



**Safeguarding policy for children and adults at risk of harm**

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## **Summary**

This policy sets out The Guardian Foundation's commitment to safeguarding the children and adults at risk with whom it works. We will take preventative measures through our recruitment of staff and volunteers, and through making it clear on our public platforms that safeguarding is of paramount importance to the organisation.

We will ensure that all staff and volunteers are trained in best safeguarding practice, and we will deal promptly, sensitively and fairly with both disclosures and concerns. This policy also sets out our use of the Disclosure and Barring Service (DBS).

Below are the procedures which Guardian Foundation staff and volunteers will follow whenever they are working with children or adults at risk in any capacity, including at events in Guardian media Group HQ building, events at schools and other venues, and virtual events. It also covers the protection of images and video footage of children and adults at risk, as well as their work. Finally, the policy sets out a code of conduct which all staff and volunteers are required to sign and follow at all times.

These procedures will be reviewed on an annual basis. Any queries about this policy, procedures or code of conduct should be referred in the first instance to the Designated Safeguarding Officers as named on page 1.

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# 1. Safeguarding policy for children and adults at risk of harm

## 1.1 Terms of reference

The Guardian Foundation believes that safeguarding is everyone's responsibility, and that the safety and welfare of those with whom we work with is paramount in all circumstances. In order to provide the right help at the right time, everyone has a role to play in identifying concerns, sharing information and taking prompt action.

### Definitions

A child is a person aged under 18 years; young people aged 16 or 17 who are living independently are still defined as 'children'.<sup>1</sup>

Adult at risk of harm: is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their: a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain, and/or b) Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.<sup>2</sup>

Some groups of people are particularly vulnerable to harm and exploitation, and it is important that their needs are carefully considered:

- those with disabilities
- those living away from home
- asylum seekers
- children and young people in hospital
- children in contact with the youth justice system
- victims of domestic abuse
- those who may be singled out due to their religion or ethnicity
- those who may be exposed to violent extremism.

Harm is defined as "ill treatment or the impairment of the health or development of the child" (Section 31, [Children Act 1989](#); Article 2, [Children \(Northern Ireland\) Order 1995](#); Scottish Government, 2014). For the purposes of this policy, this definition also applies to adults at risk of harm. Harm could include:

- Ill treatment (sexual abuse, neglect, emotional abuse and psychological abuse).
- The impairment of physical or mental health (including that suffered from seeing or hearing another person suffer ill treatment).
- The impairment of physical intellectual, emotional, social or behavioural development (including that suffered from seeing or hearing another person suffer ill treatment).

We recognise that:

- the welfare of those we work with is paramount
- everyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, gender reassignment, marriage or civil partnership, health, pregnancy or maternity, political beliefs, or on any other grounds or identity, has the right to equal protection from all types of harm or abuse

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<sup>1</sup> In Scotland, a child legally becomes an adult when they turn 16, but statutory guidance which supports the [Children and Young People \(Scotland\) Act 2014](#), includes all children and young people up to the age of 18.

<sup>2</sup> [nspcc.org.uk](http://nspcc.org.uk)

The purpose of the policy is:

- to provide protection for children and adults at risk who take part in our programmes, events or other activities
- to provide staff and volunteers with guidance
- to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers, freelance contractors, agency staff, students or anyone working on our behalf. We have a fundamental duty to ensure that all who work or volunteer for us have confidence that they are fully supported in their contact with our beneficiaries.

We define safeguarding as the action we take to promote the welfare of children and adults at risk and protect them from harm, including protecting them from abuse or maltreatment, preventing harm to health or development, ensuring safe and effective care and taking action to enable all children and young people to have the best outcomes. It includes child protection for those identified as suffering or likely to suffer significant harm. Child abuse includes any action by another person – adult or child – that causes significant harm to a child, whether physical, emotional or through neglect.

We are committed to ensuring our safeguarding policies and procedures reflect best practice in the sector. Staff are required to follow [Charity Commission safeguarding guidance](#).

We will seek to safeguard children, young people and adults at risk by:

- valuing, listening to and respecting them
- writing and regularly reviewing safeguarding procedures for each programme or activity
- ensuring all staff and volunteers following agreed safeguarding and conduct procedures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about good practice with staff and volunteers
- ensuring all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately
- providing effective management for staff and volunteers through supervision, support and training.
- appointing two nominated Designated Safeguarding Officers (DSO) and a trustee who will take responsibility for safeguarding at the highest level in the organisation
- building a safeguarding culture where staff, volunteers, programme participants and stakeholders know how they are expected to behave and feel comfortable about sharing concerns.

The DSOs will review our procedures regularly.

## **1.2 Acting on concerns**

We follow the guidelines in part 4 of Keeping Children Safe in Education for managing allegations against adults. Any concerns about an adult's behaviour towards children, young people or adults at risk should be reported immediately to the Designated Safeguarding Officer:

If you have any concerns about an adult's behaviour towards children, young people or adults at risk you should:

- make notes, detailing what you have seen and heard, including dates, times and locations
- report your concerns to the DSO immediately
- not confront the adult until advice has been sought

- Allegations against the DSOs should be reported to the Trustee Lead for Safeguarding.

All concerns will be investigated in confidence. We will ensure that the member of staff or volunteer is treated fairly and honestly, and is helped to understand the concerns expressed, the process being followed and any outcomes of the process. However, consideration will be given to the graveness of the allegation before informing the person concerned. In the event of serious allegations, the police will be involved.

In all circumstances, we will act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer's relationship with a child, young person or adult at risk, or group thereof, particularly if they have:

- behaved in a way that has harmed, or may have harmed, an individual
- possibly committed a criminal offence
- behaved in a way that indicates she/he is unsuitable to work with children, young people or adults at risk.

Staff should also refer to our [whistleblowing policy](#), which is available on our staff intranet site, and is available to all staff working on Guardian Foundation projects. This policy sets out how they can raise any serious concerns they may have, including those that relate to safeguarding issues.

Organisations have a legal requirement to report individuals to the Disclosure and Barring Service (DBS) if they are dismissed or removed from regulated activity (or would have been had they not already left) because they harmed or posed a risk to a child or adult. This duty to refer overrides any obligation to withhold information on the grounds of confidentiality.

### **1.3 Responding to a disclosure**

If someone tells you that they, or someone they know, is being abused:

- believe what the person is saying and take it seriously
- reassure them that they have done the right thing
- give them time to talk and do not probe or ask leading questions; investigation is not your responsibility
- do not promise to keep secrets; all allegations of harm or potential harm must be acted upon
- explain that you will share this information with a senior member of staff who will ensure the appropriate procedures will be followed
- record what you have been told straight away while it is fresh in your mind, using the actual words spoken as much as possible, rather than your own re-interpretation ensure that the disclosure is reported to the staff member responsible for safeguarding at that setting, where relevant (details should be publicly available in a school reception or on their website)
- If you feel the individual is in immediate danger, take them straight to that staff member, where possible.
- Notify the DSO as soon as possible (see contact details on p.1), including all details, including whether you have notified the Safeguarding lead at the venue/setting.

### **1.4 Ongoing training and support**

Staff and volunteers will be provided with a thorough induction and appropriate training suited to their role. Induction sessions are designed to make staff and volunteers aware of their roles and understand what they are and aren't expected to do. Training will also address boundaries and what to do in any unexpected or difficult situations. Staff and volunteers will be required to read and sign a Code of Conduct prior to engagement, virtually or face to face, with young people.

We will endeavour to ensure good practice on a day-to-day basis. We will also ensure adequate supervision meetings take place, for both staff and volunteers. Channels for members of staff or volunteers to raise concerns will be made clear, transparent and easy to access. Training will be regularly updated and we run refresher training sessions for existing staff and volunteers on an annual basis.

We aim to create a culture in which everyone involved with the organisation knows that protection of children, adults at risk, staff and volunteers is taken seriously.

### **1.5 Review of policy and procedures**

This policy and accompanying procedures were produced by the Designated Safeguarding Officers in collaboration with Guardian Foundation staff and volunteers, teachers, and with information from expert organisations the NSPCC, BBC Children In Need Digital Checklist, CEOP, National Literacy Trust and PSHE Association.

Safeguarding policy and procedures are reviewed annually by the DSOs and Lead Trustee for Safeguarding.

## **2. Guardian Foundation Safeguarding Procedures**

All Guardian Foundation staff and volunteers have been trained in, and are expected to adhere to the following safeguarding procedures. In addition, many of our programmes supporting children and adults at risk are delivered in partnership with other organisations including, but not limited to, schools, universities and community groups.

It is our expectation that all project delivery partners and volunteers will observe statutory requirements and good practice on safeguarding. All partner organisations will be required to provide a copy of their safeguarding policy prior to commencement of the partnership, and to notify The Guardian Foundation when policies are updated. All sub-contractors and volunteers will be required to adhere to this safeguarding policy when working on our behalf. This will be made clear in the contract documents they sign before undertaking any work on our behalf.

### **2.1 Recruitment processes**

All job descriptions, for paid staff and volunteers, will make reference to the postholder adhering to this safeguarding policy and procedure.

#### **2.1.1 Staff recruitment**

Where posts have been identified as being subject to a DBS check, this will also be stated. The DBS check process will be initiated immediately as the person takes up post. Having a criminal record will not be an automatic barrier to working or volunteering with us, as only relevant convictions will be taken into account. If a new employee or volunteer does not disclose a relevant conviction prior to being checked, we reserve the right to withdraw the offer of employment/volunteering. In general, offences that are considered relevant, and would therefore be a barring offence, are those that indicate there may be risk of harm to children and adults at risk. These include cautions, reprimands and final warnings.

For paid staff, trustees and contractors (where applicable), employed by The Guardian Foundation DBS checks will be carried out by the Human Resources team at our sister organisation Guardian News & Media, who provide us with HR support. Any staff employed by partners of the Guardian Foundation will be responsible for carrying out their own DBS checks and are responsible for providing evidence of completed DBS checks. For programme volunteers, DBS checks will not be carried out, however Personal Declaration Forms will be used for volunteers interacting with children. In all circumstances, personal data will be handled sensitively, held securely and not be shared with any other parties.

Safer recruitment does not start and finish with DBS checks. Therefore, we will not rely solely on this process, but will also follow good practice procedures to create a safe environment for all.

We will ensure a thorough recruitment procedure is in place for everyone who applies to work with us. We will conduct face-to-face interviews and take up references. Staff posts will be subject to a 12-week probationary period, unless a shorter, fixed-term contract requires a shorter probation period.

#### **2.1.2 Volunteer recruitment**

- Journalists are recruited from our sister organisation, Guardian News and Media ('GNM'), part of the Guardian Media Group, and other journalism organisations to, on a voluntary basis: support journalist training programmes; produce skills 'explainer' videos; conduct pre-recorded or video conference Q&A sessions with children; speak to school groups or groups of young people about their work. Journalists will be recruited via internal communications, social networking sites and other networks such as industry bodies. Prospective volunteers will register interest either via email, or via a secure form and then be contacted by a staff member for vetting before training takes place.

- “Ambassadors” are student journalists (either students of journalism or studying other degrees and engaged with journalism in some way, e.g. university paper) primarily recruited by the NewsWise team who will be matched with a class group to offer support and insight into journalism. This will be a longer-term, ongoing relationship, with Ambassadors having regular interaction with the teacher and the class. Most interactions will be virtual; in-person interactions will be limited. Ambassadors are recruited either via social media or directly through university outreach or journalism departments. Prospective Ambassadors complete a form registering their interest. A Guardian Foundation staff member then meets all applicants to vet their suitability for the programme. Ambassadors’ student status is verified and they must submit evidence of published work.
- Safeguarding training for both volunteers and Ambassadors is delivered pre-programme. All volunteers who will be working with children (those aged under 18) or adults at risk will be asked to read and sign a Guardian Foundation code of conduct and sign a personal disclosure form before volunteering, whether their volunteering activity will be remote or in person.
- All volunteers are over 18.

## **2.2 Programmes**

Each Guardian Foundation programme or event which includes children or adults at risk should have an individual risk assessment. All risk assessments should be stored securely on the Guardian Foundation server.

## **2.3 Events**

The Guardian Foundation runs programmes in a number of UK and International venues, and procedures exist to cover these scenarios as follows:

### **2.3.1 GMG-based events**

The Guardian Foundation regularly runs one-off events for young people within GNM’s Headquarters, where The Guardian Foundation’s offices are also based. This includes access and inclusion projects, and the Education Centre, a fully equipped classroom within the building, which school groups visit frequently. The Guardian Foundation also occasionally hosts outreach events for local families at GNM’s HQ. However, there are many hundreds of staff based at the Guardian News & Media HQ and therefore there are certain issues in regard to children, their safety and security as well as the maintenance of the building, which all staff are made aware of and adhere to:

- Staff and volunteers will follow the Guardian Foundation Code of Conduct at all times
- All GNM staff are made aware via GNM internal communications that visits by school groups or groups of young people will be taking place and are reminded of the Code of Conduct
- Young people aged 16 and 17 may participate in a GNM-based activity without an adult in loco parentis, but must provide parental consent in writing to do so
- Schools visiting the Education Centre are made aware of the Guardian Foundation safeguarding policy and procedures and the Education Centre risk assessment via email in advance on booking and again in preparation for the visit.
- Information on additional educational and accessibility needs is requested prior to the visit, and preparations are made in advance of the visit. This information is stored securely according to GDPR.
- Teachers remain in loco parentis of school visiting groups and are responsible for the safety of all of their students while at school and off site, on an educational visit. They therefore have a legal obligation to take action where students are lost, at risk or unwell.
- If a non-hosting staff member needs to communicate with a school group for any reason, this should always be done through the teacher.
- All visitors will pass through security and are badged on arrival and are easily identifiable.
- All staff should be tolerant of noise levels within reason, and should treat children and teachers respectfully.

- Toilets will be allocated for children's use, and these will be inaccessible to staff throughout the children's visit.
- Staff should never be alone with children without a teacher present.
- If a child or teacher requires medical help, contact one of the designated first aiders. If there is a medical emergency, you should also ring Security on 34105/6 to request an ambulance. Security can also help to locate a first aider who should be available for any serious emergency first aid where a child has lost consciousness or is seriously ill. A member of the school's teaching staff is required to stay with the child needing medical help.
- First aiders should take appropriate action, but should be careful not to exceed the limits of their expertise, and should bear in mind that the teacher is ultimately responsible for the welfare of the child.
- Injuries sustained, as the result of accidents on Guardian premises should always be recorded. An accident report must be completed in the event of an accident. The accident book is kept by Security on Level 1. An accident/dangerous occurrence form must also be completed, a copy of the form can also be found on Spike, GNM's intranet. The accident/dangerous occurrence form must be forwarded to the DSO and to GNM's Head of Workplace Management at the earliest opportunity.
- Teachers will be briefed on evacuation procedures on arrival. Guardian Foundation staff will lead an evacuation if necessary, and will liaise with Fire Wardens.
- An ongoing PEEP (Personal Emergency Evacuation Plan) is in place and is activated by Guardian Foundation staff where necessary.
- If a child is lost, staff will follow the 'lost child/found child protocol'.
- Children aged under 16 or in school groups will not be permitted to leave the building unaccompanied by a teacher.

### **2.3.2 School-based events**

Where events are taking place within a school setting, we will follow the following procedure:

- Notify the school contact which (if any) visiting staff hold a DBS check.
- Request information on additional educational needs, prepare appropriate adaptations to workshop content. Store this information securely according to GDPR.
- Familiarise yourself with the programme risk assessment and school safeguarding policy (usually available on the website) and identify the Designated Safeguarding Lead at the school.
- Bring DBS certificate and ID to school visits where required.
- Sign in and clarify outstanding safeguarding questions with school reception staff/safeguarding lead.
- Staff and volunteers will follow the Guardian Foundation Code of Conduct at all times.

### **2.3.3 Other events**

Where events take place outside of the school setting (including Kings Place Music Foundation outside of GMG offices but within the same building), a full risk assessment will be carried out and approved in writing by the programme lead prior to the event taking place.

- All participating staff should have a copy of and have read the risk assessment. A copy will be made available to participating schools and organisations on request.
- For all non-school-based events, a named staff member shall be assigned Health & Safety lead and will act as liaison for all safeguarding, health and safety concerns throughout the event.
- Where parents/guardians are in attendance they remain responsible for their own children at all times. Parents are made aware of this verbally and/or via a booking form.

### **2.3.4 Virtual events**

Staff and/or volunteers may be required to run or participate in virtual events, where travel to a school or venue is not possible. Safeguarding procedures remain the same for all virtual events, and participating staff or volunteers are expected to follow The Guardian Foundation's safeguarding policy and Code of Conduct. In addition:

- Staff for each programme will complete a digital checklist, reflecting different learning and technical scenarios in different schools, flagging any outstanding issues to DSOs.
- Staff /volunteers will ensure that there are at least two responsible adults on the call at all times (one adult may be a teacher)
- Staff and volunteers will not record virtual sessions unless with prior written approval of the programme lead and written parental and school consent.
- Staff and volunteers should only connect with a school virtually via a school or teacher account, and should never directly contact children through a child or family member’s video conferencing, school or social media account without prior written consent of the DSO.
- Staff and volunteers should only access a school or teacher account on a private, password protected computer or device, and should ensure that security settings are up to date. Staff and volunteers should not use public computers or devices (which are used by other people eg library, cafe) for virtual events.
- Staff and volunteers should only access a school or teacher account where they, and the participants in their session including children, can be assured of privacy, and not in a public area.
- Staff and volunteers should at no time share account information with children, and should take steps to ensure their account information is not available to children whilst connecting virtually with a school.
- Platform policy should be followed at all times, children and young people should not access virtual technology or social media if their age is below that authorised by the platform.
- Staff and volunteers should ensure that the background of their virtual session is neutral and age-appropriate for children.
- Volunteers and staff are notified that DSOs and programme leads retain the right to ‘drop in’ on virtual sessions with the consent of the hosting teacher.
- Young people aged 16 and 17 may participate in a virtual event without an adult in loco parentis, but must provide parental consent in writing to do so.

## **2.4 News and young people**

The Guardian Foundation runs news education programmes for young people, often drawing upon examples of real news reports. It is therefore important that we consider the age and vulnerability of our programme participants and take the following measures:

- Any real news reports used in our educational programmes are vetted and edited for age-appropriateness prior to sharing with children or young people.
- Teachers are consulted on age-appropriateness of news reports based on their knowledge of their class
- Staff and volunteers are mindful of the age of participants when sharing experiences and/or examples of news reporting
- The Guardian Foundation signposts resources with further support on our website and in individual programme lessons.
- We take guidance from experts including the PSHE Association in how to ‘distance’ learning from children, young people and adults at risk when referring to potentially difficult subject matter.

## **2.5 Use of images and/or child-authored content**

We will protect the safety and privacy of the children we work with by following good practice in the use of images, both still and video:

- We only use imagery featuring identifiable children when written permission has been granted – either directly to us or to the school or organisation that has supplied the image. Consent must cover the specific intended use, and consent givers retain the right to withdraw consent at any time. Children retain the right to have their work withdrawn at any time via a teacher or parent.

- Publicity photos for which we have specific parental consent will not name the individual children shown.
- We will not record virtual workshops without prior written parental and school consent.
- Where any image of a child is used, we will remain mindful of jigsaw identification. Only basic information will be given alongside images of children, young people or adults at risk.
- Where an image is used for general publicity, we will not name the child.
- Where an image is used to celebrate the work of a specific child, we will use first name and age only.
- Young people aged 16 or 17 are able to self-consent for use of work and/or images.
- Images of children will not be shared on social media without explicit written parental consent.
- Images of children will be stored securely and will not be made available for public use at any time. Where images must be held on the “Grid” GNM system they are tagged as unusable images so that they cannot be used by non-Guardian Foundation staff.
- We will only share child-authored content (written or video news reports) with explicit parental and school consent to do so. We will make it clear where content will be shared (website/social media) and consenters retain the right to withdraw consent at any point.
- Parental and/or teacher consent documents will be retained by the Guardian Foundation team and stored securely in accordance with the Data Protection Act 2018.
- Children retain the right to have their image and/or work removed at any time via a teacher or parent.

## **2.6 Work experience**

Work experience programmes at The Guardian Foundation are open to those aged 16+. Most applicants (those completing work experience) are aged 18+. Occasionally, the Guardian Foundation will offer work experience opportunities to adults at risk of harm through an intermediary organisation such as MenCap. All staff will follow the guidance set out below:

- Staff members hosting a work experience applicant who is aged under 18 or is classified as an adult at risk must hold a current DBS certificate.
- Work experience applicants aged under 18 or adults at risk require a Volunteer Agreement form to be completed by a parent or guardian prior to the start of the placement
- Applicants aged under 18 or adults at risk should have written permission from their parent or guardian to travel to and from the office and to be unsupervised over the lunch hour
- Applicants aged under 18 or adults at risk should never work 1 on 1 in an ‘enclosed room’ with staff members or other volunteers
- Adults at risk will be provided with a main point of contact for any issues or concerns: for young people aged under 18 this would be the Guardian Foundation DSO, for adults at risk this would be their assigned contact at their intermediary organisation.
- Adults at risk will be accompanied on the first day of their placement by a representative of their intermediary organisation, and will discuss any concerns with the staff host and/or DSO.
- GNM volunteers working with work experience applicants aged under 18, or adults at risk, are required to complete a Personal Disclosure and sign a Code of Conduct, and will not be permitted to work alone with the applicant.
- Guardian Foundation staff will follow Management of Health and Safety at Work Regulations 1999 to ensure that applicants are not put at risk.

## **2.7 Journalists**

The Guardian Foundation runs capacity building programmes for journalists. Occasionally these journalists can be in exile. Although not defined as “adults at risk” in the formal sense, the Guardian Foundation recognises its responsibilities in respect to these journalists who in many cases require additional safeguarding support, including:

- Recognising that these journalists may have experienced trauma and/or abuse and offering links to appropriate support services
- Recognising that journalists may write under a pen name and therefore ensuring names of journalists are not shared with other participants, volunteers or the wider organisation, as well as following GDPR requirements
- Offering specific training on security & safety
- Recognising that their legal status may be in flux, and adapting programmes to facilitate their participation.

## **2.8 Use of Disclosure and Barring Service (DBS) checks**

A DBS check provides information about a person's criminal history, to help organisations determine whether a person is a suitable candidate for a particular position. It forms one part of the wider safeguarding process.

If a position, paid or voluntary, will put an individual in regular contact with children and/or adults at risk, we will follow the steps below to determine if a Disclosure and Barring Service (DBS) check should be undertaken. Careful consideration will be given to whether it is necessary to conduct a check or whether other safeguarding measures provide adequate protection. Only certain posts and activities are eligible for checks, and DBS checks will not be used as a "just in case" box-ticking exercise.

For clarity, at The Guardian Foundation all child-facing roles (core team members working with children and freelancers working with children) require a current DBS certificate.

If a check is required, the individual will be informed and the reasons why it is needed will be explained. If a prospective, new or existing employee makes a disclosure prior to being checked, the relevance of that disclosure will be assessed against the profile of their likely contact with children and adults at risk.

We will conduct a DBS check on anyone who is to take part in unsupervised regulated activity. The following activities are classed as regulated activity if done regularly (by the same person at least once a week, or on four or more days in a 30 day period): teaching, training, instructing, caring for or supervising children, providing advice/guidance on wellbeing, and driving a vehicle only for children.

A summary of what constitutes a *supervised* activity, and therefore does not require a DBS check, is at <https://www.gov.uk/government/publications/supervision-of-activity-with-children>

## **Safeguarding: addendum 1**

### **Safeguarding Procedure in Response to Covid-19**

The global Covid-19 pandemic began to affect the UK in March 2020. As of 11th March 2020 all Education Centre school visits were postponed, and as of 16 March all NewsWise school workshops, family events and teacher training events were postponed. As of w/c 23rd March 2020 we have offered online resources and teacher webinars. In July 2020 NewsWise piloted its first virtual workshop with children in school.

In September 2020, children will return to school, and both the Education Centre and NewsWise will roll out virtual workshops for schoolchildren. The following additional procedures will be put in place:

- Guardian Foundation staff and volunteers will remain mindful that teachers and children have been through a traumatic experience and will adjust expectation and workshop content accordingly
- Guardian Foundation staff will work with each school to ensure an understanding of school policy in relation to social distancing and equipment.
- No Guardian Foundation staff will ask children to undertake activities which contravene the school distancing policy.
- Guardian Foundation staff will design activities in line with government guidance on school safeguarding, including no working in groups larger than stated by the school, no sharing of equipment or resources, no movement around the classroom or school unless deemed appropriate by the teacher.
- School visits will not take place until the government advises that this is safe, and only then in agreement with schools, the Guardian Foundation Executive Director and partner organisations
- Visits to the Education Centre and/or Guardian Foundation Journalist Training Programmes will not take place until agreed by the GMG Executive Committee, GNM's Head of Workplace Management and Guardian Foundation Executive Director, Head of Programmes and Head of Education Centre agree it is appropriate to do so, and only then with specific health & safety guidance and risk assessment in place.
- Other events will not be planned without agreement from the Guardian Foundation Executive Director
- All staff and volunteers will follow safeguarding procedure for virtual events (see 2.3.4 for more information) and the Guardian Foundation Code of Conduct

## **Appendix 1:**

### **Guardian Foundation Staff and Volunteer Code of Conduct**

It is essential that all staff and volunteers are conscious of how they should conduct themselves to minimise the risk to children, young people and adults at risk.

When working with children, young people or adults at risk of harm on behalf of The Guardian Foundation.

#### **Do...**

- DO prioritise their safety and wellbeing at all times.
- DO listen to and respect them, don't patronise them. Treat them fairly and without prejudice or discrimination.
- DO give enthusiastic and constructive feedback rather than negative criticism.
- DO read and adhere to the Guardian Foundation safeguarding procedures at all times
- DO report to the Designated Safeguarding Officer (DSO) any concerns about welfare/safety. Record in writing all relevant incidents.
- DO Report to the Designated Safeguarding Officer (DSO) any concerns about the conduct of other school staff/volunteers/contractors.
- DO behave appropriately and modify your language, dress and subject matter to suit the audience. Be mindful about your background on a virtual call: ensure that the background is appropriate and/or does not reveal personal information about you. Seek advice from the DSO if you are not sure whether subject matter is age appropriate.
- If you are working with a partner organisation (community centre, school, charity) DO familiarise yourself with their safeguarding policy before attending an event virtually or in person, and understand what safeguarding documentation is required.
- DO ensure that an appropriate adult ( teacher, other school staff member, designated safeguarding representative) is always in attendance when you are with children aged under 16, whether your event is virtual or in person.
- DO discontinue workshops/events where you are left unsupervised with children, young people or adults at risk, whether online or in person
- DO discuss and report to the DSO any incidents of concern or that might lead to concerns being raised about your conduct towards a child or adult at risk.
- DO report to the Designated Safeguarding Officer both at the organisation, and at the Guardian Foundation, any incidents that suggest a child or adult at risk may be infatuated with you or taking an unusual interest in you. Record in writing all relevant incidents.
- DO avoid unnecessary physical contact.

#### **Do not...**

- DO NOT take, store or share pictures or videos of children, young people or adults at risk without written parental consent explicitly given for that purpose.
- DO NOT begin working or volunteering with children, young people or adults at risk until the Guardian Foundation team has confirmed in writing receipt of your signed Personal Declaration and Code of Conduct forms.

- DO NOT encourage young people to use social media outside of that platform’s policy: nearly all other social media services require users to be at least 13 years of age to access and use their services. This includes Facebook, Snapchat, Twitter, Instagram and Skype. Whatsapp users should be at least 16 years old.
- DO NOT give out your personal contact details, account details for virtual teaching software (eg Skype), and do not 'friend' 'connect' with or 'follow' children or young people you are working with on social networking sites.
- DO NOT establish contact with children, young people or adults at risk outside of the work environment.
- DO NOT share confidential information, or information under embargo at any time
- DO NOT arrange to meet children or adults at risk in closed rooms or private virtual rooms
- DO NOT work in one-to-one situations with children or adults at risk.
- DO NOT take any action that would lead a reasonable person to question your motivation and/or intentions .
- DO NOT use any confidential information to intimidate, humiliate or embarrass.
- DO NOT use physical punishment of any kind.
- DO NOT transport individuals in your own vehicle.
- DO NOT make promises that you can’t keep: it is unlikely for example that the children’s reports will be on the front page of The Guardian.

**I confirm that I fully understand and will follow The Guardian Foundation’s Code of Conduct.**

**Signed.....**

**Date.....**

## Appendix 2: Personal Declaration Form



### SAFEGUARDING PERSONAL DISCLOSURE FORM

The Guardian Foundation is committed to safeguarding the welfare of children and young people. As part of this commitment, the Guardian Foundation requires you to complete this form in the following circumstances:-

Please take the time to familiarise yourself with the Guardian Foundation's Safeguarding Policy and Code of Conduct.

#### Please complete the following:-

I declare that I have never been:-

1. Cautioned or convicted of any offence relating to children or young people; and/or
2. Subject to any disciplinary action or sanction relating to children\*

\*(this means if your name is on the Sex Offenders Register or you are otherwise known to the police or any Local Authority Social Services Department, or any employer, as being an actual or potential risk to children).

I also understand the following:-

3. I also understand that any false or misleading information I knowingly provide on this form may result in the termination of my engagement with the Guardian Foundation.
4. If I subsequently meet the criteria outlined in point 1 or 2 above prior to a Guardian Foundation event I will inform the Guardian Foundation Designated Safeguarding Officer immediately (see Safeguarding policy for contact details).
5. I consent to this personal data being processed and kept by the Guardian Foundation for the purpose of child protection in accordance with the *Data Protection Act 2018*.

Surname:	First Name:
Workplace & Department	
Date:	Signature: