

EMBL-EBI's safeguarding children and adults at risk guidance

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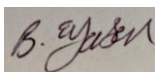
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This guidance document and associated procedures will be reviewed annually by the Designated Safeguarding Lead, or sooner if required, to ensure the guidance and procedures are up-to-date with current legislation and guidance. Any amendments will be recorded, and a new version issued.

Signed:



Name: [Briony Jackson](#)

Date: 08 December 2021

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1. Safeguarding statement and aims

EMBL-EBI is an intergovernmental organisation based on the Wellcome Genome Campus, Hinxton, Cambridgeshire, UK. [EMBL-EBI](#) is part of EMBL, Europe's leading life sciences laboratory conducting world-class excellent biological research, providing training for students and scientists, and state-of-the-art technologies for a wide range of scientific and experimental services.

EMBL-EBI is responsible for managing and curating big data from genomics and molecular biology research. EMBL-EBI collaborates with scientists and engineers all over the world, and provides the infrastructure needed to share data openly in the life sciences. Our core mission is to enable life-science research and its translation to medicine, agriculture, industry and society by providing biological data, tools and knowledge.

We support and encourage our employees to be involved in public engagement activities, in both on-campus and off-campus settings. Involvement in these activities has the potential to bring employees into contact with children and adults at risk (previously referred to as vulnerable adults¹).

Each year there are a number of visits to campus by members of the public during working hours and at weekends. Any employee could come into contact with a child or adult at risk as they move around the campus and within the EMBL-EBI buildings.

Safeguarding is everybody's business. We all have a responsibility to safeguard and promote the welfare of children and adults at risk, to keep them safe and to behave in a way that protects them and respects their rights. We will give equal priority to keeping all children and adults at risk safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, with an awareness of the additional barriers some people may face in terms of effective communication and/or discrimination.

EMBL-EBI aims to effectively safeguard children and adults at risk by;

- Listening to, and respecting, children and adults at risk.
- Designating a safeguarding lead to take responsibility for safeguarding within the organisation as a point of contact, keeping relevant documentation up-to-date, dealing with referrals or allegations and liaising with relevant agencies as required.
- Providing safeguarding policies and procedures for everyone working at the EMBL-EBI for their own protection.
- Making sure employees have awareness of, and access to, the safeguarding guidance and procedures, so they are aware of the risks and how to reduce them.
- Ensuring that employees who engage with children and adults at risk understand and follow safeguarding guidance and procedures.
- Ensuring children, adults at risk and their families, carers or responsible adults know about the organisation's safeguarding guidance and what to do if they have a concern.
- Ensuring employees are never individually responsible for, or left alone with, a child or adult at risk.

¹ Previously the term "vulnerable adult" was used in safeguarding terminology, many disability and user-led organisations agree that the term "vulnerable" is negative and attributes victim status to the individual, therefore the term "adult at risk" is used throughout this document.

- Building a safeguarding culture where employees, children, adults at risk and accompanying individuals (parents, guardians, carers, school staff etc) know how they are expected to behave and feel comfortable about sharing concerns.

2. Definitions

For the purpose of this guidance document the following definitions apply:

A child as defined in, *Working Together to Safeguard Children 2018*, is anyone who has not yet reached their 18th birthday. "Children" or "child" therefore encompasses "children and young people" throughout.

Safeguarding and promoting the welfare of children is defined as:

- The process of protecting all children from abuse, neglect and maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Promoting best outcomes for children so that they move into adulthood successfully regardless of age, class, religion, race, disability or gender.

Child protection is defined as:

A process to safeguard individual children, who have been identified as suffering or likely to suffer significant harm as a result of abuse or neglect.

An adult at risk, in England, as defined in the *1997 Consultation Paper 'Who decides?'* is a person aged 18 years or over who is a recipient of, or may be in need of, community care services by reason of disability, age or illness - physical or mental; and who is, or may be, unable to take care of themselves, or unable to protect themselves against significant harm or exploitation. This may include, but is not limited to adults who identify with the following categories, as potential indicators of risk;

- Older people
- People with a visual or hearing impairment
- People with a physical disability
- People with dementia
- People with learning disabilities
- People with mental health challenges
- People living with HIV or AIDS who have care and support needs
- Substance misusers
- Homeless people
- People who have difficulty communicating or may need extra support

Adult safeguarding is defined as:

Working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.

3. Purpose and scope

The purpose of this guidance is to provide our employees with clear information about our approach to safeguarding and to ensure all children and adults at risk who interact with our employees feel welcome, safe and protected during engagement activities and campus visits.

This guidance applies to all EMBL-EBI employees involved in public engagement activity in-person, remotely or in the virtual space and to any employees who come into contact with visiting groups of children or adults at risk on campus. The guidance is designed to protect all children and adults at risk who may come into contact with employees during in-person campus visits and outreach activities, or online via remote and virtual engagement activities.

The primary responsibility for the welfare and safety of the child or adults at risk is that of the supervising adult(s) but we recognise we have a responsibility to protect children and adults at risk through a commitment to practice that protects them from harm.

EMBL-EBI employees, though public engagement opportunities supported by campus, do not participate in "regulated activity"² with children or adults at risk. Any changes to public engagement activities and projects that our employees are involved in will be assessed against the guidance and legislation to assess whether or not they constitute "regulated activity". If an activity is assessed to be "regulated" additional measures and checks will be brought in to ensure the relevant groups are protected in line with current legislation and guidance.

² [Regulated activity in relation to children: scope](#) and [Care Act 2014](#)

4. Legal context

The following legislation and guidance supports EMBL-EBI's safeguarding guidance statement and the procedures associated with it;

- Care Act 2014
- Safeguarding Adults 2005
- Working Together to Safeguard Children 2018
- Children Act 1989/2004
- Safeguarding At-risk Groups Act (2006)

5. Employee code of conduct for safeguarding children and adults at risk

All employees should adhere to the [EMBL Code of Conduct](#).

All employees interacting with children and adults at risk on behalf of EMBL-EBI are considered to be acting in a position of trust and, as such, should act in an appropriate manner at all times in line with the Code of Conduct for safeguarding children and adults at risk, outlined below. By doing so you will help to protect children and adults at risk and yourself. You will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals.

Any breaches of this code should be reported to the [Designated Safeguarding Lead](#) (DSL) or the Deputy Designated Safeguarding Lead (DDSL). All Members of Personnel are required to comply with this policy in carrying out their duties. Any Member of Personnel found to have violated this Policy may be subject to disciplinary action in accordance with EMBL's Staff Rules and Regulations. Serious breaches of this code may also result in a referral being made to the police or the relevant statutory child or adult protection agency.

Safeguarding Code of Conduct for working with children and adults at risk	
You should:	You should not:
<ul style="list-style-type: none"> ▪ Read, understand and follow EMBL-EBI's safeguarding guidance and safeguarding procedures. ▪ Approach any child, or adult at risk, who seems to be in distress and ask if you can help. ▪ Seek assistance from colleagues or other adults in order to minimise the amount of time you are alone with the child or adult at risk. ▪ Ensure that there is always more than one adult present during activities with children and adults at risk, the additional adult present may be a teacher or accompanying responsible adult. 	<ul style="list-style-type: none"> ▪ Initiate physical contact with a child or an adult at risk unless in the case of an emergency or to prevent harm. ▪ Patronise children or adults at risk ▪ Allow allegations, disclosures or suspicions to go unreported. ▪ Give out personal information, or share email, social network site details, or mobile phone numbers with any child or adult at risk*. ▪ Develop social relationships with children or adults at risk; if you do come into contact with those you have worked with in a social situation, try to maintain a professional distance.

EMBL-EBI's safeguarding children and adults at risk guidance

<ul style="list-style-type: none">▪ Avoid assuming sole responsibility for a child or adult at risk at any time.▪ Listen to, and respect, children and adults at risk▪ Treat children and adults at risk equally and with respect and dignity regardless of age, gender, race or ability.▪ Value and take the contributions of children and adults at risk seriously.▪ Always ensure language is appropriate and not offensive or discriminatory.▪ Recognise that special caution is required when you are discussing sensitive issues with children and adults at risk.▪ Always think about how your actions could be interpreted and tell your DSL or manager if anything makes you feel uncomfortable, for example, if a child touches you inappropriately.▪ Challenge unacceptable behaviour by colleagues, accompanying adults or members of the public and report all disclosures, allegations or suspicions of abuse to the DSL/DDSL.	<ul style="list-style-type: none">▪ Do things of a personal nature for a child or adult at risk that they can do for themselves or that their accompanying responsible adult can do for them.▪ Make personal remarks or discuss themes that encourage children or adults at risk to share personal information.▪ Use sarcasm or insensitive comments.▪ Act in a way that can be perceived as threatening or intrusive.▪ Make promises to children or adults at risk, particularly in relation to confidentiality.▪ Jump to conclusions about others without checking facts.▪ Either exaggerate or trivialise safeguarding issues.▪ Be complacent about the potential risk to others and yourself.▪ Take photographs or record footage or children and adults at risk without permission from the individuals or their responsible accompanying adult, this should always be in line with the photography and filming guidelines and you should always use an organisation-owned device not a personal device.
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*If a child or adult at risk locates your personal contact details by other means and attempts to contact you or correspond with you, inform the DSL/DDSL. The child or adult at risk should be firmly and politely informed that this is not a suitable means of communication and if they have relevant and appropriate questions relating to your work and that of EMBL-EBI they should email publicengagement@ebi.ac.uk and a response will be sought to their queries.

If a child or adult at risk requests to follow-up on contact after a public engagement activity inform their accompanying responsible adult and provide them with the EMBL-EBI Public Engagement contact publicengagement@ebi.ac.uk - the public engagement team can then either direct the email appropriately or seek and provide a response.

6. Responsibility of Designated Safeguarding Lead

The Public Engagement Officer is the [Designated Safeguarding Lead](#) (DSL). When the DSL is absent a designated deputy, the [Deputy Designated Safeguarding Lead](#) (DDSL) will take on the DSL responsibilities.

- Ensuring safeguarding policies and procedures are accessible and regularly reviewed.
- Ensuring adequate provision of safeguarding information, instruction, training, supervision and support for employees.

EMBL-EBI's safeguarding children and adults at risk guidance

- Dealing with referrals, liaising and consulting with relevant agencies, attending strategy meetings and child/adult protection conferences, contributing to early support assessments and supporting the individuals at risk.
- Ensuring the responsibilities for safeguarding are fully embedded throughout the organisation and that specific duties are discharged.
- Ensuring that written records of concerns and referrals are kept safely and securely.
- Foster a culture within the organisation of listening to children and adults and taking into account wishes and feelings.
- Share information in an appropriate and timely manner.
- Support other professionals in their agencies for safeguarding.
- The DSL and DDSLs will take part in refresher training every two years.

7. Supporting documents

In line with this guidance document you should be aware of the following procedures;

- A. [Safe events/activities](#)
- B. [Types, signs and indicators of abuse](#)
- C. [Safeguarding procedures, keeping children and adults at risk safe](#) - incorporating:
 - A person-centred approach
 - Identifying a concern
 - Responding to a disclosure
 - Recording a disclosure
 - Body maps
 - Allegations against employees
 - Confidentiality and sharing information
 - Making a referral
 - Storing records
 - Managing complaints
- D. [Photography and filming release form](#)
- E. [Keeping children safe online](#)
- F. [Whistleblowing](#)
- G. [Connecting Science Conference Centre Child policy](#)
- H. [EMBL-EBI Data Protection Code of Conduct](#)

8. Useful contact details

EMBL-EBI Designated Safeguarding leads

Designated Safeguarding Lead, Briony Jackson bjackson@ebi.ac.uk (Monday-Wednesday 9:00-17:00)

EMBL-EBI Deputy Designated Safeguarding Lead, Gemma Wood gwood@ebi.ac.uk (Monday - Friday 9:00-17:00) and **EMBL-EBI Human Resources** hr@ebi.ac.uk (Monday - Friday 9:00-17:00)

Police

Non-Emergency 101

Emergency 999 – if you are concerned for the immediate safety of a child or adult at risk call 999.

Tell the switchboard you are calling about a possible crime against a child or adult at risk.

Support for safeguarding concerns involving children

Cambridgeshire Safeguarding Children Partnership Board 0345 045 5203

Peterborough Safeguarding Children Partnership Board 01733 864 180

Norfolk Safeguarding Children Partnership 0344 800 8020

[Out-of-Hours Number for all above Agencies 01733 234 724]

Suffolk Safeguarding Partnership 01473 265359

Hertfordshire Safeguarding Children Partnership 0300 123 4043

Bedford Borough Council Safeguarding Children Board:

Office hours: 01234 718700

Out of hours: 0300 300 8123

Northamptonshire Safeguarding Children Partnership:

Office hours: 07872 148334

Out of hours: 01604 626 938

Essex Safeguarding Children Board 0345 603 7627

NSPCC Helpline 0808 800 5000 (Monday to Friday 8:00 – 22:00 or 9:00 – 18:00 at the weekends) and help@nspcc.org.uk (24 hours a day, seven days a week).

ChildLine 0800 1111 (9:00 – 15:30)

Support for safeguarding concerns involving adults

Cambridgeshire Safeguarding Adults Board 0345 045 5202

Peterborough Safeguarding Adults Board 01733 747 474

Out-of-Hours Emergency Duty Team (Cambridgeshire and Peterborough) 01733 234 724

Norfolk Safeguarding Adults Board 0344 800 8020

Suffolk Safeguarding Partnership 0808 800 4005

Hertfordshire Safeguarding Adults Board 0300 123 4042 (24 hours a day)

Bedford Borough Council Adult Social Care:

Office Hours: 01234 276222

Out of Hours: 0300 300 8123

Northamptonshire Adult Social Services:

Office Hours: 0300 126 1000

Out of Hours: 01604 626 938.

Essex Safeguarding Adults Board, Social Care Direct 0345 6037630

Support for you

If you have been affected by involvement in safeguarding proceedings and need someone to talk to there is support for you. Reach out to the **DSL, DDSL, EMBL-EBI Human Resources** or call the **Samaritans** 116 123 (24 hours a day, 365 days a year).

9. Useful resources and guides

The National Council for Voluntary Organisations safeguarding resources - [NCVO safeguarding](#)

Cambridgeshire and Peterborough Combined Authority - [e-learning resources](#).