

IPPR Safeguarding Children and Adults at Risk Policy

In an emergency: if you suspect anyone is in immediate danger or at risk of harm to themselves or others call emergency services on 999. You should then inform the Designated Safeguarding Lead as soon as possible.

Anyone with suggestions for how to improve how safeguarding is managed at IPPR or if you want to raise a safeguarding concern should contact the Designated Safeguarding Lead.

Designated Safeguarding Lead: Rahel Geffen, Head of HR, r.geffen@ippr.org

This policy details IPPR's approach to all safeguarding matters involving children, young people and adults at risk. It applies to everyone working on behalf of or representing IPPR.

Policy statement

IPPR acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practice reflects government guidance and complies with best practice.

The policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, pregnancy and maternity, marriage or civil partnership, socio-economic background, all children and adults at risk taking part in IPPR activities:

- have a positive and enjoyable experience within a safe and inclusive environment
- are protected from abuse

IPPR acknowledges that some children and adults, including those with disabilities or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

There are broadly four ways in which IPPR is likely to interact with children and adults at risk:

- Collaborating on a project
- Inviting to join commissions or steering groups
- Involving in research and our events
- Work experience

As part of our safeguarding policy IPPR will:

- Promote and prioritise the safety and wellbeing of children and adults at risk.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

Everyone working on behalf of IPPR will;

- be alert to the possibility of abuse and/or neglect.
- report suspicions of abuse/neglect to their line manager, associate director and the designated safeguarding lead.
- be appropriately trained and supported in adhering to this policy.
- have the appropriate recruitment checks including the relevant DBS where checks are required for the individual's role, in line with our Recruitment and Selection Policy.

The policy and procedures will be widely promoted and are mandatory for everyone involved in IPPR's activities with children, young people and adults at risk. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation. IPPR will take all suspicions of abuse seriously and respond to them following the procedures outlined in this document.

1. Introduction

- 1.1 As research staff at IPPR may come into contact with children, young people and adults who are deemed to be vulnerable or at risk, it is important all paid employees, interns, seconded staff and volunteers are clear about how they and IPPR should respond should there be any concerns about the safety and wellbeing (safeguarding) of research participants.
- 1.2 Researchers have a particular responsibility to consider such issues. However, safeguarding is not only relevant to research involving vulnerable groups as taking part in research can make individuals vulnerable. It is therefore fundamental to contemplate during the planning stages of a research project if there are any safeguarding issues that may arise and identify strategies to minimise or deal with them.

2. Definition

- 2.1 A child is defined as anyone under the age of 18. Child protection is the response to the different ways in which a child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.
- 2.2 An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. Safeguarding adults refers to all work which enables an adult deemed to be at risk to retain independence, wellbeing

and choice and to realise their human right to live a life that is free from abuse and neglect.

3. Scope

This policy applies to:

- 3.1 All people working on behalf of IPPR including employees, interns, secondees, agency workers, associate fellows, consultants, contractors, volunteers and trustees.
- 3.2 All children and adults with care and support needs regardless of gender, ethnicity, disability, sexuality or religion.

This policy covers:

- 3.3 Suspicions of abuse or neglect perpetrated by someone or an institution outside of IPPR.
- 3.4 Suspicions of abuse or neglect perpetrated by a member of the IPPR workforce (paid or unpaid)

4. Roles & Responsibilities

- 4.1 All staff will be made aware of this policy and its place within the Employee Handbook as part of their induction. It is the duty of all IPPR staff, interns, secondees, agency workers, consultants and volunteers to adhere to IPPR policies and procedures, including those for safeguarding. These will be communicated to staff, interns, secondees and volunteers as part of their induction process.
- 4.2 The Executive Director together with the Senior Management Team have ultimate responsibility for all IPPR policies and have approved this document.
- 4.3 Partner organisations will be required to evidence that their safeguarding procedures are compliant with IPPR's policy as a minimum and this will be a subject of audit and contract compliance.

5. Research consent with children and adults at risk

- 5.1 When working with children or vulnerable adults, staff should be aware of additional considerations around the need for consent. This is particularly the case where work is specifically focused on children or vulnerable adults or where the nature of the research is related to their vulnerability.
- 5.2 Prior to conducting research with vulnerable groups, or where it is highly likely that there will be the involvement of vulnerable groups, IPPR staff must review the available literature on best practice for obtaining consent from and methods for working with the specific target group. This could require staff to:
 - Develop special materials in order to communicate with different groups, for example easy-read forms with pictures or the development of a clear protocol for "rolling/ process consent" when working on research relating to particularly sensitive topics.
 - Evaluate the potential risks to participants and put in place a plan to mitigate these as appropriate. These should include a consideration of the potential impacts of any

power imbalance and whether issues such as a financial incentive may have an undue influence on consent.

- Consider whether additional 'gatekeeper' consent is required, for example from care workers, family members or others in the case of adults with severe cognitive impairments.
- Submit their proposed processes and materials for obtaining consent and research methods for ethical review.

5.3 Researchers should be aware that obtaining consent does not mean that a signature on a form is necessary on every occasion. It does not matter how a vulnerable individual shows consent, whether this is by way of signing a form, or saying, or indicating by another means that they agree. The important issue is to ensure the consent given is valid. Consent of a vulnerable individual is considered valid only if:

- They have the capacity to consent, that is, they can understand and weigh up the information needed to make the decision.
- Sufficient information has been given to them, in an appropriate way, on which to base the decision.
- Consent has been given on a voluntary basis that is free from coercion or negative influence.

5.4 Consent must be considered throughout the research – if there is any sign, be that verbal or otherwise, that a participant may not wish to continue, the staff member must remind them of their right to withdraw.

5.5 Consent to a child's participation in research should normally be obtained from the person with parental responsibility (ie gatekeeper consent). In addition, children who are capable of forming their own views should be granted the right to express them freely in all matters affecting them, commensurate with their age and maturity.

5.6 For vulnerable adults, staff must consider whether additional 'gatekeeper' consent is required, e.g. from care workers, family members or others in the case of adults with severe cognitive impairments.

6. Procedures for interacting with children under 16

6.1 IPPR will ensure that a chaperone (eg a youth worker, parent or teacher) accompanies under 16s to any meetings or events that we hold.

6.2 All electronic communications with children and young people are copied to a chaperone.

6.3 We will seek to keep children and young people safe when taking photographs or filming by:

- Always asking for written consent from a child and their parents or carers before taking and using a child's image.
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children.

- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them).

7. Recruitment

7.1 To ensure the safety of research participants, IPPR will ensure robust recruitment procedures for all prospective staff, interns, secondees and volunteers which include:

- Completion of an application form
- A formal interview
- Disclosure and Barring Service checks where required with the relevant level according to role
- At least two references
- Comprehensive induction training
- Probationary period and review of performance
- Regular supervision

8. Training

8.1 All relevant IPPR staff, interns, secondees and volunteers will receive safeguarding training which will be repeated at least every two years.

9. Understanding safeguarding allegations

9.1 A breach of safeguarding occurs when a person has allegedly behaved in a way that has harmed or could harm a child or adult at risk. It includes acting in a way that has failed to prevent harm, behaviour that indicates that the person is unsuitable to work with vulnerable groups or committing/planning to commit a criminal offence against a child or adult at risk.

9.2 Safeguarding allegations may:

- Involve a child or children or adult/adults.
- Not directly have an identified victim and, for example, involve looking at abusive images online.
- Be about any type of abuse.
- Relate to a person who no longer works at IPPR
- Concern the child of a staff member
- Concern a child or an adult at risk who is a research participant

9.3 A safeguarding allegation may arise when:

- A child or adult at risk makes a disclosure about themselves
- A third party reports or makes an allegation about someone else
- Harmful behaviour is observed
- IPPR is informed by the police or local authority or an individual that they are the

- subject of a child/adult protection and/or criminal investigation
- New information is contained in a Disclosure and Barring List (DBS) check

10. Responding to a child or adult at risk who raises a concern

10.1 In the event of an incident or concern being raised IPPR commits to:

- Listen to the child, young person or vulnerable adult.
- Give the child, young person and/or vulnerable adult time and attention.
- Allow the child, young person and/or vulnerable adult to talk about their concern freely without interruptions or without making judgments.
- Explain that we cannot promise not to speak to others about the information they have shared.
- Reassure the child, young person and/or vulnerable adult, and tell them they have done the right thing in telling you.
- Take whatever is said seriously. Take accurate notes of exactly what is said by filling out a safeguarding reporting form avoiding assumptions and conjecture. Record as much detail as possible (eg the timing, setting and people present). Information will be passed to the designated safeguarding lead and stored securely.
- Tell the child, young person and/or vulnerable adult what we are going to do next and explain that you will need to get help to keep them safe.
- We will minimise the need for the child, young person and/or vulnerable adult to repeat their story. We will use the child, young person and/or vulnerable adult's own words where possible.
- If parents or carers have been involved in the meeting, a copy of the notes should be agreed with and shared with them.

10.2 Any disclosure by a child, young person or adult must be reported to IPPR's designated safeguarding lead.

11. Process for reporting and recording a safeguarding concern

11.1 Any staff member who is alerted to a safeguarding concern, or who observes an issue which causes concern in any work IPPR is involved with should report this at the earliest opportunity to their line manager, associate director and the designated safeguarding lead so that appropriate action can be taken. If they are unavailable, they should report the concern to any other senior manager within the organisation.

11.2 Staff should not take action themselves without wider consultation but should take a full note summarising what they have heard/seen and the names of the people involved. A safeguarding reporting form is available for completion to support this.

11.3 IPPR will speak immediately to the relevant local authority or to the NSPCC for advice and support.

11.4 In an emergency, where people are in immediate danger, staff should call 999.

11.5 Staff should not offer advice around safeguarding as IPPR does not have the resources or expertise around this specialist area.

11.6 Information disclosed to any IPPR member of staff regarding a safeguarding issue should not be held in confidence by one member of staff.

11.7 Following a safeguarding incident the safeguarding lead will ensure that IPPR keeps an accurate record of the concern and the action agreed and the reasons for this decision. Confidential records relating to safeguarding incidents will be kept securely and shared on a "need to know" basis.

12. Managing allegations against a member of staff

12.1 When an allegation is made against a member of staff, the designated safeguarding lead will:

- Report this to the relevant local authority designated officer (LADO) within 24 hours and depending on severity of the allegations, also to the police.
- Inform the Executive Director who may initiate a formal disciplinary investigation or IPPR's standard research complaints procedure depending on severity of the allegations.
- Put in place support mechanisms to the employee accused of misconduct.

13. Review

13.1 It is the intention of IPPR that policies and procedures remain current and 'fit for purpose' to reflect changes in legislative, organisational, operational and management arrangements; following formal review of any safeguarding alert and in response to feedback. As a minimum, this policy will be reviewed a year after development and then every three years, or in the following circumstances:

13.2 If IPPR's safeguarding practices lead to the raising of concerns or formal complaints, these will be addressed through the formal Complaints Procedure. In doing so, IPPR will use the learning from those complaints to refine and improve its practice and procedures. All complaints are reviewed by the Director and IPPR's Board of Trustees to ensure that both our systems of operations and governance are aware of, and play a key role, in improving standards of practice, including the safeguarding of children and adults at risk.

Relevant legislation

- Children's Act 1989
- The UNCRC
- The Data Protection Act 1998
- General Data Protection Regulation
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children's Act 2004
- Children and Young People (Scotland) Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability code of practice 2014
- Working Together to Safeguard Children 2015
- Information Sharing 2015
- Mental Capacity Act 2005
- The Care Act 2014

- Social Services and Wellbeing (Wales) Act 2014
- Getting it Right for Every Child (Scotland)
- Safeguarding Board Act (Northern Ireland) 2011
- Revised regional core child protection policies and procedures for Northern Ireland 2018
- The Children (Northern Ireland) Order 1995
- Co-operating to Safeguard Children and Young People in Northern Ireland 2017
- Children's Services Co-operation Act (NI) 2015