



Distribution	
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This policy should be assigned to the following groups; Please tick one box for each group.	

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8.2.6. Disclosure of a criminal record





consultants and secondees), workers provided by a third party / contractors, and Trustees.

Non-worker visitors and those affected by the undertakings of the Institute.

## 2. Commitment statement

- 2.1. At the Babraham Institute our mission is to be an international leader in research focusing on basic cell and molecular biology with an emphasis on healthy ageing through the human lifecycle.
- 2.2. The Institute is fully committed to meeting the requirements of safeguarding in relation to children, young people and Adults at Risk (AaR), in order to ensure that they are protected, whilst enjoying opportunities to develop their full potential. The Institute fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of children, young people and AaR, bearing in mind its activities (including those online), duty of care and other legal obligations.

## 3. Purpose

- 3.1. The Institute has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and AaR coming onto its premises or at Institute-organised activities (including those online). The Institute aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and AaR. The Institute encounters children, young people and AaR in a variety of settings (both face-to-face and online), including through its teaching and research activities, as well as through its outreach programmes.

- 3.3. This policy aims to help and protect Institute workers, others involved in Institute-organised activities, children, young people and AaR by:



Ensuring that we make it clear that if a child, young person, AaR or their family, as appropriate, withdraws 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, young people and AaR whose images are being used in our published material whenever possible (and only using first names if we do need to identify them).

3.5. If a safeguarding concern arises, this policy seeks to:

Prevent the situation from getting worse.

Ensure that safeguarding of children, young people and AaR is paramount.

Reduce any potential risks to others.

3.6. This policy should be read alongside other relevant Institute policies and procedures (particularly the Health & Safety Policy for Under 18s [BI-HAS-002]), as mentioned throughout this policy.

## 4. Scope

4.1. This policy and associated Institute Safeguarding RaG applies to all those who work with

## 5. How to raise a safeguarding concern

### 5.1. Types of abuse & responsibility to act

5.1.1. Each person has a responsibility to act if they have any suspicions or concerns about someone's behaviour towards a child, young person or AaR. It is important that if you receive any of any complaint or accusation that a child, young person or AaR has been or is being abused, you listens carefully without making or implying any judgment as to the veracity of the complaint or accusation.

5.1.2. There are many types of abuse and concerns for the safety and wellbeing of children, young people and AaR (see Appendix 1). For example:

- A child / young person / AaR may report or show signs of abuse.
- Someone may hint that a child / young person / AaR is vulnerable or that a colleague is an abuser.
- Someone may witness abuse.

It is not always easy to recognise a situation where abuse may occur, is happening or has already taken place.

5.1.3. If an individual is unsure whether a suspected incident falls within the definition of abuse (see Appendix 1), they can contact the Designated or Deputy Safeguarding Lead (or if the incident is within the Nursery or Funpack, the Nursery Designated Child Protection / Safeguarding Staff) see section 6 for contact details[( )] TJET00.000008871 0 595.32 841.92 r



5.3.2. The Institute's Whistleblowing Policy (BI-COR-010) and the Nursery, FHC and FASC Whistleblowing Policies (to follow) set out the principles for whistleblowing. This encourages and enables individuals to speak out when they encounter or suspect 'malpractice' (i.e., in this case raising a safeguarding concern) and outlines the protection that is afforded to them under the Public Interest Disclosure Act 1998. This protection also applies to anyone who raises a genuine safeguarding concern in good faith through the routes described in this policy.

5.3.3.





[Cambridgeshire & Peterborough Safeguarding Adults Board<sup>2</sup>](#)), who manage and investigate concerns as appropriate.

Ensuring that those involved in any case are appropriately supported.

Providing support to the Nursery, FHC and FASC for child referrals.

Supporting any disciplinary procedures relating to safeguarding (see section 9.6).

7.3.4. The DSL is required to promote appropriate training by:

Ensuring that appropriate information and training are available to Institute workers who will come into contact with children, young people and AaR.

Undertaking relevant training in safeguarding procedures and ensuring their knowledge is kept up to date.

7.3.5. The DSL and DDSL must complete regular training / refreshers (see section 8.3).

## 7.4. Deputy Designated Safeguarding Lead (DDSL)

7.4.1. The DDSL is required to provide support to the DSL in all the duties outlined in 7.3 and provide cover (for the responsibilities described in Section 7.3) when the DSL is unavailable.

## 7.5. Line managers & Workers

7.5.1. All line managers and workers must have read and be familiar with this Safeguarding Policy and the associated Rules and Guidance, must complete safeguarding training and regular refreshers (see section 8.3.3).

7.5.2. Line managers and workers must not use the Institute IT systems to:

- Access inappropriate websites (e.g., those involving the abuse of children, young people or AaR).
- View and / or store inappropriate material (e.g., images of children, young people or AaR where there is no consent in place; pornographic images of children, young people or AaR; etc.).

7.5.3. Anyone doing so will be subject to immediate disciplinary procedures and / or criminal investigation.

7.5.4. Non-work-related visits (defined below in Section 8.5) by children, young people or AaRs related to line managers / workers must follow the arrangements outlined in section 8.5.

7.5.5. When involved in Institute activities including children, young people and AaR, line managers and workers must not interact with them, except:

As a parent / guardian / carer.

Where there is permission from the parent / guardian / carer.

Within Institute-appro





- Ensure that they pass on any safeguarding concerns to the DSL / DDSL ([Safeguarding@babraham.ac.uk](mailto:Safeguarding@babraham.ac.uk)) as soon as possible. An urgent concern (e.g., an immediate threat to life) should be raised directly with the appropriate authority, e.g., the police, LADO, MASH, etc., as described in Section 5 and 9, before notifying the DSL / DDSL.

## 7.7. Human Resources (HR) team

### 7.7.1. The HR team is required to:

- Follow the 'Work / lab experience and work shadowing involving children, young people & adults at risk' process and procedures outlined in

- Downloading of inappropriate material (e.g., images of children, young people or AaR where there is no consent in place; pornographic images of children, young people or AaR; etc.)

7.10.2. For further information and guidance, see the IT Security & Usage Policy (BI-BICS-001).

7.10.3. Computing management should keep the information confidential and immediately raise a concern with the DSL / DDSL if there is any evidence of access, downloading or storage of such material on Institute IT systems.

## 7.11. Nursery, FHC & FASC Designated Child Safeguarding Officers (DCSOs)

7.11.1. The Nursery, FSC and FASC DCSOs are required to raise awareness by:

- Ensuring that this Safeguarding Policy, [Nursery \(includes the Funpack Holiday Club & After School Club\) Safeguarding & Child Protection Policy](#) and associated procedures are implemented and publicised

- Acting as a point of contact for those who have safeguarding concerns, receiving information and recording those concerns.
- Advising and taking appropriate action in the case that concerns of abuse are made in the contexts set out in the referral procedure.
- Informing and updating the DSL / DDSL (see 7.11.1).
- Contacting and liaising with external agencies where appropriate (such as the [Cambridgeshire & Peterborough Local Safeguarding Children's Board](#)<sup>3</sup>, [Multi-Agency Safeguarding Hub \(MASH\)](#)<sup>4</sup>, and the Cambridgeshire [Local Authority Designated Officer \(LADO\)](#)<sup>5</sup>), which will manage and investigate the concern as appropriate.
- Ensuring that those involved in any case are appropriately supported.

7.11.5. The Nursery, FHC and FASC DCSOs are required to provide regular anonymised updates of safeguarding concerns raised within the Institute Nursery (including Funpack After School Club and Funpack Holiday Club) and any lessons learnt (see section 9.6.2) to the DSL / DDSL and TSL (as required by the Charity Commission).

7.11.6. The Nursery, FHC and FASC DCSOs are required to promote appropriate training by:

- Ensuring that appropriate information and training are available to all Institute workers, relevant inspectors and visitors (including, e.g., parents of children in the nursery) as appropriate.
- Undertaking relevant training in safeguarding procedures, including safer recruitment, and ensuring their knowledge is kept up to date.

## 8. Arrangements

### 8.1. Risk assessment

#### Initiating the risk assessment process

8.1.1.1. The children, young people and AaR risk assessment process will be initiated by the following circumstances (although other situations may trigger this procedure if deemed appropriate by the person responsible for the relevant recruitment campaign or activity [the "activity manager" ] in consultation with the DSL / DDSL or a Nursery, FHC or FASC DCSO):

- The commencement of new activities involving or potentially involving children, young people and / or AaR.
- Changes being made to existing activities involving or potentially involving children, young people and / or AaR.

8.1.1.2. A separate risk assessment is not required for recruitment to a new or existing post. Instead, recruitment to a new or existing post that involves working with children, young people and / or AaR follows the Safer Recruitment process and, in addition, in the Nursery, FHC and FASC, follows the Nursery recruitment process.

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<sup>3</sup> <http://www.safeguardingcambspeterborough.org.uk/children-board/>

<sup>4</sup> <https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work/>

<sup>5</sup> <https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work/report-allegations-about-a-practitioner-or-volunteer/>





addition, their [Find out which DBS check is right](#) 6 0.nEMC /P AMCID 0-BDC q0.000008871 0 595.32 841.92 reV

8.2.3.5. They must also determine whether the check must be completed before an individual can start work or if there are activities that the individual could reasonably and safely carry out before the check result has been received.

8.2.3.6. Guidance on whether a check can be treated as

manager L48 Tm0 g0 G[(L48 Tm0 g0 G[(L48 Tm0 g0 G[(L48 Tm0 g0 G[(L48 Tm0 g0 G3 288.05 796.08 Tm0.141







- The child(ren) / young person / AaR must not:
  -







- For child protection in the Nursery, FHC and FASC, refer to the Nursery Safeguarding & Child Protection

From organisations such as the [National Society for the Prevention of Cruelty to Children \(NSPCC\)](#)<sup>12</sup>, [Cambridgeshire & Peterborough Local Safeguarding Children's Board](#)<sup>13</sup> and the [Cambridgeshire & Peterborough Safeguarding Adults Board](#)<sup>14</sup>.  
[The UK Government Strategy for dealing with safeguarding issues in charities](#)<sup>15</sup>.

- 10.3. [Adult Safeguarding in Social Care – Health and Safety Executive \(HSE\) Role](#)<sup>16</sup>. Useful contacts include:

[Police Child Exploitation and Online Protection command \(CEOP\)](#)<sup>17</sup>.

- If you suspect someone is in immediate danger, call 999. If you have a hearing or speech impairment, use our textphone service 18000 or text on 999 if you've pre-registered with the emergency SMS service.

[Multi-Agency Safeguarding Hub \(MASH\)](#)<sup>18</sup>.

The Cambridgeshire & Peterborough [Local Authority Designated Officer \(LADO\)](#)<sup>19</sup>.

Monday to Friday during office opening hours telephone: 01223 727968; 01223 727969; 01223 727967. For out of hours queries, the Emergency Duty Team can be contacted on 01733 234724.

- 10.4. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.
- 10.5. Associated policies, procedures and guidance are listed on the cover sheet. The Policy Owner





- Often constitute a crime, i.e., physical / sexual abuse, e.g., downloading or using pornographic images of children, young person or AaR and / or storing them on Institute

# Appendix 2 | Safeguarding Incident Reporting Form

Please email this information to [Safeguarding@babraham.ac.uk](mailto:Safeguarding@babraham.ac.uk) as a matter of urgency.


Please continue on another page(s) where necessary, ensuring it is appended to this form.

## Appendix 3 | Safeguarding legislative framework

Responsibilities for safeguarding are enshrined in legislation. Some duties apply only to children, some apply only to adults, and some apply to both. This section deals with each in turn.

There are fundamental differences between the legislative framework for safeguarding for children, and for adults, which stem from who can make decisions.

Adults have a legal right to make their own decisions, even if they are unwise, as long as they have capacity to make that decision and are free from coercion or undue influence. However, decision-making power relating to children lies with those who have parental responsibility for the child. As a child grows in maturity and understanding, the law gives the child a greater say in decisions. Once a child understands fully the choice to be made and its consequences, the child's





Management of Health and Safety at