

BBC Children in Need Safeguarding Policy

1. Introduction2

2. Purpose2

3. Scope3

4. Principles3

5. Governance and Accountability.....5

 5.1 Roles and Responsibilities5

 5.2 Supporting Structures8

 5.3 BBC Editorial Policy and Safeguarding.....8

 5.4 BBC Safeguarding Support9

 5.5 Policy Approval and Review.....9

 5.6 Training 10

6. Responding to a Safeguarding Concern..... 12

7. How to Safeguard in Practice 15

1. Introduction

At BBC Children in Need, our ambition is that every child and young person has the opportunity to thrive and be the best they can be. Achieving this depends on creating environments where children, young people and adults at risk are safe, respected and supported.

Safeguarding is fundamental to how we work. It underpins our relationships with colleagues, volunteers, funded organisations, partners, contributors and the communities we serve. We recognise that every child has the right to protection from harm, and that every adult at risk has the right to live free from abuse, neglect and exploitation.

As a grant maker, storyteller, fundraiser, employer and partner, we have a responsibility to identify and manage safeguarding risks, respond promptly and appropriately to concerns, and promote a culture in which safety, wellbeing and dignity are everyone's responsibility. We expect the same commitment from the organisations and individuals that work with us, represent us, or deliver work that we fund.

Safeguarding is not limited to responding when harm has occurred. It is also about creating the conditions in which children, young people and adults at risk can participate, contribute and thrive safely.

This policy sets out the safeguarding principles, responsibilities and expectations that apply across BBC Children in Need. It provides the framework for our safeguarding practice and should be read alongside relevant procedures, guidance and associated policies.

2. Purpose

The purpose of this policy is to set out BBC Children in Need's approach to safeguarding children, young people and adults at risk across all areas of its work. It establishes the principles, expectations and responsibilities that support safe practice, help prevent harm and ensure that concerns are recognised, reported and managed appropriately.

This policy aims to ensure that everyone acting on behalf of BBC Children in Need:

- Understands their safeguarding responsibilities.
- Understands the standards of conduct expected when working with children, young people and adults at risk.
- Knows how to recognise and respond appropriately to safeguarding concerns.
- Knows when and how to report a concern or seek advice.
- Is supported, as appropriate to their role, through training, guidance and access to safeguarding expertise.
- Contributes to a culture where safeguarding is valued, understood and embedded in day-to-day practice.

BBC Children in Need supports these aims through:

- Clear policies, procedures and guidance.
- Clear arrangements for reporting, managing and escalating safeguarding concerns.

- Proportionate safeguarding training and support.
- Effective governance, accountability and oversight.
- Access to advice from the Senior Safeguarding Adviser and wider safeguarding network.
- Continuous learning and improvement informed by experience, feedback, safeguarding concerns and emerging best practice.

3. Scope

This policy applies across all areas of BBC Children in Need's work that involve or may affect children, young people and adults at risk. It applies to everyone working for, representing or acting on behalf of BBC Children in Need, regardless of how or where that contact takes place.

This includes:

- Employees, agency workers, freelancers and assessors.
- Trustees, Advisory Committee Members and volunteers.
- Young Ambassadors and young volunteers.
- Presenters, content creators, production teams and social media moderators.
- Suppliers, contractors and service providers acting on behalf of BBC Children in Need.

We also expect funded organisations, delivery and research partners, corporate and fundraising partners, and event organisers to maintain safeguarding arrangements appropriate to the nature of their work and their contact with children, young people and adults at risk. Their specific responsibilities will be set out in the relevant funding conditions, contracts, agreements, procedures and guidance.

Our safeguarding approach is aligned with BBC safeguarding standards and includes additional measures that reflect the nature of BBC Children in Need's work.

Safeguarding is a shared responsibility. Every child, young person and adult at risk who comes into contact with BBC Children in need is entitled to equal protection from harm and to be treated with dignity and respect, without discrimination.

4. Principles

BBC Children in Need's safeguarding practice is guided by the following principles:

- Safeguarding is everyone's responsibility.
- The welfare of children and young people is paramount. Their views should be heard and taken seriously.
- Adults at risk have the right to live in safety, with dignity, choice and control. Safeguarding responses should be person-led and proportionate wherever possible.

- We seek to prevent harm, act promptly when concerns arise and place the safety and wellbeing of those affected at the centre of our decisions.
- We share information lawfully and proportionately when this is necessary to protect people from harm.
- We work collaboratively with the people affected, funded organisations, partners, the BBC and relevant agencies to promote safety and achieve appropriate outcomes.
- We take a proportionate, risk-based approach and will not proceed with an activity where safeguarding risks cannot be adequately managed.
- We are accountable for our decisions and continually learn from concerns, incident and experience.

4.1 Working with Children, Young People and Adults at Risk – Code of Conduct

Everyone working for, representing or acting on behalf of BBC Children in Need must follow the standards below whenever their role brings them into contact with children, young people or adults at risk.

The Code of Conduct sets the minimum standards of behaviour expected. They apply alongside any role-specific code of conduct and, where relevant, the BBC Code of Conduct. They are intended to support safe, respectful and appropriate relationships, not to prevent normal and positive interaction.

1. **Put safety and wellbeing first.** Prioritise the safety, rights, dignity and wellbeing of children, young people and adults at risk.
2. **Work transparently and safely:** Do not assume responsibility for a child, young person or adult at risk. If care is needed alert parent/carer/chaperone/ responsible adult. Follow agreed supervision arrangements. Avoid unplanned or unobserved one-to-one contact with a child or young person. Where one-to-one contact is necessary, it must be authorised, appropriately risk assessed and conducted transparently.
3. **Protect professional boundaries:** Use approved work communication channels; do not share personal contact details; and never connect through personal social media with a child, young person, or adult at risk whom you meet through your role.
4. **Respect personal space:** Avoid physical contact except where necessary in an emergency. Immediate action may be taken where necessary to prevent harm.
5. **See the whole person:** Treat children and young people as individuals, not simply as participants, contributors or beneficiaries, and respect the dignity, wishes and autonomy of adults at risk.
6. **Behave professionally:** Maintain appropriate language, conduct and professional boundaries at all times, in person and online.

7. **Listen and communicate with respect:** Take children, young people and adults at risk seriously and communicate in a way that reflects their age, capacity, communication needs and circumstances.
8. **Treat everyone fairly:** Do not show favouritism or discriminate and make reasonable adjustments where needed.
9. **Keep contact purposeful:** Ensure that all contact is necessary for and directly related to the agreed activity or role, and that it takes place through approved arrangements.
10. **Raise concerns immediately:** Report any concern about someone's welfare, another person's behaviour or safeguarding practice. Do not leave it to someone else.

Any concern that these standards have not been followed must be reported in accordance with section 7. A breach may also be addressed under the relevant employment, contractual or volunteer arrangements.

The Code of Conduct should be read alongside, and aligned as appropriate with, the relevant BBC Code of Conduct and safeguarding requirements.

5. Governance and Accountability

Safeguarding is a core responsibility of BBC Children in Need and must be embedded in the charity's governance, decision-making and day-to-day work. The Board of Trustees retains collective accountability for safeguarding. The Executive and the Senior Leadership Team are responsible for ensuring that effective arrangements are implemented, while the Senior Safeguarding Advisor provides specialist advice, support and oversight.

Everyone covered by the policy has a personal responsibility to act in accordance with it, raise concerns promptly and seek advice when needed.

5.1 Roles and Responsibilities

Board of Trustees

The Board of Trustees retains collective accountability for safeguarding within BBC Children in Need. The Board is responsible for:

- Setting the charity's safeguarding culture and expectations.
- Approving this policy and receiving assurance that it is being implemented effectively.
- Ensuring that appropriate safeguarding leadership, resources and arrangements are in place.
- Receiving regular assurance on safeguarding risks, concerns, incidents, compliance, organisational learning and improvement.
- Satisfying itself that BBC Children in Need is meeting its legal, regulatory and ethical safeguarding responsibilities.

- Ensuring that significant safeguarding matters are escalated and reported appropriately.

The appointment of a trustee with a specialist focus on safeguarding does not remove or reduce the collective responsibility of the Board.

Chief Executive Officer

The CEO is accountable to the Board for ensuring that safeguarding is embedded across BBC Children in Need and supported by appropriate leadership, resources, systems and organisational culture; and they ensure that significant safeguarding risks and concerns are brought to the attention of the Board and that agreed actions are implemented.

Chief Operating Officer and Executive Sponsor

The COO is the executive sponsor for safeguarding and provides organisational leadership on behalf of the Executive Team. The COO is responsible for:

- Overseeing the implementation of this policy and the wider safeguarding framework.
- Ensuring that safeguarding responsibilities are understood and implemented across all directorates.
- Supporting the Senior Safeguarding Advisor to secure the resources, cooperation and organisational action needed.
- Ensuring that significant risks, concerns and gaps in safeguarding arrangements are escalated appropriately.
- Providing safeguarding assurance to the CEO and Board

Safeguarding Trustee

The Safeguarding Trustee supports the Board by providing focused oversight, scrutiny and challenge on safeguarding matters. The Safeguarding Trustee:

- Maintains regular contact with the Senior Safeguarding Advisor and Executive Sponsor.
- Receives appropriate safeguarding updates and assurance.
- Tests whether safeguarding risks and concerns are being recognised and managed effectively.
- Supports the Board to understand its safeguarding responsibilities.
- Escalates significant concerns to the Board where appropriate.

The Safeguarding Trustee does not undertake operational case management or replace the responsibilities of the Board, Executive or Senior Safeguarding Advisor.

Senior Safeguarding Adviser

The Senior Safeguarding Adviser is the charity's designated safeguarding lead and subject matter expert. They are responsible for:

- Providing specialist safeguarding advice and guidance across the charity.
- Supporting and coordinating the management of safeguarding concerns and incidents.
- Maintaining the safeguarding policy, framework, procedures and associated guidance.

- Advising on safeguarding risk assessments, due diligence and control measures.
- Developing and overseeing safeguarding training and awareness.
- Monitoring safeguarding risks, trends, compliance and organisational learning.
- Providing regular assurance reports to the Executive, Safeguarding Trustee and Board.
- Liaising with the BBC Safeguarding Team, funded organisations, partners, statutory agencies and other relevant bodies where required.
- Ensuring that safeguarding decisions, actions and outcomes are recorded appropriately.

BBC Children in Need will maintain documented cover and escalation arrangements for periods when the Senior Safeguarding Advisor is unavailable. The current reporting and alternative contact arrangements are set out in section 7 and the associated safeguarding procedure.

Managers and Activity Owners

Managers and those responsible for activities involving children, young people or adults at risk must ensure that safeguarding requirements are understood and applied within their areas of responsibility. They are responsible for:

- Identifying and managing safeguarding risks associated with their work.
- Ensuring relevant procedures, guidance and mandatory controls are followed.
- Ensuring appropriate risk assessments, checks and due diligence are completed.
- Ensuring staff and others involved in the activity receive the required training, information and support.
- Creating an environment in which concerns can be raised and taken seriously.
- Reporting and escalating safeguarding concerns promptly.
- Seeking specialist safeguarding advice where required.
- Implementing and monitoring any agreed safeguarding actions.

Everyone Working for, Representing or Acting on Behalf of BBC Children in Need

Everyone covered by this policy must:

- Follow this policy, the Code of Conduct and all relevant procedures and guidance.
- Complete the safeguarding training and briefing required for their role.
- Remain alert to safeguarding risks and concerns.
- Report concerns immediately and cooperate with any subsequent safeguarding action.
- Seek advice whenever they are unsure.
- Maintain appropriate professional boundaries.
- Treat safeguarding information confidentially and share it only through the appropriate routes.
- Not investigate safeguarding concerns or attempt to determine whether abuse has occurred.

5.2 Supporting Structures

Safeguarding Group

BBC Children in Need maintains a Safeguarding Group to support organisational oversight and continuous improvement. The Safeguarding Group reviews:

- Safeguarding policies, procedures and guidance.
- Organisational safeguarding risks and emerging themes.
- Training, compliance and assurance information.
- Learning from concerns, incidents and reviews.
- Progress against safeguarding improvement actions.

The Safeguarding Group provides advice, challenge and recommendations. It does not replace the accountabilities of the Board, Executive, managers or Senior Safeguarding Advisor.

Safeguarding Network

Safeguarding representatives from across the charity act as local champions. They help promote good practice, share information and guidance, and encourage colleagues to seek advice or report concerns.

Safeguarding representatives do not replace the formal reporting route and should not investigate or independently manage safeguarding concerns.

5.3 BBC Editorial Policy and Safeguarding

Where BBC Children in Need's work involves content creation, storytelling, participation in media, broadcasting or digital content, both this policy and the relevant BBC Editorial Guidelines apply.

Editorial requirements provide additional standards relating to matters including:

- Working with children and young people.
- Consent, assent and participation.
- Duty of care.
- Privacy and identification.
- Online safety.
- Content involving vulnerable contributors.
- The potential impact of publication or broadcast.

Where an activity raises both editorial and safeguarding considerations, the relevant editorial lead and the Senior Safeguarding Advisor must be consulted as appropriate. Editorial approval does not replace safeguarding assessment, and safeguarding approval does not replace editorial approval.

Relevant decisions, risks and agreed safeguards must be recorded.

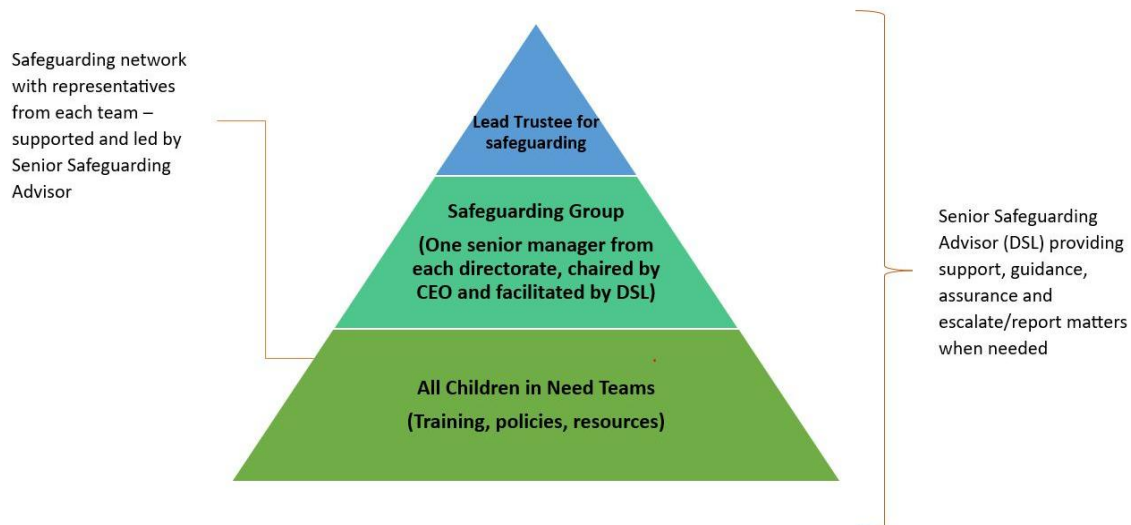
5.4 BBC Safeguarding Support

BBC Children in Need works closely with the BBC Safeguarding Team and the wider Safety, Security and Resilience (SSR) function. Under the agreed support arrangements, the BBC Safeguarding Team may provide:

- Specialist advice and consultation.
- Support with complex safeguarding concerns and allegations.
- Advanced and specialist safeguarding training.
- Guidance on safeguarding legislation, policy and good practice.
- Support with escalation, referrals and case management where appropriate.
- Advice and cover in accordance with the agreed reporting arrangements.

This support complements, but does not replace, BBC Children in Need's own safeguarding responsibilities and accountability.

The Senior Safeguarding Advisor maintains an effective working relationship with the BBC Head of Safeguarding and other relevant BBC specialists. The reporting routes and cover arrangements to be used when BBC Children in Need safeguarding resource is unavailable are set out in section 7.



5.5 Policy Approval and Review

- The Board of Trustees approves this policy.
- Supporting procedures, guidance, tools and operational requirements are maintained separately and approved in accordance with BBC Children in Need's delegated authority arrangements.
- The Senior Safeguarding Advisor is responsible for coordinating the review and maintenance of the safeguarding policy suite, working with the Executive Sponsor and relevant activity owners.
- This policy will be reviewed at least annually and sooner following a serious safeguarding incident, significant organisational learning, a material change in

legislation or regulatory expectations, or a significant change in BBC Children in Need's activities.

- Material amendments to the policy will be submitted to the Board for approval. Procedural, administrative and guidance updates may be approved under delegated authority.
- All approved documents will be subject to appropriate version control and communicated to those affected.
- The Board will receive regular safeguarding assurance, and appropriate safeguarding information will be included in the Annual Report and Accounts.

5.6 Training

Everyone covered by this policy must receive safeguarding information, training and support proportionate to their role, responsibilities and level of contact with children, young people or adults at risk. Training helps people to:

- Understand their responsibilities and the standards expected of them.
- Recognise safeguarding risks and concerns.
- Respond appropriately to a disclosure or concern.
- Know when and how to report a concern or seek advice.
- Apply safeguarding requirements within their day-to-day work.

Detailed training requirements, completion timescales and refresher periods will be set out in the safeguarding training matrix. No one should undertake an activity for which specific safeguarding training is mandatory until that training has been completed, unless a documented and approved interim arrangement is in place.

All Staff must complete:

- BBC Safety, Security and Safeguarding training within two weeks of joining.
- BBC Children in Need Safeguarding Training within six months of joining, including awareness of online harms and digital risks.
- Refresher safeguarding training every two years.
- Any additional role-specific training identified as necessary for their work.

Trustees must receive:

- Safeguarding information as part of induction.
- Regular safeguarding updates and assurance information.
- Formal safeguarding training at least every two years.

Advisory Committee Members and Grant Assessors must complete:

- Safeguarding training within six months of appointment.
- Refresher safeguarding training every two years.
- Any additional training required for their particular responsibilities.

Volunteers, freelancers, presenters, contractors and others acting on behalf of BBC Children in Need must receive an appropriate safeguarding briefing or training before undertaking relevant activity.

Additional training may be required for people who:

- Work directly or regularly with children, young people or adults at risk.
- Plan or manage participation, storytelling, events or project visits.
- Create or moderate digital or social media content.
- Undertake roles requiring enhanced criminal record checks or equivalent disclosure arrangements.
- Receive, assess or manage safeguarding concerns.
- Make decisions that affect safeguarding risk or practice.

The Senior Safeguarding Advisor and those providing designated safeguarding cover must undertake continuing professional development appropriate to their responsibilities.

Monitoring and Compliance

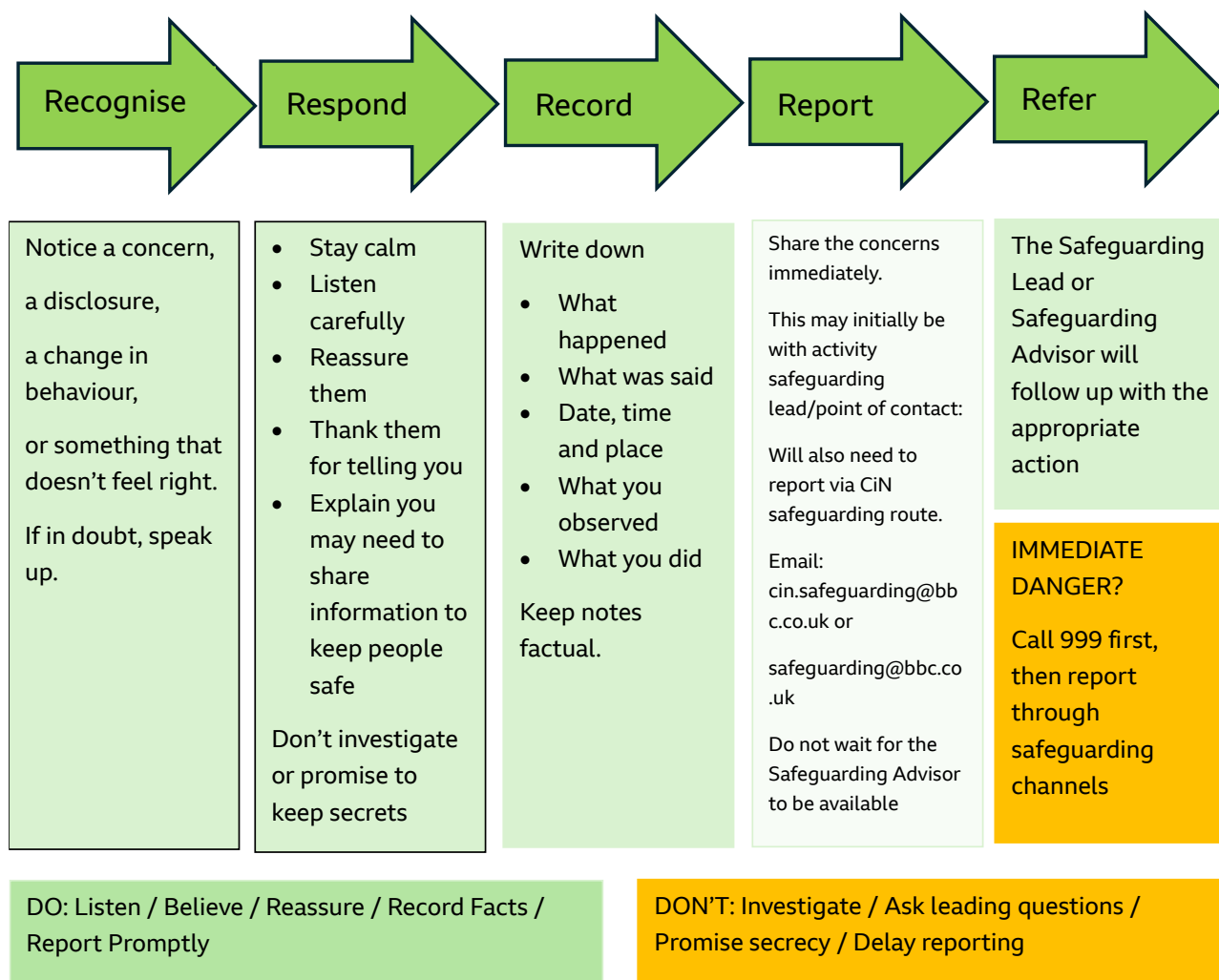
Managers are responsible for ensuring that people within their areas of responsibility complete the training required for their roles.

Completion will be recorded and monitored through the appropriate BBC systems and local safeguarding records. The Senior Safeguarding Adviser will maintain organisational oversight of training compliance and report significant gaps through the safeguarding assurance arrangements.

Failure to complete mandatory safeguarding training may result in activities or duties being restricted until the required training has been completed.

Training does not replace professional curiosity, sound judgement or the responsibility to report something that does not feel right.

6. Responding to a Safeguarding Concern



Everyone covered by this policy must report safeguarding concerns without delay. This includes:

- A concern about the welfare or safety of a child, young person or adult at risk.
- A disclosure or allegation of abuse, neglect, exploitation or other harm.
- A concern about someone's behaviour towards a child, young person or adult at risk.
- A concern about the safeguarding practice or arrangements of a funded organisation, partner or activity.

You do not need proof that harm has occurred. If you are unsure, report the concern and seek advice.

If anyone is in immediate danger or requires urgent medical attention, call 999 first. The concern must then be reported through the safeguarding route as soon as possible.

The 5 Rs of Safeguarding

BBC Children in Need follows the 5 Rs of Safeguarding:

Recognise → Respond → Record → Report → Refer

These steps help ensure that concerns are recognised and acted upon promptly, consistently and appropriately.

1. Recognise

A safeguarding concern may arise from:

- Something you see or hear.
- Something a child, young person or adult tells you.
- Information shared by another person.
- A change in someone's behaviour, appearance or wellbeing.
- Behaviour by another person that causes concern.
- Unsafe practice or inadequate safeguarding arrangements within an organisation or activity.

Abuse, neglect and exploitation are not always obvious. A concern should not be dismissed because it appears minor or because you do not have all the information.

If something does not feel right, seek advice and report it.

2. Respond

If someone shares a concern or disclosure with you:

- Stay calm and listen.
- Take what they say seriously.
- Thank them for speaking to you and reassure them that they have done the right thing.
- Explain that you may need to share information with others to help keep them or someone else safe.
- Take any immediate and reasonable action needed to protect them from harm,

Do not:

- Investigate or try to establish whether abuse has occurred.
- Ask leading questions or unnecessary questions.
- Promise secrecy or absolute confidentiality.
- Confront the person who is the subject of the concern.

Your role is to listen, provide appropriate support and follow the safeguarding reporting procedure.

3. Record

Make a clear and factual written record as soon as possible. Include:

- The date, time and location.

- What you saw, heard or were told.
- The person's own words wherever possible.
- Relevant observations about their behaviour, appearance or emotional state.
- What you said and did in response.
- Any immediate action taken and the people to whom the concern was reported.

Records must be accurate, objective, signed and dated, stored securely and shared only through the appropriate safeguarding routes.

Original handwritten notes and any potential evidence must be preserved in accordance with the safeguarding procedure.

Do not delay reporting a concern while completing the written record.

4. Report

All safeguarding concerns must be reported immediately through the BBC Children in Need safeguarding route:

- **Senior Safeguarding Advisor:** cin.safeguarding@bbc.co.uk
- **BBC Safeguarding Team:** safeguarding@bbc.co.uk
- **If you or someone else is in immediate danger, or at risk of serious harm, contact the emergency services immediately by calling 999.**

Where an activity has a named on-site or safeguarding point of contact, report the concern to them so that any necessary immediate action can be taken. The concern must also be reported through the BBC Children in Need safeguarding route in accordance with the relevant activity procedure.

If the concern relates to the named onsite or safeguarding point of contact, a senior person within the organisation or someone responsible for managing the activity, do not raise it with that individual. Report it directly through the BBC Children in Need safeguarding route.

Do not:

- Wait for a particular member of staff to become available.
- Assume that someone else has reported the concern.
- Assume that reporting the concern locally removes the need to inform BBC Children in Need.

5. Refer

The Safeguarding Advisor, BBC Safeguarding Team, or designated alternative will assess the concern and determine what action is required. This may include:

- Seeking further safeguarding advice.
- Taking action to protect the person from immediate or continuing harm.
- Liaising with a funded organisation, partner or activity lead.
- Referring or ensuring referral to the police, local authority or another statutory agency.
- Escalating the matter through relevant BBC Children in Need, BBC, employment, contractual, regulatory or governance arrangements.

Where another organisation holds primary safeguarding responsibility, BBC Children in Need may require that organisation to make the appropriate referral. BBC Children in Need will seek and record confirmation that the necessary action has been taken and will act directly where this is necessary to protect a child, young person or adult at risk.

Where a concern involves an adult at risk, their views, wishes, capacity and desired outcomes will be considered wherever possible. This will not prevent information being shared or action being taken where this is necessary to protect them or another person from harm.

BBC Children in Need will maintain an appropriate record of the concern, the decisions made, the actions taken and any confirmation received.

Further information is provided in the associated safeguarding procedures and guidance.

7. How to Safeguard in Practice

BBC Children in Need carries out, funds and supports a wide range of activities that involve or may affect children, young people and adults at risk. This framework applies the principles in this policy to the activities in which safeguarding considerations most commonly arise.

This framework covers:

- **Safe Grant-Making**
- **Safe Storytelling**
- **Safe Participation**
- **Safe Recruitment**

Each activity is considered under three headings:

1. **Principle:** the safeguarding position and outcomes to which BBC Children in Need is committed.
2. **Requirements:** the mandatory controls, checks, approvals, records and escalation arrangements that must be followed.
3. **Related procedures and guidance:** the practical instructions, tools and resources that support safe and consistent practice.

The detailed procedures and guidance are provided for internal use but in order to provide reassurance on how BBC Children in Need mitigates against the risk of working with children, young people and vulnerable adults they are summarised as follows:

- grant management and minimum standards
- Safe storytelling and BBC Editorial guidelines
- On-line safety and social media resources
- Participation and event planning toolkits
- BBC Audience Management guidance

- Child-performance licensing and chaperone guidance
- Safeguarding code for Partners
- Fundraising Regulator's Code of Practice
- Consent guidance
- Presenters, talent, walk-on and supporting artists
- Risk assessments
- Criminal Record Checks guidance
- Managing positive disclosure process
- Recruiting and onboarding processes

In addition, supporting policies around fundraising, volunteering and social media underpin our safe practice.

Status: Final	Issue Date: 01/09/2026	Next Review Date: 07/10/2026	Version: 2
First Point of Contact	Aine Quinn, Senior Safeguarding Advisor		
Policy Owner	Aine Quinn, Senior Safeguarding Advisor		
Exec Sponsor	Nicky Scowcroft, COO		
Superseded Documents	Version 1 June 2023		