



Tech Channel Ambassadors CIC Safeguarding Policy

Tech Channel Ambassadors delivers awareness of the career opportunities within the IT Channel, including knowledge transfer and mentoring for children and young people. Within its work, Tech Channel Ambassadors has a responsibility to promote the wellbeing and safety of all.

The purpose of this policy is:

- To safeguard and promote the wellbeing of children and young people with whom Tech Channel Ambassadors works.
- To provide colleagues and other professionals with the overarching principles that guide the company's approach to child protection.

Tech Channel Ambassadors recognises its duty to ensure that appropriate action is taken where a child is experiencing harm or is at risk of harm. This policy related to all children up to 18 years of age.

This policy statement applies to anyone working for Tech Channel Ambassadors, including directors, employed and self-employed staff (referred to throughout as colleagues).

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the United Kingdom. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

We believe that:

- Children and young people should never experience abuse of any kind, including neglect.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, race, religion or belief, sex, sexual orientation or gender reassignment have a right to equal protection from all types of harm or abuse.

- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person's safety, wellbeing and development. Abuse can be physical, sexual or emotional.
- Neglect also constitutes abuse and can be defined as failing to provide or secure a child with the basic needs required for physical safety and wellbeing.
- Working in partnership with children and young people is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a nominating Safeguarding Lead.
- Creating and maintaining an anti-bullying environment.
- Sharing information about child protection and safeguarding best practice with children and colleagues via appropriate channels.
- Recruiting colleagues safely, ensuring all necessary checks are made.
- Providing effective management for colleagues, through supervision, support, training and quality assurance measures.
- Using our procedures to manage any allegations against colleagues appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Providing a safe physical environment for children, young people and colleagues by applying health and safety measures set out in law and regulatory guidance.
- Recording and storing information professionally and securely.

Related policies and procedures

- This policy statement should be read alongside our organisational policies and procedures, including:
 1. Privacy Policy
 2. Equality, diversity and inclusion policy

Tech Channel Ambassadors duties and responsibilities

- Ensure that colleagues in contact with children and young people have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively.
- Ensure safe practice when working with other organizations, in particular that they have in place adequate safeguarding arrangements.
- Maintain an organization that is safe for all colleagues, children and young people and an environment where poor practice is challenged.
- Ensure that all colleagues working with children and young people are vetted through the DBS scheme where applicable.
- Ensure that all colleagues receive a copy of this safeguarding policy, are appropriately trained and understand their responsibilities.

Lead for safeguarding and child protection

Name: Wendy Shore, Director, Tech Channel Ambassadors

Email: wendy.shore@techchannelambassadors.org

In the absence of the Safeguarding Lead, any issues or concerns should be raised with:

Name: Ian Kilpatrick, Chair, Tech Channel Ambassadors

Email: ian.kilpatrick@techchannelambassadors.org

Responsibilities of the lead for safeguarding and child protection

The safeguarding lead is responsible for:

- Providing support and advice to colleagues on safeguarding matters relating to children and young adults.
- Ensuring that all colleagues have up to date training on child protection and safeguarding.
- Managing any referrals/cases through to resolution.
- Maintaining an overview of safeguarding issues and monitoring the implementation of this policy, in conjunction with the other directors.
- Deciding whether to refer reported matters to the police or local authority social care services. Where possible, referrals should be made the same working day or within 24 hours. The safeguarding lead will decide whether parents/carers should be informed of the referral.
- Following any serious safeguarding incident, the safeguarding lead and directors will review what happened and identify any learning to improve practice in future.

All colleagues have a responsibility to:

- Ensure the safety of children and young people with whom they work.
- Promote good practice, minimise and manage potential risks.
- Follow the guidance in this policy and report any and all safeguarding concerns using the correct procedure.
- Complete appropriate safeguarding training needed for their role.

If a colleague suspects that a child or young person is being harmed by experiencing, or already has experienced, abuse or neglect and/or is likely to suffer harm in the future, they must report it to the safeguarding lead or Chair, at the earliest opportunity.

It is not the responsibility of Tech Channel Ambassadors to decide whether or not abuse or neglect has taken place. It is the responsibility of colleagues to act if there is cause for concern, so that the appropriate agencies can investigate and take any action necessary.

In an emergency

In an emergency situation where an individual is causing or threatening actual physical self-harm or harm to another, colleagues must seek immediate assistance from the emergency services – Police, Ambulance, Fire Brigade. In all circumstances the colleague should seek to remove themselves from any form of danger to themselves and not attempt to resolve the incident.

Supporting and supervising colleagues

Tech Channel Ambassadors will provide supervision and support for colleagues in their work with children and young people and for areas directly linked to the content of our programmes.

Professional boundaries and code of conduct

Colleagues must not:

- Meet or travel with a child or young adult on their own.
- Ask overly personal questions (unless specifically related to a work project, in which case it must be documented).
- Send/give out material that could be considered offensive.
- Suggest or imply a personal relationship that could develop.
- Have physical contact.
- Sell to or buy items from children or young adults.
- Offer or accept personal gifts.
- Engage in social media contact or private contact with children or young adults.

Online safety for safety clients and colleagues

All colleagues must take care when communicating with others online. Electronic communication is an easy way to communicate with young people, but it does bring risks and dangers. It may be informal which can create the potential for misunderstanding and blurring of boundaries.

Electronic communication with children and young adults should only be used:

- With children whose parents/carers have given explicit consent in writing.
- By those who have DBS clearance.

When communicating with clients between training and coaching sessions, colleagues must abide by the following principles:

- Any electronic communication with a young person should be copied to the parent.
- Communication should be made in clear, unambiguous language (rather than abbreviations and 'text language').
- Electronic communication (including texts) should be used for information-giving purposes only.

Under no circumstances should colleagues:

- Share any personal information with children or young adults.
- Request or respond to any personal information from the child or young adult other than that which is necessary and appropriate for the work in hand.
- Take images or videos of children or young people or make a video call without the specific written permission of parents/carers and a Director/Chair of Tech Channel Ambassadors.
- Ask children to reveal personal email addresses or mobile phone numbers.
- Use language which could be deemed as flirtatious, sexual or showing favoritism.
- Initiate or accept friend requests from under 18s using a personal social media profile.

Allegations Management

Tech Channel Ambassadors recognises its duty to report concerns or allegations against its colleagues within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

- Any colleague of Tech Channel Ambassadors is required to report any concerns or suspicions of abuse, harm or neglect in the first instance to the safeguarding

lead. A written record of the concern will be completed and reviewed by the company directors.

- Concerns will be investigated by the safeguarding lead to conclusion.

Confidentiality and managing information

Information will be gathered, recorded, and stored in accordance with the Privacy Policy. All colleagues must be aware that they have a professional duty to share information with other agencies to safeguard children and young adults. The need to safeguard children and young people may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the safeguarding lead.

In any work with children and/or young adults, it is important to be clear about confidentiality and about the limits of confidentiality. This should be discussed with children and/or young adults at the beginning of any piece of work and reminders and information given from time to time.

While personal information held by professionals and agencies is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, Tech Channel Ambassadors have a clear safeguarding responsibility. This means that, where necessary to protect welfare, it will breach confidentiality to raise concerns.

Records must be kept securely, and access must be restricted. The safeguarding lead and directors have a particular responsibility in maintaining the confidentiality of these records and must ensure that the records, or any information they contain, are made available only to relevant parties. The transfer of information – verbally, through the mail or electronically should be managed in such a way that confidentiality is maintained.

Policy Review

Tech Channel Ambassadors is committed to reviewing our policy and practice regularly. This policy was last reviewed on: 18th June 2024

NSPCC Child Protection Helpline (24 hours)

To report or discuss concern about a child's welfare, Tel: 0808 800 5000 or email:

help@nspcc.org.uk