating in TeenTech Live sessions, whether submitting projects, providing feedback or asking questions of 'experts'...

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps.
- I will not use language or behaviour that could be considered threatening, bullying, offensive or illegal.
- When researching projects, I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher, parent or TeenTech project manager.
- I will not send **anyone** material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.

During the live sessions you will be able to submit questions to experts through our website. This is a safe way to communicate with our team.

- I will not use any other method to contact TeenTech workshop leaders, students outside my school, industry experts or guests participating in online workshops and showcases. I will ask my teacher, parent or carer to contact the TeenTech project manager if I have further questions or need more help with my project.
- I will not reveal my passwords to anyone.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.

Appendix 4 Volunteer agreement – for online sessions



**Participation in TeenTech online events.
Volunteer Agreement.**

We recognise the importance of children and young people being able to use the internet for education and personal development. This includes age appropriate social media platforms, games and apps.

We aim to support children and young people in how to use these safely and well. Understanding how to get the very best from online events, research and interaction is a valuable skill both for learning and future employment.

However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

We ask volunteers to read the following carefully..

When participating in TeenTech Live sessions, whether providing content, feedback to students ...

- I am volunteering through my company and covered by their public liability insurance.
- I understand the ethos of TeenTech is to provide encouragement and inspiration for every child. I will make every child feel valued and feel positive about their contributions.
- I will not be left alone with any student(s) at any time. If participating in an event online there will be a teacher, TeenTech workshop leader supervising the activity at all times. I will alert teachers or the TeenTech project manager immediately if this guidance is contravened.
- All students have been given behaviour guidelines. They have clear instructions not to attempt to reach any volunteer directly, whether through social media or email. If a student contacts you directly, please do not respond but forward details to the TeenTech project manager who will contact the teacher.
- If offering mentor support for the TeenTech Awards or TeenTech City of Tomorrow, I understand all email contact will be forwarded by the teacher. All Microsoft Teams/Skype calls/Google Hangouts or other digital contact will be done with teacher/parent supervision. If a student contacts me directly, I will not respond but will inform the TeenTech Award project manager who will contact the teacher.
- Under no circumstances will I ask for personal contact details or share my own with any student. If a student contacts me directly via email, social media or any form of physical or electronic communication, I will not respond and will alert the TeenTech project manager.
- If I wish to continue to support students in the school to develop ideas I will coordinate this via a TeenTech Project Manager. This will also ensure activity is tracked and credited.
- I am aware I am there to represent my company and promote career pathways in STEM.

- The behaviour and language I use will be appropriate for the students and environment I am in.
- If I have any concerns during the activities, I will raise them with the TeenTech Project Manager and the school.
- I will provide age appropriate content (images, videos and subject matter) and submit all materials and resources to TeenTech for review and approval before the live session.
- I will use appropriate language at all times
- I will wear appropriate clothing and consider where my webcam is positioned (please check background -and do not use a bedroom)
- Before suggesting websites, apps or games for young people I will inform the TeenTech project manager to ensure they are appropriate and relevant to STEM.
- I will not give out any personal contact information before, during or after the session.
- During the live sessions students submit questions to experts through our website. This is a safe way to communicate.
- I will not use any other method to contact young people who participate in online workshops and showcases. I will contact the TeenTech project manager if I would like to offer further help to a student or school.

Appendix 5 Safeguarding Incident Report Form

TeenTech Safeguarding/Accident /Incident Report Form

This form should be completed and sent to Maggie Philbin and to Natasha Ramsden.

Date and place of Incident	
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Name, job title and company details of person reporting the concern	
Date and time this report was made	
Is it your own concern or that of others	
Name , age and details of person(s) affected	
Factual account of the incident or observed concerns	
Medical treated provided or details of emergency services contacted	
Whether consent has been sought and the response	
Decision made about sharing information and why	

Other comments:	
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Date:

Name of person reporting:

Signature of person reporting:

Please email this form to maggie.philbin@teentech.com

Please copy in natasha.ramsden@teentech.com

Appendix 5 -Definitions of Abuse

Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Physical abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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Item	Definition
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Emotional abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>
Sexual abuse	<p>Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.</p>

Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
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Item	Definition
Neglect	<p>The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> ● provideadequatefood,clothingandshelter(includingexclusionfrom home or abandonment) ● protectachildfromphysicalandemotionalharmordanger ● ensureadequate supervision (including the use of inadequate care- givers) ● ensureaccesstoappropriatemedicalcareortreatment <p>It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>

Extremism	<p>Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.</p> <p>Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.</p>