



**Effective from June 2021**  
**Next review June 2023**

## **Safeguarding Policy and Procedure**

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## 1. Safeguarding Policy Statement

We believe no person should ever experience abuse of any kind, and that everyone has a responsibility to promote the welfare of all children and adults at risk, to keep them safe and to behave in a way that protects them and each other.

### **The purpose of this policy statement is to:**

- protect from harm all children and adults at risk who participate in any of the RIBA's Professional Education and Learning Programmes
- provide responsible adults with the overarching principles that guide our approach to safeguarding
- support and guide those working for the RIBA when interacting with children and adults at risk, particularly when involved in situations which could expose them to questions around suspicion and accusation.

### **The RIBA recognises that:**

- all people, regardless of age, disability, including hidden disabilities such as neurodiversity, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children and adults at risk, their parents, carers, and other agencies is essential in promoting the welfare of children and adults at risk

## 2. Scope

This policy applies to anyone working on the RIBA's Professional Education and Learning Programmes including senior managers; the Executive Team and Board; paid staff and consultants; volunteers and students; agency staff; and external partners and providers, regardless of if they receive payment or not. For ease, everybody in this group will be referred to as a "worker" throughout this policy.

The policy covers all Professional Education and Learning Programmes at the RIBA, including those carried out off-site, online and in all RIBA premises.

For further clarification, these activities may include:

- adult, community, higher education, family, youth, and schools' programmes where workers come into direct contact with children and adults at risk
- outreach projects, such as National Schools Programme, guide walks or community projects where workers come into direct contact with children or adults at risk at off-site venues
- online Professional Education and Learning Programmes content, including social media
- events and activities that takes place using a digital forum, regardless of whether they are live or not. This can be lectures, panel discussions, guided tours, live streams or facilitated workshops
- day-to-day operations of the Architecture Gallery and RIBA operated public spaces

## 3. Definitions of terms

For the purpose of this policy:

**Children** in this policy refers to a child under the age of 18.

An **adult at risk** is somebody who is aged 18 or over and who are or may need community care services for reasons including, a mental health condition, cognitive or physical disability, sensory impairment, age, or illness and therefore unable to care for themselves and not able to protect themselves against harm or risk of harm, such as abuse or neglect.

A **responsible adult** refers to the person who is responsible for the welfare for the child or adult at risk during their visit and participation in one of our activities, this might be a teacher, group leader, parent, or friend.

A **legal guardian** is the person with legal authority and responsibility for a child or an adult at risk, this can be a birth parent, or somebody appointed by the courts.

## 4. Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and adults at risk in England and Wales including The Children Act (1989; 2004); The Children and Families Act (2014); The Care Act (2014) and The Mental Capacity Act (2005). A full summary of the key legislation and guidance is available online:

[www.nspcc.org.uk/childprotection](http://www.nspcc.org.uk/childprotection)

<https://www.england.nhs.uk/wp-content/uploads/2017/02/adult-pocket-guide.pdf>

This policy should also be read alongside RIBA policies and procedures, including:

- Capability Policy
- Dignity at Work Policy
- Disciplinary Policy
- Recruitment Policy
- Whistleblowing Policy

## 5. Contact Details

**RIBA Designated Safeguarding Lead  
(Learning Programmes):**

Jenny Russell, Interim Director of  
Education & Learning  
jenny.russell@riba.org

**RIBA Deputy Safeguarding Lead  
(Learning Programmes):**

Sophie Draper, Learning Manager  
sophie.draper@riba.org

**RIBA Designated Safeguarding Lead  
(Professional Education Programmes):**

Alison Mackinder, Professional Education  
Programmes Director  
alison.mackinder@riba.org

**RIBA Deputy Safeguarding Lead  
(Professional Education Programmes):**

Daniel Crellin, Professional Education  
Programmes Manager  
daniel.crellin@riba.org

**RIBA Senior Lead for Safeguarding:**

Carl Straw, Director of HR  
carl.straw@riba.org

Royal Institute of British Architects  
66 Portland Place, London, W1B 1AD  
020 7307 5355  
www.architecture.com

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To report a concern about a child in Westminster please contact:

**Westminster Access Team:**

**020 7641 4000**  
**Out of hours 020 7641 6000**  
**AccesstoChildrensServices@westminster.gov.uk**

**Local Safeguarding Children Board:**

Local Safeguarding Children Board for Hammersmith  
Fulham, Kensington and Chelsea and Westminster  
(Tri-Borough Child Protection Service)  
020 7641 4000  
accesstochildrensservices@westminster.gov.uk

www.rbkc.gov.uk/lscb

**Local Safeguarding Board Liaison:**

Emma Biskupski  
LSCB Business Development Manager  
07779 348 094  
Emma.Biskupski@rbkc.gov.uk

**Local MASH Business Support Officer:**

Karen Duncan  
Tri-borough Multi-Agency Safeguarding Hub (MASH)  
020 7641 3991  
kduncan1@westminster.gov.uk

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**To report a concern about an adult at risk please contact:**

Safeguarding Adults help line and ask for the Adults Access Team: 020 7641 2176

Emergency Duty Team: 020 7641 6000 (out of hours)

Email: [adultsocialcare@westminster.gov.uk](mailto:adultsocialcare@westminster.gov.uk)

Using the Westminster referral form: [Safeguarding referral](#)

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## 6. Safeguarding Procedures

**The principles the RIBA applies to keep children and adults at risk safe includes:**

- valuing, listening to them and respecting them
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- sharing information about child protection and safeguarding best practice with children, adults at risk, their families, staff, and volunteers at appropriate times, such as when a booking is made or at the start of an event
- providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures
- ensuring we provide a safe physical environment for all, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely and in accordance with data protection and retention policies

### 6a. Roles and Responsibilities

The safeguarding of children and adults at risk is taken very seriously by the RIBA, with a reporting structure which includes an Executive staff member. Operationally, Heads of departments are responsible for the implementation of and compliance with this policy. Day-to-day it is the responsibility of line managers to ensure that workers understand and are working in accordance with this policy, this could be through observation, testing knowledge in one-to-one meetings, or identifying workers for further training.

## 6b. Compliance and Training

All staff and volunteers are given a copy of this policy prior to their start date. They must read, sign, and return this document prior to their start date to confirm that they have read and understood its contents.

The RIBA's HR department will carry out DBS checks for all staff and volunteers who work alone with children or adults at risk. If there is a gap in service of more than one year a new DBS will be carried out and existing staff and volunteers will have their DBS checks renewed every three years.

Partners and third-party consultants are expected to follow the same safeguarding procedures as staff and volunteers. The hosting manager is responsible for ensuring that all groups comply and that they read the policy prior to commencing any work. With long term contracts such as for Security and Cleaning, all workers will need to adhere to the RIBA's Safeguarding Policy, and this will be included in their contractual terms.

The RIBA will provide training on safeguarding to all new Professional Education and Learning Programmes staff and volunteers who work with children or adults at risk, as part of their mandatory induction programme.

Refresher training sessions will be provided every two years. Unless there are major changes to laws or the RIBA's procedures. Training completion will be recorded by HR.

The designated Safeguarding Leads and the Senior Leads for Safeguarding will evaluate the training every 3 years, or sooner in the event of legislation changes.

## 6c. Photography

Photographs, films, or sound recordings of informal sessions, in which children or adults at risk can be recognised must not be taken without obtaining written permission. This applies to all photographs, film or sound recordings that may be used in any form of publication or broadcast including leaflets, brochures, websites, social media, film etc.

Where photographs, films or sound recordings of larger scale events or whole galleries are required and it is not feasible to obtain consent because of the number of people involved, or where people are too distant to be recognised, a notice should be prominently displayed in advance of and during the photography/filming/recording informing attendees that photographs/films/recordings will be taken in that area. Standard wording for generic notices should read:

"Photography and filming may take place at this activity/in this venue/at this event. If you do not wish to be photographed or filmed, please let the photographer know."

In the case of school groups, consent from the child's parent or legal guardian will be required and this should be requested via the school in advance of the activity. Where a school has an all-inclusive photo consent for all children, we will ask to see a copy of the form. If this is not possible, we will ask the school to confirm in writing that this includes third party partners such as the RIBA, architects and their practices.

The Mental Capacity Act (2005) states that for adults at risk, written permission should be obtained from the vulnerable adult themselves in a way that is accessible to them – their responsible adult should be consulted about the best way to do this, but this might include using images or easy read language. If this is not possible because the adult at risk does not have the

capacity to give their permission, photographs which can identify the person should not be taken.

Any information which could be used to identify or trace the child or adult at risk should be withheld (e.g., names of individuals, schools, groups, or institutions). Crests, badges, and uniforms should not be shown, or the name should be digitally obscured. Where providing the name of an individual, school etc. is important (e.g., when celebrating an achievement, competition winners etc.) written permission is needed.

Consent can be withdrawn at any time. If there is a need to verify the identity of the person in the photograph or the person requesting the withdrawal, the image will be withdrawn whilst this is happening.

Though there is no specific timescale for expiry of consent, it is good practice to not use photographs or video that are more than five years old, unless there is a specific reason for doing so, such as a history talk or anniversary.

All photographs, videos and sound recordings will be stored digitally in a folder with restricted access. This folders will be titled with the date and name of event at which the photograph, video or sound recording was taken. Scans of completed photo consent forms corresponding to the event will be kept in a separate folder, this folder will also have restricted access. All paper copies of consent forms will be shredded.

## 6d. Digital and online

When this policy refers to digital or online activities, it means somebody using a device to gain access to the Internet. How somebody accesses the Internet or 'gets online' will vary massively especially as technology is changing so rapidly, it might include using their own smartphones or tablets provided by the RIBA. When using an online platform or service all accounts should be set up in the organisation's name and be purely for professional purposes. We look to limit the use of workers using personal equipment, but understand this might not always be possible. Where this isn't possible, we ask the person to refer to the Online Safety Guidelines. We will not provide content or target children under 13 using social media.

When there are concerns about the welfare of a person, which have occurred during a digital engagement we will follow safeguarding procedures as outlined in this policy to respond to these. The context of the abuse / harm occurring online is no different to other situations where there is a concern about a person's welfare.

It is important to remember it is not the technology itself that is the source of harm but rather the behaviour of another person that causes harm whilst online. Removing a particular device or stopping an activity is therefore not an appropriate response to safeguarding anybody from harm online. Our response to harm/potential harm experienced online should be the same as the response to harm experienced by a person in the 'real world'.

Our Online Safety Guidelines consider online impersonations which might put participants at risk of unwanted contributions or harmful intensions.

## 6e. Reporting

If an incident occurs involving a child or an adult at risk, there are two types of reporting procedures to follow depending on the type and seriousness of the incident. The type of incident is either a Category A or a Category B Incident.

A Category A Incident is an incident that meets the threshold of harm/risk of harm and is an allegation of which the Safeguarding Lead should notify the LADO or Adult Social Care Services in the relevant borough.

This is when somebody has:

- Behaved in a way that has or may have harmed a child or adult at risk
- Possibly committed a criminal offence against or related to a child or adult at risk
- Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to a child or adult at risk.

Examples are witnessing or disclosure of physical, sexual, or emotional abuse; witnessing or disclosure of radicalisation; or anything of a serious nature that would require the involvement of a third party such as the police or a local authority.

In addition, these procedures should be applied when there is an allegation that any person who works with a child or adult at risk has:

- Behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child or an adult at risk but could, for example, include arrest for possession of a weapon
- As a parent or carer become subject to child protection procedures
- A close association with someone in their personal lives (e.g., partner, member of the family or other household member) who may present a risk of harm to a child or adult at risk, for whom the worker is responsible.

A potential Category A Incident must be reported to the relevant Safeguarding Lead immediately using the Safeguarding Incident Report Form. If the Safeguarding Lead is absent, it should be reported to the relevant Deputy Safeguarding Lead. When informed of a concern or allegation, the designated Safeguarding Lead should not investigate the matter, but they should continue to gather information regarding the incident and ensure any evidence is preserved. This fact-finding should be a neutral process and should not amount to an investigation of the incident.

If it is decided that the incident meets the threshold of harm/risk of harm and therefore is an allegation and a Category A Incident, the Safeguarding Lead should notify the LADO or the Adult Social Care Services within one working day. If appropriate, the police should also be notified within one working day – or immediately if necessary.

If it is decided that the incident does not meet the threshold of harm/risk of harm and is a concern only and should be classed as a Category B Incident, any conduct or behaviour issues should be addressed with the worker through existing practices and in line with our Disciplinary Policy.

If the designated Safeguarding Lead is unclear whether the incident meets the threshold of harm/risk of harm they may wish to seek advice from the LADO or Adult Social Care Services.

A Category B Incident is an incident that can be dealt with internally. It might include:

- Lost child or adult at risk
- Physical contact with a child or adult at risk
- Concerns about radicalisation
- Behaviour issues, such as sexting or bullying
- Personal information shared
- Unauthorised photography



All Category B Incidents must be recorded on the Safeguarding Incident Report form and passed to the relevant Safeguarding Lead who will review and store the form securely. They will also take steps to ensure all relevant workers are informed and procedures put in place or updated to minimise any further incidents.

Some incidents may initially be a Category B and become a Category A Incident if the details of the incident change, e.g., a lost adult at risk is initially a Category B but will become a Category A incident if the responsible adult is unable to be located.

For all incidents which has taken place online, using a digital platform, the relevant Safeguarding Lead should contact the relevant organisations if appropriate and as outlined in the Online Safeguarding Guidelines.

## 6f. Additional considerations

**Information Requests:** Workers must not give anyone (except for the emergency services and social services) information about children or adults at risk, regardless of who the person claims to be. Any request for information, including whether the child or adult at risk is in our building and where (e.g., if someone wishes to hand something to them), should be dealt with by contacting the child or adult at risk's responsible adult who should take the decision whether to provide the information.

**Physical contact:** Physical contact between workers and children or adults at risk is strongly discouraged and workers should never initiate physical contact. It is acknowledged that some children or enthusiastic adults at risk may make spontaneous contact with workers and that this is unavoidable. In case of a First Aid incident the procedures below will be followed.

**Unaccompanied children and adults at risk:** The RIBA encourages and welcomes people of all ages and abilities to participate in our programmes. All activities for unaccompanied children or adults at risk are risk assessed to identify any risks to children, adults at risk or workers, but it is our stance that under no circumstances should workers be alone with children or adults at risk and should avoid situations where they cannot be clearly seen. Where the session is not explicitly for children, we ask that adults or carers remain with their children or person they care for throughout the session. Workers should never take children or adults at risk to the toilets, either as an individual or in a group or run one-to-one digital session without parent/carer's consent.

**First Aid incidents:** In the event of an accident or illness involving an unaccompanied child suspected of being under 16 or an adult at risk who is judged incapable of making an informed decision and requires first-aid, a worker should contact the person's parent/carer before it is administered. Children aged 16 or over or adults at risk judged competent to decide will be offered first-aid only by a qualified first aider (where possibly the qualified first aider should be a teacher or group leader) and asked whether they would like their parent/carer to be contacted. Where possible and appropriate two workers should be present whilst first aid is being administered.

In emergency situations, first-aiders may administer first aid as required without contacting the person's parents/carers, however, after the emergency comes to an end or the emergency services are called and have arrived, they should be contacted immediately. Workers who are not qualified first-aiders should not provide anyone with access to first aid equipment or provide first-aid. Workers should not give a child or an adult medication, or help them take medication. All first-aid training for workers should include a section on safeguarding.

**Lost children or adults at risk:** If a child or adult at risk becomes separated or lost from their group or responsible adult, they should be brought to the Information Desk. Security will radio all radio holders to see if they have been reported, if not, then Security will try and locate their group or adult. At no point should a single worker take the person to a non-public area, such as the toilet or the staff room. If the person needs the toilet, they should be accompanied by two workers who wait outside.

If a responsible adult becomes separated from their child or adult at risk, and they approach a worker, they should take the adult to Security at the Information Desk on the Ground Floor, where they will be asked for a description of the child and a member of the Security team will then search the building. The responsible adult will be asked to wait at the Information desk.

If the person or their group cannot be found, then the situation needs to be escalated and social services or police called as it will become a Category A scenario.

In both instances details about the child or adult at risk should not be broadcasted publicly. Radio messages should be in code and workers with or in need of information asked to telephone the Information Desk.

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I confirm that I have read and understood the contents of the Safeguarding Policy:

PRINT NAME:	
SIGNATURE:	
DATE:	