

## Briefing notes for volunteers, exhibitors, speakers and contributors

We expect you to have read this document before attending the event (in person, online or hybrid); please note that it is not always possible to identify an adult at risk, nor a child if, for example, they are a sixth form student and not in school uniform.

### Your Exhibition Manager is:

Name: Chris Bell  
Job Role: Senior Public Engagement Officer  
Contact: 07542 593624

### Your Duty Manager for this event is:

Magda Stroe  
Public Engagement Manager  
07810 857990

### Your Safeguarding Champion (SC) for this event is: Chris Bell / Magda Stroe

Everyone who participates in activities at the Royal Society, or activities run by Royal Society staff, is entitled to do so in a safe and enjoyable environment. The Royal Society is committed to safeguarding children and adults at risk from harm and abuse. This document outlines the key points from the Society's Adult and Child Safeguarding Policy, which can be found on the [Royal Society's terms, conditions and policies](#). It should be read and understood by anyone who takes part in Royal Society activities.

### Definitions:

In the Royal Society's policy:

- A child or young person is anyone under 18.

An adult at risk is someone:

- having needs for care and support;
- experiencing, or is at risk of, abuse and neglect; and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

It may not always be easy to identify an adult at risk but in general such a person can be defined as someone who lacks mental capacity, has a physical disability, is frail due to age or illness, having a learning disability, misuses alcohol or other substances, has mental health needs including dementia or a personality disorder, being a carer or otherwise is in need of care or support.

It is important to note that Royal Society staff and those working with them do not act in place of a parent / legal guardian. This means that children participating in events and activities at the Royal Society are in the care of their parents, teachers and other accompanying adults (including mentors where applicable). The Society's event guidelines state that all children attending Royal Society events should be accompanied by a parent, guardian or carer. In the case of school or college groups, these groups will be accompanied by a teacher or accompanying adult from their school or college.

**An exception is for the annual Summer Science Exhibition where entry is available for anyone aged 16 or over without an accompanying teacher or parent/legal guardian.** School and college group booking for these events still need to be accompanied by a teacher or accompanying adult where students are up to the age of 19. For any other events, prior approval from a Designated Safeguarding Officer is needed to allow entry to individuals 16 and over unaccompanied.

Key principles

- **Safeguarding is everyone's responsibility:** we all have a duty to safeguard the welfare of children and adults at risk, and to prevent their harm and abuse.

- **The needs of children and adults at risk are paramount.** This means that the need to ensure these groups are protected is a primary consideration and may override the rights and needs of those working with them.
- **If in doubt, record and report.** Report any concerns, no matter how minor, to the SC.

**Who to contact**

If you have any questions or concerns about safeguarding, please contact your event organiser in the first instance. They can forward your query to one of the Designated Safeguarding Officers (DSOs) if required.

# Safeguarding referral flowchart

If you are worried a child or adult at risk has been abused because:

- You have seen something.
- Someone says they have been abused.
- Somebody else has told you they are concerned.
- There has been an allegation against a colleague.
- There has been an anonymous allegation.
- An adult has disclosed that they were abused as a child.
- A child or adult say they are abusing someone else.

Is a Safeguarding Champion (SC) available? Or in their absence, a Designated Safeguarding Officer (DSO) or Duty / Event Manager?

NO

YES

Is the person at immediate risk of harm?

YES

NO

- In an emergency do not delay: Call 999 for serious concerns of harm.
- Contact an external agency immediately and report the details to the DSO as soon as possible and within 24 hours.
- Any consultations should not delay a referral.

**Consult with them and monitor the situation.**

If the concern is about the welfare of a child or adult at risk from a school, college, health provider, prison or other regulated organisation, the SC or DSO should refer to that organisation's Heads of Safeguarding in the first instance. If the SC or DSO are implicated speak to the Duty / Event Manager who will consult with the Heads of Safeguarding (HoS), Director for Safeguarding (DS) or Executive Director.

**Record the incident**

Using the Society's safeguarding digital incident log, visit [nam.dcv.ms/IMYKzHiytK](https://nam.dcv.ms/IMYKzHiytK)

**Action by the Safeguarding Champion (SC)**

The SC will review the record on the log and either close it or escalate to the DSO who will begin an investigation.

ESCALATION

CLOSURE

**Investigation**

In some cases, the concern will be referred to relevant adult or children's social services. England and Wales only, in cases of allegations against a 'person of trust' with a 'duty of care' towards a child, the Local Authority Designated Officer (LADO/DO) will co-ordinate the next procedural steps.

Under 'whistle blowing' anyone can refer directly to:

- Police;
- local social services;
- LADO / DO for personnel child abuse allegations (England and Wales only);
- The Charity Commission;
- NSPCC (child concerns only); and Protect: contact the charity for any support they need.

**Once the incident is closed**

- A report will be provided to:
- The Royal Society Trustees;
  - Charity Commission;
  - Local Safeguarding Children Board; and
  - Police.