

Safeguarding Policy

Statement of Intent

This is the Safeguarding Policy Statement of the:

Northern Ireland Raspberry Jam (Registered Charity no. NIC107983)

The Northern Ireland Raspberry Jam Trustee Board is committed to safeguarding the welfare of all children and young people who attend our events. This Safeguarding Policy outlines our approach to ensuring a safe, inclusive, and respectful environment where everyone can learn and explore technology confidently.

Our policy sets out clear responsibilities, procedures, and supporting measures for preventing harm, responding to concerns, and working in partnership with families and safeguarding authorities. All volunteers and trustees are expected to uphold this policy, receive appropriate training, and follow our safeguarding procedures at all times.

This policy is supported by a comprehensive set of related documents, including our codes of conduct, procedures for disclosures and allegations, online safety, and lost child protocols. It is reviewed annually to ensure our safeguarding practices remain robust and effective.

This policy applies to all volunteers, trustees, and individuals working on behalf of Northern Ireland Raspberry Jam.

Signature of Chair:



Name: James Dougan
Email: james.dougan@niraspberryjam.com
Date of Signature: 04/04/2025

Signature of DSO:



Name: Adam Cunningham
Email: adam.cunningham@niraspberryjam.com
Date of Signature: 04/04/2025

Introduction

Northern Ireland Raspberry Jam is committed to providing a safe, inclusive, and supportive environment where all children and young people can learn about technology and programming. This policy outlines our commitment to safeguarding and the procedures we follow to protect all young people involved in our events.

Legal framework

This policy has been developed in accordance with safeguarding legislation and guidance in Northern Ireland, including:

- *The Children (Northern Ireland) Order 1995*
- *The Safeguarding Board Act (Northern Ireland) 2011*
- *Co-operating to Safeguard Children and Young People in Northern Ireland (2017)*

Further guidance is available from the NSPCC:

<https://learning.nspcc.org.uk/child-protection-system/northern-ireland>

Key Principles

We believe that

- Children and young people should never experience abuse of any kind.
- Everyone has a duty to safeguard and promote the welfare of children.
- Safeguarding is everyone's responsibility.

We recognise that

- The welfare of the child is paramount.
- Children from all backgrounds deserve equal protection.
Some children may be more vulnerable due to previous experiences, additional needs, or communication barriers.

Designated Safeguarding Officer (DSO)

The DSO is responsible for

- Acting as the first point of contact for safeguarding concerns.
Maintaining and implementing safeguarding procedures.
- Liaising with statutory services where necessary.
- Ensuring all concerns and incidents are recorded and stored securely.
- Providing training and guidance to volunteers.

The DSO is appointed by the Trustee Board and subject to appropriate vetting checks.
[See: Role Description for the Designated Safeguarding Officer]

Safer Recruitment and Training

- All volunteers working with children will undergo vetting checks, including enhanced DBS checks via the STEM Ambassadors program.
- Volunteers must attend safeguarding training and receive guidance on behaviour expectations.
- Inductions will cover safeguarding procedures, reporting mechanisms, and the volunteer code of conduct.

Code of Conducts

- All volunteers must adhere to the [Volunteer Code of Conduct].
- All children and young people must follow the [Behaviour Code for Children and Young People].

These codes define acceptable behaviour and set expectations for respectful, inclusive, and safe interactions.

Procedures for Managing Safeguarding Concerns

Dealing with Disclosures

- Listen without judgment or leading questions.
- Reassure the young person they did the right thing in speaking up.
- Record the concern factually and promptly.
- Report immediately to the DSO. [See: Dealing with Disclosures and Concerns Policy]

Recording and Information Sharing

- Records must include date, time, location, individuals involved, and direct quotes where possible.
- Information will be shared only with relevant authorities on a need-to-know basis. Data will be handled in line with UK GDPR and the Data Protection Act 2018. [See: Recording Concerns and Information Sharing Policy]

Managing Allegations Against Volunteers

- All allegations will be taken seriously and handled confidentially.
- The accused individual may be suspended pending investigation.
- If substantiated, actions may include removal from volunteering and referral to relevant authorities. [See: Managing Allegations Against Volunteers Policy]

Responding to Lost or Missing Children

Clear procedures are in place for both found and missing children, including:

- A designated collection point at the front desk.
- Use of walkie-talkies or discreet alerts to coordinate searches.
- Police involvement if a child remains unaccounted for after 30 minutes. [See: Lost Child Policy]

Online Safety

- The DSO acts as the Online Safety Lead.
- We provide guidance to children, families, and volunteers on safe internet use.
- Safeguards are in place to ensure images and personal data are used appropriately. [See: Online Safety Policy]

Anti-Bullying

- Northern Ireland Raspberry Jam promotes a culture of inclusion and respect.
- Any incidents of bullying, including cyberbullying, will be addressed immediately. [See: Behaviour Codes and Anti-Bullying Policy]

Complaints and Whistleblowing

- Individuals can raise safeguarding concerns through the formal complaints process or whistleblowing procedure.
- No individual will be penalised for raising concerns in good faith. [See: Managing Complaints and Whistleblowing Policy]

Policy Review and Maintenance

- This policy will be reviewed annually by the Trustee Board or sooner if there are changes in legislation or safeguarding best practice.
- All supporting policies and procedures will be reviewed in tandem.

Supporting Policies and Procedures

This Safeguarding Policy should be read in conjunction with:

- [Role Description for the Designated Safeguarding Officer](#)
- [Dealing with Disclosures and Concerns Policy](#)
- [Managing Allegations Against Volunteers Policy](#)
- [Lost Child Policy](#)
- [Recording Concerns and Information Sharing Policy](#)
- [Volunteer Code of Conduct](#)
- [Behaviour Code for Children and Young People](#)
- [Online Safety Policy](#)
- [Anti-Bullying Policy](#)
- [Managing Complaints and Whistleblowing Policy](#)
- [Health and Safety Policy](#)
- [Privacy Policy](#)
- [Risk Assessment](#)