



Royal Society of Chemistry Safeguarding Children and Vulnerable Adults Policy

Version	Comments	Author	Version Date	Review Date
1.0	Final version	Magda van Leeuwen and Rio Hutchings	15/11/2018	01/12/2019

1. Purpose & Scope

- 1.1. The purpose of this policy and associated procedures is to provide clarity to Royal Society of Chemistry Trustees, staff and volunteers on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with RSC.
- 1.2. This policy serves to ensure that employees, volunteers and other representatives are protected.
- 1.3. This policy and associated procedures are intended to provide a common understanding of safeguarding issues, develop good practice across the diverse areas in which we operate and thereby increase accountability in this aspect of our work.
- 1.4. This policy constitutes RSC's global policy. Whilst it is recognised that local legislation may vary from country to country, this policy identifies our minimum standards and may exceed the requirements of local legislation.
- 1.5. Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

2. Legal Framework

- 2.1. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK. We are fully committed to complying with all UK safeguarding legislation and guidance including Children Act 1989 and 2004, Working Together to Safeguard Children 2018 and Care Act 2014.

3. Related Policies and Procedures

- 3.1. These procedures and processes should be read in conjunction with the following existing policies and procedures:
 - RSC Safeguarding procedures and processes
 - RSC Professional Practice and Code of Conduct
 - Staff handbook including:
 - Code of Conduct
 - Dignity at Work Policy
 - Disciplinary Policy
 - Data Protection Policy
 - Data Retention Policy



- Whistleblowing
- RSC Photography and filming policy

4. Guiding Principles

- 4.1. We are committed to safeguarding children and vulnerable adults from harm.
- 4.2. Safeguarding is everyone's responsibility and the welfare of children and vulnerable adults is paramount.
- 4.3. Everyone who participates in activities at the Royal Society of Chemistry, or run by RSC staff and volunteers, is entitled to do so in a safe and enjoyable environment.
- 4.4. All children and vulnerable adults, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- 4.5. No child or vulnerable adult must be treated any less favourably than others in being able to access our services which meet their particular needs.

5. We will seek to keep children and vulnerable adults safe by:

- 5.1. Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- 5.2. Appointing Designated Safeguarding Officers (DSOs), Leadership Team lead for safeguarding and a lead trustee for safeguarding
- 5.3. Adopting child protection and safeguarding best practice through our policies and procedures
- 5.4. Ensuring a robust 'safe' recruitment procedure is in place and that all Royal Society of Chemistry employees and volunteers who work with children are appropriate for that role and are provided with relevant training in safeguarding
- 5.5. Taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures
- 5.6. Using our procedures to manage any allegations against staff and volunteers appropriately
- 5.7. Ensuring all activities have an up-to-date risk assessment and that we provide a safe physical environment for children, young people, staff and volunteers
- 5.8. Ensuring all images or recordings of children or vulnerable adults taken on behalf of the RSC comply with the RSC Data Protection Policy and appropriate consents are obtained

6. Questions about this Policy

- 6.1. If you have any queries regarding how this Policy works in practice or do not understand anything in this Policy or related guidance and procedures, please contact the Designated Safeguarding Officers at safeguarding@rsc.org.



7. Contact details

7.1. Designated safeguarding Officers (DSOs)

Name: Magda van Leeuwen and Rio Hutchings

Email: safeguarding@rsc.org

7.2. Leadership Team leads for safeguarding

Name: Sarah Robertson and Jo Reynolds

7.3. Lead Trustee for Safeguarding

Chair of Audit and Risk Committee, currently Janette Waterhouse

This policy has been reviewed, approved and endorsed by the Royal Society of Chemistry board of trustees.

We are committed to reviewing our policy and good practice annually, or in the following circumstances:

- After a change in legislation and/or government guidance
- As a result of any significant change or event

This policy was last reviewed on:

Signed:

Safeguarding lead, Royal Society of Chemistry Board of Trustees

Date: