

## BBC CHILDREN IN NEED (THE “CHARITY”)

### Safeguarding Code for Partners

#### Statement of Intent

BBC Children in Need commit to put children first in all that we do, and we recognise our responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to work in a way which protects children and young people, and to challenge ourselves in a positive way to continuously improve this.

This Code extends that commitment to organisations and businesses which are partners of the charity (“**partners**”).

Both parties recognise:

- their responsibility to safeguard the welfare of all children and young people with whom they work, and a commitment to practice which supports this;
- the welfare of the child is paramount, as enshrined in the Children Act 1989;
- for the purposes of our work and activities, everyone under the age of 18 years old is defined as a child;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

#### Responsibilities of partners

BBC Children in Need wants to ensure that everyone working with the charity, in whatever capacity, has sufficient knowledge and confidence to fulfil their role. Partners will ensure that any of their staff / workforce, whether fundraising “on behalf of” or “in aid of” BB Children in Need; visiting a project; volunteering for an event supporting BBC Children in Need; or in any other capacity:

1. understands their **responsibilities** to safeguard children in all areas of the charity’s activities;
2. knows **what to do** if they are concerned about the welfare of a child, are concerned about the behaviour of an adult towards a child, or the practices of an organisation that we fund; and
3. knows **where they can go** to for advice and support if they are not sure about any aspect of working with children.

#### Safeguarding Policy

Partners must have an effective safeguarding policy in place which includes:

1. Safe recruitment of staff and volunteers working with children. Safe Recruitment includes clearly defined roles, a transparent selection or recruitment process, background checks and where appropriate, police checks (DBS/PVG Check), and an induction appropriate for the role.
2. Appropriate and regular training which covers both the potential risks to children and how to raise concerns.
3. Support and supervision for all staff working and / or volunteering with children.

4. A risk assessment process.
5. A named Safeguarding Lead.
6. A clear escalation process through which any concerns are raised and appropriately escalated to external agencies e.g. Children's Services, Police or NSPCC for support and advice.
7. Clear connections to other key organisational policies e.g. Code of Conduct, HR and whistleblowing policy.

### **Code of Conduct – our 10 Golden Rules**

As stated above, BBC Children in Need expects everyone involved with the charity to understand their **responsibilities** to safeguard children in all areas of the charity's activities.

BBC Children in Need asks all Partners working with us to make their workforce aware of, and to observe, the Code of Conduct set out below:

1. Prioritise the safety and well-being of the child always.
2. Avoid being on your own with a child at all times, never assume sole responsibility and only take on practical caring responsibilities, for example, taking a child to the toilet, in an emergency.
3. Never give out your personal contact details, phone or email etc.
4. Avoid physical contact with a child unless it is an emergency or they are very distressed.
5. Remember they are children first, and contributors or participants second.
6. Behave appropriately and use appropriate language at all times – don't lose sight of the fact that you are with children.
7. Don't patronise them, listen to and respect children at all times.
8. Avoid favouritism, and treat children and young people fairly and without prejudice or discrimination.
9. Never develop inappropriate relationships with children and young people - ensure that all contact is essential to the programme / project / activity you are working on.
10. Report your concerns - if you feel anyone is behaving inappropriately around children, or you have any concerns for a child's wellbeing or safety, you have a duty to report it - don't leave it to someone else!

### **Incident Reporting**

From time to time safeguarding incidents will occur in the course of any of the activities undertaken by the partner for or with BBC Children in Need. In the first instance these incidents should be raised, logged and managed through the Partners own safeguarding policy and procedures. Any serious or significant incidents should also be reported to the charity's Partnership Account Manager immediately for information purposes and to provide advice on any reputational risk implications for the partner or BBC Children in Need.

### **Volunteering for BBC Children in Need led Initiatives or Events**

From time to time there may be opportunities for partners to participate in an activity directly organised by the charity – for example volunteering at an event. In these circumstances, the BBC Children in Need's Safeguarding Policy has precedence. BBC Children in Need will be responsible for conducting safe recruitment, provision of training and action volunteers must take if they have concerns about the welfare of a child or the behaviour of an adult in relation to a child.

### **Visiting a Project / Organisation Funded by BBC Children in Need**

BBC Children in Need recognises the benefit of partners visiting projects and activities funded by the charity. All project visits must be approved in advance by BBC Children in Need. The BBC Children in Need Partnership Account Manager will provide a pre-visit project brief outlining any additional safeguarding requirements. During the visit, partners will be subject to the safeguarding requirements of the organisation being visited and are expected to follow any briefings or advice given by the funded organisation. In the unlikely event of a safeguarding incident occurring during a visit, it must be reported to both the safeguarding lead at the funded project and your BBC Children in Need Partnership Account Manager.

### **Volunteering directly for a project funded by BBC Children in Need**

There may be opportunities for people within the partners' workforce to develop an independent or direct relationship with a BBC Children in Need funded project, for example a one off or ongoing volunteering opportunity. These may be initially brokered by the charity, but in all cases the full responsibility for safe recruitment, training and management of volunteers rests with the funded project and volunteer(s) will be expected to follow all the terms of the funded project's Safeguarding Policy.

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