



## **THE SALTERS' COMPANY GROUP**

### **Safeguarding Policy and Procedures**

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## **1. Policy Statement and Principles**

### **The Salters' Group:**

1.1 Understand that safeguarding is everyone's responsibility. It is a part of our professional responsibility to:

- a. be trained in safeguarding so that we understand the types of abuse and harm to children and adults at risk and how to recognise signs that abuse may be taking place
- b. keep up to date with current safeguarding legislation and guidance
- c. understand the policies and procedures surrounding safeguarding
- d. be ready to respond appropriately and quickly to any safeguarding concerns.

1.2 Believes that everyone has a responsibility to promote the welfare of all children, young people and adults at risk of harm, to keep them safe and to work in a way that protects them.

1.3 Believes that the safeguarding of children, young people and adults at risk of harm is paramount.

1.4 Is committed to equity, diversity and inclusion, and to anti-discriminatory practice. The Group will, therefore, give equal priority to keeping all children, young people and adults at risk of harm safe, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

1.5 Recognises the additional needs of children from minority ethnic groups and those with special educational needs and disabilities (SEND) and the barriers they may face, for example, with communication or the impact of discrimination.

1.6 Will ensure that we meet our commitment to keeping children, young people and adults at risk of harm safe by:

- a. listening to children and respecting them
- b. appointing a Designated Safeguarding Officer and a member of the Court who takes lead responsibility for safeguarding at the highest level in the organisation
- c. writing detailed safeguarding procedures
- d. making sure all Salters' Representatives, members and volunteers understand and follow the safeguarding procedures
- e. ensuring children, young people, adults at risk of harm, and their families know about the organisation's safeguarding policy and what to do if they have a concern, allegation or disclosure
- f. building a safeguarding culture in which the following know how they are expected to behave and feel comfortable about sharing concerns:
  - children
  - young people

- adults at risk of harm
- Salters' Representatives
- members
- volunteers
- partners
- consultants, freelancers and agencies contracted by the Salters' Group

**1.7 Will adhere to its principles for safeguarding by:**

- a. committing to promote a safe and respectful environment for the children, young people and adults at risk of harm with whom it [the Salters' Group] works
- b. understanding and adhering to the Child Protection and Safeguarding policies of institutions and organisations with which it works
- c. ensuring the safe recruitment of Salters' Representatives, volunteers, consultants, freelancers and agencies
- d. training for Salters' Representatives, governance leads, and volunteers
- e. responding promptly, professionally and ethically to every safeguarding concern raised about a child, young person or adult at risk of harm and cooperating with the statutory and all other relevant authorities
- f. promoting safeguarding as everyone's responsibility.

**2. Purpose and Scope**

**2.1 The Safeguarding Policy and Procedures applies to the Salters' Company Group comprising:**

- a. The Worshipful Company of Salters (the Livery Company)
- b. The Salters' Management Company Limited
- c. The Salters' Institute of Industrial Chemistry
- d. The Salters' Charitable Foundation and
- e. The Almshouse Charities of Nicholas & Beamond and James Smith.

**2.2 The Safeguarding Policy and Procedures:**

- a. provide up-to-date information and guidance for Salters' Representatives, members, volunteers, partners, consultants, freelancers and agencies contracted by the Salters' Company Group
- b. are relevant to those who will be working directly with and who will be in contact with children (whether only once or more frequently), young people and adults at risk of harm
- c. presents the Company's policies and procedures in one place and in a coherent manner
- d. ensure that all Salters' Representatives, Governance Leads, and relevant members understand their responsibility to safeguard children, young people and adults at risk
- e. where applicable, require all Salters' Representatives to sign Appendix E to confirm their adherence to and understanding of this policy and associated procedures.

2.3 By reading the Safeguarding Policy and Procedures, Salters' Representatives, members, volunteers, partners, consultants, freelancers and agencies contracted by the Salters' Company understand that it is their responsibility to:

- a. be informed about current legislation
- b. understand the policies and procedures surrounding safeguarding
- c. be ready to respond appropriately and quickly to any safeguarding concerns.

2.4 The policy is relevant to all the Salters' Group and the work it delivers, commissions and funds.

### **3. Definitions**

#### **3.1 Safeguarding children:**

- a. Providing help and support to meet the needs of children as soon as problems emerge
- b. Protecting children from maltreatment, whether that is within or outside the home including online
- c. Preventing the impairment of children's mental and physical health or development
- d. Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- e. Taking action to enable all children to have the best outcomes

#### **3.2 Child or Young Person:**

- a. The term 'child' or 'young person' is used to refer to anyone under the age of 18
- b. The term 'Parent' is used as a generic term to represent parents, carers, and guardians

#### **3.3 Vulnerable Adult or Adult at Risk**

This term refers to anyone who is 18 or over and has any of the following characteristics:

- a. is or may be in need of social care services by reason of mental or other disability, age or illness
- b. is or may be unable to take care of themselves
- c. is unable to protect themselves against significant harm or serious exploitation.

#### **3.4 Scope**

This policy should be adhered to by the following:

- a. Salters' Trustees
- b. Salters' paid staff
- c. Salters' members
- d. Volunteers

- e. Partners
- f. Consultants
- g. Freelancers and agencies contracted by the Salters' Company

Within this policy, the above are referred to by the term 'Salters' Representatives'.

#### **4. Legislation and Guidance**

The Safeguarding Policy and Procedures of the Salters' Company Group sit within and alongside the wider context of safeguarding policies, procedures and guidance. This includes but is not limited to:

##### **GOVERNMENT LEGISLATION AND GUIDANCE**

###### **Children Act 1989**

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

###### **Children Act 2004**

[http://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga\\_20040031\\_en.pdf](http://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf)

###### **Mental Capacity Act 2005**

<https://www.legislation.gov.uk/ukpga/2005/9/contents>

###### **Children and Families Act 2014**

[http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga\\_20140006\\_en.pdf](http://www.legislation.gov.uk/ukpga/2014/6/pdfs/ukpga_20140006_en.pdf)

###### **Working Together to Safeguard Children (July 2023)**

[https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working\\_together\\_to\\_safeguard\\_children\\_2023\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)

###### **Care Act (2014)**

<https://www.legislation.gov.uk/ukpga/2014/23/contents>

###### **Counter-Terrorism and Security Act 2015 (Updated 1 April 2021)**

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

###### **Keeping Children Safe in Education (September 2025)**

[https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping\\_children\\_safe\\_in\\_education\\_from\\_1\\_September\\_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf)

###### **Safeguarding Vulnerable Groups Act (2006)**

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

## **CHARITABLE SECTOR**

### **Charity Commission**

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

### **NSPCC**

<https://learning.nspcc.org.uk/safeguarding-child-protection>

<https://learning.nspcc.org.uk/safeguarding-child-protection/safer-recruitment>

### **Safeguarding Adults – Social Care Institute for Excellence (SCIE)**

<https://www.scie.org.uk/safeguarding/adults/introduction/what-is>

### **Safeguarding Adults – Age UK**

<https://www.ageuk.org.uk/globalassets/age-uk/documents/policy-positions/health-and-wellbeing/adult-safeguarding-policy-position-nov-2018-final.pdf>

## **LONDON AND CITY OF LONDON CORPORATION**

### **The London Safeguarding Children Board Procedures**

<https://www.londonsafeguardingchildrenprocedures.co.uk/>

### **Safeguarding Children and Young People from the City of London and Hackney**

### **Safeguarding Children’s Partnership**

<http://www.chscb.org.uk/>

### **The City of London and Hackney Safeguarding Adults Board**

<https://hackney.gov.uk/safeguarding-adults-board>

### **The City of London Corporation Thresholds of Need**

<https://www.cityoflondon.gov.uk/assets/Services-DCCS/Thresholds-of-Need-2022.pdf>

## **5. Associated Policies**

This policy should be read alongside the following Salters’ Group Policies:

- a. Employee Handbook (July 2021)
- b. Privacy and GDPR Policies
- c. Health and Safety Policy

- d. Whistleblowing Policy
- e. Any safeguarding policy provided by an institution / partner with which the Salters' Group is working

## **6. Safeguarding Key Contacts and Leads**

### **The Designated Safeguarding Officer for The Salters' Company (DSO) is the Clerk**

Name: Tim Smith  
Email: safeguarding@saltersinstitute.org  
Tel: 020 7826 4055  
Contact Address: The Salters' Company, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

**If you are unable to reach the Clerk, the Head of Education is the Deputy Designated Safeguarding Officer for the Institute and the Events & Membership Manager is the Deputy Designated Safeguarding Officer for the Company.**

### **The Deputy Designated Safeguarding Officer for the Salters' Institute (DDSO) is**

Name: Liam Thomas  
Email: safeguarding@saltersinstitute.org  
Mobile: 07917 912 896  
Contact Address: The Salters' Institute, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

### **The Deputy Designated Safeguarding Officer for the Salters' Company (DDSO) is**

Name: Katherine Walker  
Email: safeguarding@saltersinstitute.org  
Mobile: 07880 846 229  
Contact Address: The Salters' Company, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

### **The Governance Lead for Safeguarding on the Salters' Institute Board is:**

Name: Alison Margary-Wade  
Email: safeguardinggovernance@saltersinstitute.org

### **The Governance Lead for Safeguarding on the Court of Assistants (Trustee) is:**

Name: Matthew Previte

Email: [safeguardinggovernance@saltersinstitute.org](mailto:safeguardinggovernance@saltersinstitute.org)

## 7. Roles and Responsibilities

### 7.1 Designated Safeguarding Officer and Deputy Designated Safeguarding Officer

#### Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children, young people, and adults at risk of harm safe are in place at the Salters' Group.

To promote the safety and welfare of children, young people, and adults at risk of harm, involved in the Salters' Group activities and events at all times.

#### Duties and responsibilities

- a. Act as named person and point of contact for all matters related to safeguarding both within the Salters' Group and externally.
- b. Take a lead role in developing, reviewing and implementing the Salters' Group's safeguarding policies and procedures: ensuring all safeguarding concerns involving children, young people, and adults at risk of harm who take part in the Salters' Group activities and events are responded to promptly, ethically and appropriately.
- c. Advise and support the Senior Management Team and Governance Leads in developing and establishing the Salters' Group's approach to safeguarding.
- d. Play a lead role in establishing, maintaining and reviewing the Salters' Group's plan for safeguarding.
- e. Oversee the safe recruitment of Salters' Representatives ensuring that appropriate pre-employment checks are carried out in accordance with statutory guidance.
- f. Advise on training needs and development, providing training where appropriate.
- g. Provide safeguarding advice and support to Salters' Representatives.
- h. Make sure that everyone working or volunteering with or for children, young people and adults at risk of harm at the Salters' Group including the Institute Board and Court of Assistants (Trustee) understands the safeguarding policy and procedures, and knows what to do if they have concerns about a child's, young person's or adult at risk of harm's welfare.
- i. Work closely with the Institute Board and Court of Assistants (Trustees) and Governance Leads to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding practices.
- j. Make sure children, young people and adults at risk of harm, and their carers, who are involved in activities and events at the Salters' Group know who they can talk to if they have a welfare or safeguarding concern and understand what action the organisation will take in response.

- k. Receive and record information from anyone who has concerns about a child, young person, or adult at risk of harm, who takes part in the Salters' Group's activities.
- l. Take the lead on responding to information that may constitute a safeguarding concern, including a concern that an adult involved with the Salters' Group may present a risk to children or young people. This includes:
  - assessing and clarifying the information
  - making referrals to statutory organisations as appropriate
  - consulting with and informing the relevant members of the Salters' Group management
  - following the organisation's safeguarding policy and procedures.
- m. Liaise with, pass information to, and receive information from statutory child protection agencies such as the local authority child and adult protection services and the police. This includes making formal referrals to agencies when necessary.
- n. Manage referrals to key safeguarding agencies (e.g. the safeguarding partner) of any incidents or allegations of abuse and harm.
- o. Store and retain safeguarding records according to legal requirements and the Salters' Group's safeguarding policy and procedures.
- p. Report regularly to the Institute Board and Court of Assistants (Trustees) on issues relating to safeguarding to ensure that it is seen as an ongoing priority issue and that safeguarding requirements are being followed at all levels of the Salters' Group.
- q. Be familiar with and work within inter-agency child and adult protection procedures developed by the local child and adult protection agencies.
- r. Be familiar with issues relating to safeguarding and abuse, and keep up to date with new developments in this area.
- s. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children, young people and adults at risk of harm at the Salters' Group.
- t. Attend team meetings, supervision sessions and management meetings as arranged.
- u. Work flexibly as may be required and carry out any other reasonable duties.

**In the absence of the Designated Safeguarding Lead, the Deputy DSO will take on the above responsibilities.**

## **7.2 The Governance Lead for Safeguarding**

### **Purpose of the Role**

To provide leadership and governance on behalf of the organisation's board of trustees in all safeguarding matters.

### **Duties and Responsibilities**

- a. Ensure that the organisation has adequate safeguarding policies and procedures in place that are regularly reviewed and updated.
- b. Appoint and support a Designated Safeguarding Officer and Deputy / Deputies to

- manage day-to-day safeguarding matters.
- c. Consider how to improve the overall safeguarding culture within the organisation.
- d. Ensure that a Staff Code of Conduct is in place and that all relevant Salters' Representatives read and sign it.
- e. Identify risks to the organisation, its Staff and its beneficiaries and mitigate those risks as required.
- f. Ensure that everyone involved with the organisation knows how to recognise, respond to, report and record a safeguarding concern.
- g. Regularly evaluate safeguarding training to ensure that it is current and relevant.
- h. Review which posts within the organisation can and must have a DBS check from the Disclosure and Barring Service.
- i. Report to the Board on safeguarding matters.
- j. Report any serious safeguarding concern to The Charity Commission in accordance with its guidance.

## **8. Preventing Radicalisation**

8.1 The Salters' Group understands that preventing children, young people and adults at risk from becoming radicalised is part of the overall safeguarding responsibility. The Prevent Duty places a duty on specified authorities such as education, to have 'due regard' to the need to prevent people from becoming terrorists or supporting terrorism.

8.2 As part of their overall safeguarding training, Salters' Representatives will understand the factors that could lead to a person becoming radicalised, the meaning of the term 'extremism' and how to spot the signs that a person may be at risk.

8.3 The Designated Safeguarding Officer will be responsible for gathering local intelligence on specific risks associated with the locations we work in and for sharing this information with Salters' Representatives.

8.4 Salters' Representatives are required to report any concerns about possible radicalisation in the same way that they would any other safeguarding concern.

## **9. Safe Recruitment of Salters' Representatives**

9.1 The Salters' Group operates safe recruitment and employment practices and is committed to providing a safe environment for those who benefit from its work. This is particularly relevant for Salters' Representatives who work for the Salters' Institute & Company. The safe recruitment of those who undertake work on behalf of the Institute is the first step to ensuring that we are fulfilling this commitment and that all Salters' Representatives engaged in working with children and adults at risk are safe to do so. The following checks form part of that process:

- a. access to a satisfactory standard DBS certificate

- b. access to a satisfactory enhanced DBS certificate for Salters' Representatives whose work involves frequent contact with children and/or vulnerable adults
- c. seeking and verifying references covering previous employment/volunteering
- d. documentary evidence of stated educational and/or professional qualifications.

## **10. Managing Safeguarding Allegations Against Salters' Representatives**

The Salters' Group expects all Salters' Representatives to behave in a professional and appropriate manner and where applicable to read and sign the Safeguarding Code of Conduct for Salters' Representatives. (Appendix D)

10.1 Following an allegation against a Salters' Representative, The Salters' Group will conduct an investigation. The primary concern in the event of an allegation is to ensure the safety of the child or adult at risk. In all cases, action will be taken quickly, confidentially and professionally, with all parties clear that investigation (and any suspension as part of the process) is not an indicator of guilt, but a required part of the process.

10.2 As part of this investigation, information regarding the complaint and parties involved may be passed to external agencies, legal advisors and/or consultants for review.

10.3 In the event that a Salters' Representative suspects any other Salters' Representative of abusing a child or adult at risk, it is their responsibility to report these concerns to the Designated Safeguarding Officer or Deputy except when they are the person against whom the allegation is being made. In this instance the report should be made to the Governance Lead for Safeguarding.

## **11. Record Keeping**

11.1 The Salters' Group understands that a key part of good safeguarding practice is accurate and timely reporting and record keeping.

11.2 A Safeguarding Reporting Log will be maintained and held by the Designated Safeguarding Officer, with information passed to other safeguarding stakeholders as appropriate. All records will be held securely.

11.3 Appropriate records will be kept relating to any DBS Checks required for Salters' Representatives, including the date at which the check must be renewed.

11.4 In the keeping of records, the organisation will have full regard for UK General Data Protection Regulations and information security (e.g. where physical documents need to be stored securely).

## **12. Working with Partners and Managing Risk**

12.1 Risk Assessment - All pre-planned events and activities organised by The Salters' Group will be subject to a risk assessment. The responsibility for completion lies with the organising department. Care must be taken to make provision for children and adults at risk in its completion. Particular care must also be made to protect those who have special educational needs and/or disabilities due to their increased vulnerability to abuse and neglect as well as barriers they may face, in particular communication. The risk assessment should be completed and shared with the hosting organisation or establishment and any education partner whose students are planning to attend the activity.

12.2 Safeguarding Responsibility – Safeguarding during an activity or event is a shared responsibility between the hosting organisation, the participating education partner (e.g., the school or college), and the Salters' Group. The Salters' Group recognises that overall responsibility for safeguarding remains with the school or college when events are attended by their students. Salters' Representatives must therefore keep the school or college informed at all times of any concerns, while also following the Salters' Group's safeguarding procedures.

12.3 A Memorandum of Understanding between The Salters' Group and its partners will be drawn up, agreed and signed before any event/activity so that each party is clear about their safeguarding responsibilities.

12.4 When a Salters' Representative visits another organisation, e.g. a school, the following provisions apply:

- a. There will be shared responsibility to supervise children participating in activities, although the ultimate responsibility for safeguarding remains with the school.
- b. At least one member of staff from that organisation should be present at all times.
- c. Salters' Representatives should take identification (staff passes) with them and be prepared to comply with any security or safeguarding procedures the organisation has in place, e.g. signing in and out and wearing a visitor's badge.
- d. Salters' Representatives should request to view any policy on visitors to ensure compliance.

12.5 Any concerns a Salters' Representative has about child protection issues whilst on a outreach visit should be reported to the Designated Safeguarding Lead at that venue (e.g. a school), who will undertake the necessary response. A note should be made and advice sought from the DSO upon the Salters' Representative's return.

Any concerns a Salters' Representative has about a child or adult at risk during a Festival of Chemistry should be reported to the Salters DSO or DDSO immediately. The DSO or DDSO will then take appropriate action, keeping the University and School DSL informed. Information about reporting processes is shared on the day of the Festival during briefings delivered by the Salters' Institute team.

12.6 On occasions, events will be organised at Salters' Hall and members of the public will be invited to attend, some of whom may be children or adults at risk. On such occasions, The Salters' Group will ensure that Salters' Representatives refer any safeguarding concerns to the Designated Safeguarding Officer.

12.7 All charity partners will be made aware of The Salters' Group's Safeguarding Policy and Procedures and will be expected to demonstrate, evidence and provide assurance of their own safeguarding procedures when applying for support from The Salters' Group.

#### ***12.8 James Smith's Almshouses, Maidenhead***

The James Smith's Almshouses were established in 1661 to house "eight poor ancient men and their wives, inhabitants of Maidenhead or Cookham, each of them to be 50 years at least". Today, the James Smith's Almshouses remain in the original Grade II\* listed building, the oldest in Maidenhead, and eight residents are housed, according to age and need. The Company maintains full responsibility for pastoral care and to manage these dwellings through an appointed agent. In addition, the charity leased surplus land to the rear of the almshouses to the local authority which constructed and manage the nine bungalows and which form Salters' Gardens; the lease expires in 2089 at which point the land and most of the buildings revert to the Salters' Company.

#### ***12.9 Nicholas and Beamond Almshouses, Watford***

The Grade II\* listed Nicholas and Beamond Almshouses were built in 1863 having been moved from the original site in the City of London. There are 47 residences, with all leased to Home Group Housing Association which has sole responsibility to manage both the property and the residents' pastoral care. The lease ends on 31 December 2116.

If a safeguarding concern about a child or adult at risk arises in one of the Maidenhead almshouse flats (of which there are eight), the managing agent will follow its safeguarding policy and inform the DSO or DDSO at the Salters' Company, advising them of the action they have taken.

Representatives from the Salters' Company (such as the Master and Wardens, and Charities Committee Chairman) occasionally visit the almshouses and meet with residents. The representative is usually the DDSO of the Salters' Company. If the Master and Wardens and Charities Committee Chairman visits, they will be accompanied by the DDSO/DSO of the Salters' Company. If, during one of these visits, a safeguarding concern arises, the Salters' Representative (the DDSO) will report this to the managing agent and to the DSO at the Salters' Company.

### **13. Online Safety**

13.1 The Salters' Group understands the risks associated with children and adults at risk accessing unfiltered internet and will ensure that any activity which involved the use of the internet uses access which is firewalled and monitored.

13.2 The Chemistry Club is a 'safe' platform for children and adults at risk to visit and is regularly reviewed to ensure its security.

13.2 As part of their safeguarding training, Salters' Representatives will understand the risks associated with online activity and ensure that they report any concerns to the Designated

Safeguarding Officer.

#### **14. Publicity, Photography and Filming Safety**

14.1 Salters' Representatives must seek consent for the taking and use of any images (still or moving) on any media, of children or adults at risk, on or off site during the course of their work.

14.2 Written consent must be obtained from any child (or their parent) or adult at risk before images are taken. The taking and use of an image for a child under the age of 13 must have parental permission. An image of a child over 13 and under 18 years of age, must have the consent of the parent and the child.

14.3 An image of a child that is used on any publicity, posters or website should not have their name published under any circumstances.

14.4 In all cases, permission granted by parents is limited to that specific use only. Salters' Representatives must clearly label and date images and note the agreed use. If a Salters' Representative wants to reuse an image for a different purpose, it is necessary to gain new permission.

#### **15. Information Sharing and Data Protection**

15. 1 The Salters' Group understands that sharing the right information at the right time with the right people is fundamental to good safeguarding practice. It enables effective working together to improve outcomes for children, young people and adults at risk.

15.2 As part of their training, Salters' Representatives will understand that timely information sharing and effective record keeping is central to safeguarding and promoting the welfare of children, young people and adults at risk.

15.3 Salters' Representatives will have due regard to the Data Protection Act (2018) but will also understand that it should not be a reason to withhold information about safeguarding if a child, young person or adult is at risk. The Data Protection Act 2018 and General Data Protection Regulations (GDPR) do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

15.4 With regard to consent for information sharing, it is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required. The legal bases that may be appropriate for sharing data in these circumstances could be 'legal obligation', or 'public task' which includes the performance of a task in the public interest or the exercise of official authority. Each of the lawful bases under GDPR has different requirements. It continues however to be good practice to ensure transparency and to inform parents/ carers that you are sharing information for these purposes and seek to work cooperatively with them, unless doing so would place the child at risk of harm.

## Types of Abuse

Abuse, in its different forms, and neglect are clearly defined in this policy. These definitions are not exhaustive, but they are widely recognised and accepted and can therefore be used to identify when a child/adult is at risk of harm, or experiencing harm or abuse. The Salters' Group understands its responsibility to take all reports and concerns seriously, challenge inappropriate behaviour and support those requiring it.

### **Abuse (See below for specific forms)**

Child abuse is any action by another person – adult or child – that causes significant harm to a child (NSPCC). This can be the result of directly inflicting harm or failing to act to prevent harm.

### **Abuser**

An abuser can be any member in society and can come from all walks of life. An abuser can be male or female, of any class, religion, race, ethnicity, or nationality. Abuse may sometimes be carried out by strangers, but it is much more common that the abuser is known to the child and is in a position of trust and/or authority. It is not only adults who abuse children; children may suffer abuse from other children and young people. Salters' Representatives and members should be aware that abusers may include:

- some adults who are unable to provide consistent care to a child or young person
- some adults, including professionals, who manipulate themselves into a position of trust where they can exploit children and young people in many forms (physically, emotionally / psychologically, sexually)
- some adults, including professionals who, by consistently behaving inappropriately towards children and young people, can cause them to suffer physical or emotional harm
- some children or young people, who themselves may be victims of abuse.

**Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also mean when a parent or carer fabricates or induces illness in a child, young person or vulnerable adult.

**Emotional Abuse** including, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

**Sexual Abuse** 'involves forcing or enticing a child, young person or vulnerable adult or adults at risk to take part in sexual activities, not necessarily involving a high level of violence whether or not the child is aware of what is happening'. The activities may involve physical contact, including assault by penetration or non-penetration acts such as kissing, rubbing and touching

outside clothing. It may also include non-contact activities, such as involving children or young people in looking at, or witnessing the production of, sexual online images, watching sexual activities, or encouraging children or young people to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's, young person's or vulnerable adult's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of substance misuse/abuse.

**Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Failure to follow agreed processes.

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### **Bullying and Cyberbullying**

Bullying can mean different things (Childline) and can occur in person, online or through a phone or other device:

- being called names
- being teased, put down or humiliated
- being pushed or pulled about
- having money and other belongings taken
- having rumours spread about you
- being ignored and left out
- being hit, kicked or physically hurt
- being threatened or intimidated.

**Bullying can also be part of other forms of abuse, including neglect, emotional, physical, and sexual abuse.**

### **Cyberbullying**

Cyberbullying is using the internet, email, online games or any digital technology to threaten, tease, upset or humiliate someone else (Childline).

**Sexual violence** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts and sexual assault or sexual acts to which the vulnerable adult has not consented or was coerced.

**Financial or material abuse** – including coercion to take extortionate loans and threats to recover debt, theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Modern slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

**Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding that causes a risk of harm.

**Extremism and Radicalisation** – extremism is defined as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas.” Radicalisation is defined as “the way in which a person comes to support terrorism and encourages other people to believe in views that support terrorism”.

**Child Sexual Exploitation** – child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

**Child Criminal Exploitation** – criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

**Child on Child abuse (previously known as peer on peer abuse)** where children can abuse other children. This is generally referred to as child on child abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; asking for and sending youth produced sexual imagery, and initiating/hazing type violence and rituals.

**Sexual Violence and Sexual Harassment** – sexual violence and harassment can occur between two children of any age and sex and can occur in person or on-line.

**Domestic Abuse** – any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. Children who witness domestic

violence are victims of emotional abuse.

**Drugs and Alcohol** – the physical and mental health and wellbeing of a child, young person or vulnerable adult can be seriously affected either by their own dependence on alcohol and illegal substances or the dependence of those supposed to be caring for them.

**Forced Marriage** – describes a marriage in which one or both of the parties are married without their consent or against their will. This is different to an arranged marriage, in which both parties consent.

**Female Genital Mutilation** – all procedures involving partial or total removal of the external female genitalia for non-medical reasons. FGM is illegal in England and Wales under the FGM Act 2003.

**Fabricated or Induced Illness** – is a form of child abuse. It happens when a parent or carer exaggerates or deliberately causes symptoms of illness in a child.

**Hate Crime** – any incident which constitutes a criminal offence, and which is motivated by prejudice.

**Mental Health** – all Salters' Representatives should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Salters' Representatives, however, are well placed to observe and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that Salters' Representatives are aware of how these children's experiences can impact on their mental health, behaviour, and education.

## Safeguarding Procedures at The Salters' Group

**The Salters' Group wants to ensure that all Salters' Representatives have the confidence to 'do the right thing'. This confidence comes from training of course but also being part of an organisation that understands its responsibilities to safeguard the children, young people and adults at risk that it serves.**

**Below are some examples of situations and scenarios in which awareness of safeguarding should be paramount. The organisational safeguarding culture, however, underlines the importance of safeguarding at all times and in all encounters with children, young people and adults at risk of harm, whether in person or online:**

1. Visiting or attending any Salters' Group activity or event at which children and young people may be present (e.g. Festivals of Chemistry, Chemistry Camps, Scholars' Evening), whether in person or online.
2. Visiting or attending a site owned or hired by The Salters' Group at which adults at risk of harm may be present (e.g. visit to an Almshouse or to one of the Salters' Charitable Foundation projects and beneficiaries – other charities and educational institutions), whether in person or online.
3. Acting in a supervisory or mentoring role (e.g. as Apprentice Master and or a mentor to Salters' alumni), whether in person or online.
4. Engaging in communications with beneficiaries of the Salters' Group's charities, whether in person or online.

### **A concern**

This is when you or somebody else may have noticed indicators of abuse or neglect and feel that something is not right.

### **An allegation**

This is when somebody tells you that another person has behaved in a way that has harmed a child or adult at risk of harm, or may lead to a child or an adult at risk being harmed. This includes the possibility of somebody committing a criminal offence or planning to commit a criminal offence against a child or an adult at risk of harm. It might also be an indication that somebody is unsuitable for working with children or adults at risk of harm, or another vulnerable group.

### **A disclosure**

This is when somebody shares information that might indicate that they themselves or somebody else is experiencing harm or neglect or is at risk of harm or neglect.

**Any concerns, allegations, or disclosures should be reported immediately to the Designated Safeguarding Officer (DSO) or Deputy DSO**

**The Designated Safeguarding Officer for The Salters' Company (DSO) is the Clerk**

Name: Tim Smith  
Email: safeguarding@saltersinstitute.org  
Tel: 020 7826 4055  
Contact Address: The Salters' Company, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

**If you are unable to reach the Clerk, the Head of Education is the Deputy Designated Safeguarding Officer for the Institute and the Events & Membership Manager is the Deputy Designated Safeguarding Officer for the Company**

**The Deputy Designated Safeguarding Officer for the Salters' Institute (DDSO) is**

Name: Liam Thomas  
Email: safeguarding@saltersinstitute.org  
Mobile: 07917 912 896  
Contact Address: The Salters' Institute, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

**The Deputy Designated Safeguarding Officer for the Salters' Company (DDSO) is**

Name: Katherine Walker  
Email: safeguarding@saltersinstitute.org  
Mobile: 07880 846 229  
Contact Address: The Salters' Company Salters' Hall, 4 London Wall Place, London EC2Y 5DE

**Should the concern, allegation or disclosure relate to the DSO, this should be reported immediately to Governance Leads for the Salters' Company.**

**The Governance Lead for Safeguarding on the Salters' Institute Board is:**

Name: Alison Margary-Wade  
Position: Salters' Institute Board Member  
Email: safeguardinggovernance@saltersinstitute.org

**The Governance Lead for Safeguarding on the Court of Assistants (Trustee) is:**

Name: Matthew Previte  
Position: Court Assistant  
Email: safeguardinggovernance@saltersinstitute.org

## **DEALING WITH AN ALLEGATION OR DISCLOSURE**

If a child, young person or adult at risk of harm confides in you that they are being abused or are at risk of harm, you must:

- listen carefully to what they have to say; and
- take immediate and necessary steps to report what you have been told.

### **DO:**

- ensure that you are in a quiet but public place where you will be uninterrupted
- tell a colleague where you are
- stay calm and listen carefully
- take them seriously
- offer reassurance
- ask what the person wants to happen, remembering your duty of care
- tell the person what you will do next
- talk to the DSO or Deputy DSO immediately
- ensure, when at an institution or organisation with which The Salters' Group is working, that you establish who the person with safeguarding responsibility is, and report the disclosure to them. If the disclosure concerns the safeguarding lead, the disclosure must be reported to The Salters' Group DSO/DDSO as soon as possible. They will ensure that the matter is reported to the relevant senior person at the organisation.
- provide a clear written, contemporaneous record (written at the time that the abuse is noticed or at the time of disclosure) using the child's, young person's or adult's words, and
- sign and date and add the time to every page of any notes or any records made.

### **DO NOT:**

- promise confidentiality
- ask leading questions, probe for details, prompt someone or try to establish blame
- investigate
- make judgements or express your own feelings (e.g. shock or anger)
- rush the person making the allegation or disclosure, or interrupt them as they are doing so.

## **FOLLOW UP TO AN ALLEGATION OR A DISCLOSURE**

Following the disclosure or allegation of abuse, it is the responsibility of the DSO to assess, record and refer the disclosure, concern or allegation beyond the organisation should it require escalation. This may be done in conjunction with the Clerk (DSO), Deputy DSO and or Senior Management at a partner organisation or institution. This may also involve the Governance Lead (if the allegation is against a Salters' Representative), City of London & Hackney Safeguarding Children Partnership, or another local authority and, in an emergency, the police.

## Form for reporting an allegation or a disclosure

<b>Date:</b>		<b>Name of person taking the allegation or disclosure and writing this report:</b>	
<b>Time:</b>		<b>Name of person making the disclosure or allegation:</b>	
<b>Location where allegation or disclosure was reported:</b>			
<b>Details of allegation or disclosure:</b>			
<b>Signature of person taking the allegation or disclosure and writing this report:</b>			

Should you need to use additional pages, please sign and date each page.

## Safeguarding Code of Conduct for Salters' Representatives

### 1. Purpose

The Salters' Institute creates innovative programmes to promote chemistry and related sciences. It engages with diverse audiences and ensures that chemistry is accessible for all. The purpose of this Code of Conduct is to ensure that all Salters' Representatives working directly or indirectly for the Salters' Institute (herein after referred to as Salters' Representatives) understand the importance of safeguarding both themselves, and the children, and adults at risk, participating in the education programmes.

This Code of Conduct outlines the Institute's expectations and offers guidance on situations that may occur whilst working with children and adults at risk both face to face and online.

All Salters' Representatives will be required to read, understand and adhere to this Code of Conduct. It should be read in conjunction with The Salters' Group Safeguarding Policy and Whistleblowing Policy.

### 2. Definitions

**Safeguarding** – protecting children and adults at risk from maltreatment, preventing impairment of their mental and physical health or development and ensuring they are growing up in circumstances consistent with the provision of safe and effective care.

**Child/Children** - anyone who has not yet reached their 18<sup>th</sup> birthday.

**Adult at Risk** – The term 'adult at risk' applies to any adult (18 years and over) who:

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

### 3. Our Safeguarding Principles

- The welfare of children and adults at risk is paramount.
- Robust steps will be taken to protect children and adults at risk from abuse.
- The Institute will respect the rights, wishes and feelings of children, and adults at risk engaging with its education programme.
- All suspicions and allegations of abuse will be taken seriously, and immediate and

appropriate action will be taken.

- Salters' Representatives are responsible for highlighting and reporting safeguarding concerns.
- Salters' Representatives have the right to report concerns or suspicions about another individual in confidence and free from harassment.
- The Institute will work collaboratively with our partners to ensure that they support our safeguarding policies and procedures.

#### **4. Salters' Representatives' Safeguarding Responsibilities**

In line with best practice, the Institute will ensure that it highlights the importance of safeguarding and promotes the welfare of all children, young people and adults at risk engaged with our education programmes. All Salters' Representatives should understand their responsibilities.

**Salters' Representatives are expected to:**

- treat all children and adults at risk equally and with dignity and respect
- be a positive role model for children and adults at risk
- wear identification when representing the Salters' Group and ensure that they sign in upon arrival at an external venue and sign out upon departure as required by the venue
- respect and be sensitive to individual beliefs, faiths and religions
- encourage and promote diversity and challenge discriminatory behaviour
- be professional at all times and always consider whether their actions are warranted, proportionate and safe
- inform the Salters' Group of any relevant police record, investigation, disciplinary action, or any change in circumstances which may impact their suitability to work with children and adults at risk
- recognise that any role that interacts with children and adults at risk places Salters' Representatives in a position of trust and they must undertake to uphold that trust at all times
- maintain the confidentiality of any information made available to them in the course of any engagement with children and adults at risk, as long as this does not conflict with safeguarding or whistleblowing policies and procedures
- remember that interactions between them and the children and adults at risk involved in the education programme must be such that no reasonable person observing that interaction could construe its nature as inappropriate
- use appropriate language when conversing with children and adults at risk and exercise caution when discussing sensitive issues
- understand that children and adults at risk behaving inappropriately can sometimes be an indicator of abuse or neglect. Where a child or adult at risk is displaying inappropriate behaviour, Salters' Representatives must make a record of the behaviour before immediately notifying the Deputy Designated Safeguarding Officer (DDSO) or Designated Safeguarding Officer (DSO) at The Salters' Group
- exercise the same levels of professionalism when delivering online sessions, as they would with face-to face sessions. If the session is to be recorded for quality or wider

engagement purposes, Salters' Representatives must make sure that they have the consent of the child or adult at risk and/or their parents/carers

- ensure that they have the appropriate permission before taking photos and sharing information about the sessions they have led or the people they have worked with. Photos and information must never be shared on Salters' Representatives' own personal social media accounts. Photos should not be taken using a personal device.
- ensure that their own personal social media accounts and platforms are private and secure so that they cannot easily be traced or identified. Children and adults at risk may sometimes develop 'attachments' to Salters' Representatives so it is important that they are not able to trace you outside of the Salters' Group environment.
- report all safeguarding concerns no matter how small. All Salters' Representatives have a responsibility to be aware of the safeguarding issues that affect children and adults at risk. Whilst it is not Salters' Representatives' responsibility to decide whether the potential safeguarding incident requires investigation or further action, they do have a responsibility to act on any concerns by escalating the matter and informing the DDSO or DSO immediately or the partner's Designated Safeguarding Lead (DSL) (for example if in a school).
- use The Salters' Group whistleblowing procedures where concern arises about the behaviour of another Salters' Representative or where they believe that their concern has not been taken seriously
- comply with any requests for a Disclosure and Barring Service (DBS) check. Certain roles within the organisation may require a check to be made. The organisation will advise Salters' Representatives of the level of DBS certificate required.

## 5. Prohibited Behaviour Actions

**Salters' Representatives must NOT under any circumstances:**

- invite children or adults at risk to their home or visit them in their own homes
- arrange to be alone with a child for any activity or event unless a specific reason has been agreed with the DDSO or DSO in writing to allow an exception
- offer a child or adult at risk a lift in a car unless failing to do so would compromise their personal safety
- behave in any way, physically or verbally, that could be offensive to a child or adult at risk, or make them feel uncomfortable
- make any kind of physical contact with a child or adult at risk that would be considered inappropriate within a professional environment. For example, shaking hands at the beginning and end of a meeting is acceptable. Hugging or kissing is not. Any inadvertent physical contact that could be misconstrued must be reported to the DDSO or DSO immediately.
- befriend a child or adult at risk with the intention of forming a relationship with them
- discuss their own sexual life or experiences with children or adults at risk or encourage them to discuss theirs
- smoke, vape or drink alcohol in the presence of a child or adult at risk or supply them with these substances
- give or receive gifts from children or adults at risk

- show favouritism toward any child or adult at risk
- allow their personal beliefs to exploit a child or adult at risk's vulnerability
- incite a child or adult at risk to break the law
- post any personal, political or religious views on public sites that could link you to the Salters' Group and therefore imply that these views are shared by the organisation
- use personal e-mail accounts when having direct contact with a child or adult at risk and where possible, Salters' Representatives should use their professional e-mail accounts
- contact children and adults at risk using their personal phones or personal messaging platforms, for example WhatsApp, Facebook, Instagram. If a child, young person or adult at risk contacts a member of Salters' Representatives through social media or by phone, they must explain that they are not allowed to communicate with them outside of the organisations' programmes and then report the matter to the DDSO or DSO.

## 6. Physical Contact with Children and Adults at Risk

- There are occasions when it is entirely appropriate and proper for Salters' Representatives to have physical contact with a child or an adult at risk, (for example shaking hands at an Awards Ceremony) but it is crucial that they only do so in ways appropriate to their professional role.
- If in an emergency where Salters' Representatives are required to assist a child or an adult at risk with changing their clothes, for example, a chemical spillage which requires immediate removal of affected clothing, they should ensure that this is done with the permission of the child and/or adult at risk and/or their parents/carers and where possible, this is done in the presence of another Salters' Representative.
- Salters' Representatives should be aware that even well-intentioned physical contact may be misconstrued by the child or adult at risk, an observer or by anyone to whom this action is described. Salters' Representatives should never touch a child or adult at risk in a way which may be considered indecent. Salters' Representatives should always be prepared to explain actions and accept that all physical contact be open to scrutiny.
- Extra caution should be exercised where a child or adult at risk is known to have suffered previous abuse or neglect.
- Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

## 7. Virtual and online sessions

As online activity becomes an increasingly important part of everyday life, it is important that Salters' Representatives apply the same principles of safeguarding to online sessions as they would to face to face sessions. Salters' Representatives are in a position of trust and as such it is their responsibility to protect children and adults at risk from online harms. The following rules are intended to protect both children and adults at risk and the Salters' Representatives that work with them.

- Online sessions held with children and adults at risk must be planned through the Salters' Institute.
- Salters' Representatives should make sure that their delivery location is appropriate, for

example, an office or a study and that the background of the room is conducive to a professional meeting.

- Salters' Representatives should make sure that the child or adult at risk is also in a suitable environment and where possible that they are in an open space where other members of the household are present
- If a Salters' Representative is concerned about something they see or hear which could indicate that the child, or adult is at risk of harm, they must follow the organisation's safeguarding procedures.

## **8. Summary**

Working with the Salters' Institute, which is part of The Salters' Group, gives Salters' Representatives the privilege of making a difference and helping all children and adults at risk to achieve and be successful. This responsibility comes with an expectation that Salters' Representatives will set the highest possible standards and conduct themselves in the best possible way and be role models. If any Salters' Representative feels at any time, that they have said or done something that does not meet these standards, they must report it to the Salters' Group DSO or Salters' Institute Deputy Designated Safeguarding Officer (DDSO) immediately so that they can be supported along with any others involved.

I agree to abide by these guidelines to ensure a safe and supportive environment whilst working with children and adults at risk at The Salters' Group.

Name..... Position.....

Date.....

**Policy Agreement and Signature Document**

This document should be signed by Salters' Staff, Salters' members who hold safeguarding governance positions, the Master of the Salters' Company, and volunteers.

Full Name:

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Role:

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Enclosed:

- Salters' Group Safeguarding Policy and Procedures including the Code of Conduct

I can confirm I have read and understood the Safeguarding Policy and Procedures, including the Code of Conduct, and will adhere to the guidance and guidelines therein.

Please contact the DSO or DDSO if you have any queries regarding the policy, code of conduct or you would like to find out more about training.

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Signature

Date

## Further Reading, Links and Support

### **What to do if you're worried a child is being abused Advice for practitioners March 2015**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What to do if you're worried a child is being abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What%20to%20do%20if%20you%20re%20worried%20a%20child%20is%20being%20abused.pdf)

### **Adverse Childhood Experiences**

[https://www.towerhamlets.gov.uk/Documents/Children-and-families-services/Early-Years/ACES and social injustice DCP SW.pdf](https://www.towerhamlets.gov.uk/Documents/Children-and-families-services/Early-Years/ACES_and_social_injustice_DCP_SW.pdf)

### **NSPCC (National Society for the Protection of Children)**

**0808 800 5000**

For adults concerned about a child

<https://www.nspcc.org.uk/>

### **Childline**

**0800 1111**

For children and young people

<https://www.childline.org.uk/>

### **Hourglass Helpline**

**0808 808 8141**

<https://www.wearehourglass.org/>

### **Stop it Now (Preventing Child Sexual Abuse)**

**0808 1000 900**

24-hour Helpline

<https://www.stopitnow.org.uk/>

### **National Domestic Violence Helpline**

**0808 2000 247**

<http://www.nationaldomesticviolencehelpline.org.uk/>

### **NAPAC (National Association for People Abused in Childhood)**

**0808 801 0331**

Support and advice for adult survivors of childhood abuse

<https://napac.org.uk/>

### **Sophie Lancaster Foundation**

Support and advice on Hate Crime

<https://www.sophielancasterfoundation.com>

## **16. Safeguarding Key Contacts**

### **The Designated Safeguarding Officer for The Salters' Company (DSO) is the Clerk**

Name: Tim Smith  
Email: safeguarding@saltersinstitute.org  
Tel: 020 7826 4055  
Contact Address: The Salters' Company, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

**If you are unable to reach the Clerk, the Head of Education is the Deputy Designated Safeguarding Officer for the Institute and the Events & Membership Manager is the Deputy Designated Safeguarding Officer for the Company**

### **The Deputy Designated Safeguarding Officer for the Salters' Institute (DDSO) is**

Name: Liam Thomas  
Email: safeguarding@saltersinstitute.org  
Mobile: 07917 912 896  
Contact Address: The Salters' Institute, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

### **The Deputy Designated Safeguarding Officer for the Salters' Company (DDSO) is**

Name: Katherine Walker  
Email: safeguarding@saltersinstitute.org  
Mobile: 07880 846 229  
Contact Address: The Salters' Company, Salters' Hall, 4 London Wall Place, London EC2Y 5DE

### **The Governance Lead for Safeguarding on the Salters' Institute Board is:**

Name: Alison Margary-Wade  
Position: Salters' Institute Board Member  
Email: safeguardinggovernance@saltersinstitute.org

### **The Governance Lead for Safeguarding on the Court of Assistants (Trustee) is:**

Name: Matthew Previte  
Position: Court Assistant  
Email: safeguardinggovernance@saltersinstitute.org

If you have a safeguarding concern or have received an allegation or disclosure, please contact a Deputy Designated Safeguarding Officer or the Designated Safeguarding Officer immediately.

Should the concern, allegation or disclosure relate to the DSO, this should be reported immediately to the Governance Leads [safeguardinggovernance@saltersinstitute.org](mailto:safeguardinggovernance@saltersinstitute.org)

If you think a child, young person or adult is at risk of immediate harm, please call 999.

## 17. Safeguarding governance leads

### **The Governance Lead for Safeguarding on the Salters' Institute Board is:**

Name: Alison Margary-Wade  
Position: Salters' Institute Board Member  
Email: safeguardinggovernance@saltersinstitute.org

### **The Governance Lead for Safeguarding on the Court of Assistants (Trustee) is:**

Name: Matthew Previte  
Position: Court Assistant  
Email: safeguardinggovernance@saltersinstitute.org

### **The Governance Leads:**

1. are aware of their legal duties and responsibilities:
  - i. <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>
  - ii. [https://www.bond.org.uk/sites/default/files/resource-documents/good\\_governance\\_for\\_safeguarding.pdf](https://www.bond.org.uk/sites/default/files/resource-documents/good_governance_for_safeguarding.pdf);
2. have regular meetings with the DSO;
3. serve as a conduit between the Executive and the Institute Board and Court of Assistants;
4. provide safeguarding updates to the Institute Board and Court of Assistants;
5. ensure that safeguarding is on the Salters' Group's risk registers;
6. attend annual safeguarding training; and
7. maintain and review their knowledge through reading regular updates on legislation and guidance provided by the DSO.

**If you have a safeguarding concern or have received an allegation or disclosure, please contact a Deputy Designated Safeguarding Officer or the Designated Safeguarding Officer immediately.**

**Should the concern, allegation or disclosure relate to the DSO, this should be reported immediately to the Governance Leads [safeguardinggovernance@saltersinstitute.org](mailto:safeguardinggovernance@saltersinstitute.org)**

**If you think a child, young person or adult is at risk of immediate harm, please call 999.**