

## Safeguarding policy – March 2022

This policy sets out the Keeping Digital Foundation's approach to safeguarding.

The Keeping Digital Foundation, and the organisations that we work with, believe that no child, young person, or vulnerable adult should ever experience abuse of any kind. We recognise our responsibility to promote the welfare of all children, young people, and vulnerable adults, and to keep them safe. We are committed to follow practices that protect them.

This policy applies to all volunteers and anyone working on behalf of the Keeping Digital Foundation (KDF), including regional and organisational teams.

This policy covers all KDF services and activities, including but not limited to Digital City, York Pi Jam, York CoderDojo, and Selby CoderDojo. We also participate in events and activities at venues that have their own safeguarding policies and, in these instances, this policy should be seen as a supplement to the venue's policy.

The purpose of this policy is to protect children, young people, and vulnerable adults who take part in KDF activities and services, and to provide volunteers with the overarching principles that guide our approach to safeguarding and child protection.

This policy has been drawn up on the basis of law and guidance that seeks to protect children, including: UK Children Act 1989, United Convention of the Rights of the Child 1991, UK Data Protection Act 1998 and 2018, UK Human Rights Act 1998, UK Sexual Offences Act 2003, UK Children Act 2004, UK Safeguarding Vulnerable Groups Act 2006, UK Protection of Freedoms Act 2012, UK Children and Families Act 2014, Ireland's Children First 2015.

We recognise that:

- a. The welfare of children, young people and vulnerable adults is paramount.
- b. All children and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm and abuse.
- c. Working in partnership with children, young people, vulnerable adults, parents/guardians, carers, and their agencies is essential for promoting welfare

In order to safeguard children, young people, and vulnerable adults, we will:

- a. Value, respect and listen to all children, young people, and vulnerable adults.
- b. Appoint and train an overall designated Safeguarding Lead for the Keeping Digital Foundation, and a lead for both safeguarding the community and volunteers.
- c. Implement safeguarding guidelines through the promotion of clear procedures, a code of behaviour, and guidance for social media and communications for volunteers.
- d. Recruit volunteers safely, ensuring that all necessary checks are made in compliance with local laws and good practice. Keeping Digital Foundation coordinators will undertake a criminal records check every three years.

- e. Provide effective safeguarding training for all volunteers, including a free online learning module.
- f. Respond swiftly to any changes in the context in which we operate by reviewing our systems and developing additional guidance, training, and resources as and when required.
- g. Ensure that all partner organisations include safeguarding obligations to comply with this safeguarding policy and all relevant local legislation and customs, and to complete a safeguarding self-assessment as part of the annual partner review.
- h. Follow clear procedures to manage any allegations against volunteers appropriately.
- i. Share information about concerns with appropriate agencies, and involve parents, children and vulnerable adults appropriately.
- j. Ensure that safeguarding incidents and concerns are consistently reported to the overall KDF Safeguarding Lead immediately; and to the Community and Volunteer Coordinators within 24 hours of receipt. Incidents and concerns may be passed onto partner organisations in line with safeguarding policies.
- k. Provide an online safeguarding concern report form, and to make all volunteers aware of this service.
- l. Create and maintain an anti-bullying environment and ensure that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- m. Ensure that we have effective complaints and whistleblowing measures in place.
- n. Require a safe physical environment for our children, young people, vulnerable adults, and volunteers by applying health and safety measures in accordance with the law and regulatory guidance.

**Any questions, queries or concerns can be directed to the Volunteering team.  
Please get in touch via email: [volunteering@keepingdigital.org.uk](mailto:volunteering@keepingdigital.org.uk)**