



Worshipful Company of Scientific Instrument Makers

## **Worshipful Company of Scientific Instrument Makers – Safeguarding Policy Statement**

The Worshipful Company of Scientific Instrument Makers recognises and believes that everyone it works with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.

This policy statement addresses the area of child safeguarding.

Child safeguarding is defined as actions aimed at:

- Protecting children from all forms of abuse
- Proactive actions to prevent harm
- Promotion of wellbeing by ensuring safe environments

WCSIM has very limited direct contact with children and young people but through its Apprenticeship Scheme there are opportunities for young people under the age of 18 to work with members of the Company to develop and enhance opportunities for academic or career development. This also allows young people and adults to communicate and meet with each other.

WCSIM recognises its responsibility in ensuring that those young people under the age of 18 and adult members work in a safe way that provides opportunities for self-development but does not place any individual in a position of risk.

The company does this through:

1. Ensuring safe working practices are adopted by all those working with Apprentices but specifically those working with under 18 year olds.
2. Appointment of a Designated Safeguarding Officer
3. Acknowledgement and acceptance of the WCSIM Code of Conduct AND Safeguarding Policy Statement by all Company Members.
4. Ensuring a clear and robust reporting process is in place should an Apprentice or Apprentice Master, (or any other) have any specific safeguarding concerns.
5. Ensuring that a similar robust and clear system is in place to respond to any safeguarding concerns raised.

### **Clear Reporting Procedures**

A Member of the Company who has any safeguarding concerns has a responsibility to raise them. Any concerns can be raised with the Designated Safeguarding Officer



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– The Clerk of the Company. They can be contacted during the day on 0207 407 4832 or by email at [clerk@wcsim.co.uk](mailto:clerk@wcsim.co.uk).

If the concern is regarding the Clerk of the Company, then the concern should be raised with the Master of the Company.

Equally, when an Apprentice is invited to join, the prospective Apprentice and their parents should be made aware of who the Designated Safeguarding Officer is and if they have any safeguarding concerns how to raise them.

SIM is committed to ensuring the safety and wellbeing of all those it works with.

If a Safeguarding concern is raised then SIM has an obligation to ensure suitable and appropriate action is taken, including reporting any concerns to the relevant authority such as Police or Children's services.

### **Response**

The following 4 Rs underpin Safeguarding

- 1 Recognise
- 2 Respond
- 3 Record
- 4 Refer

**Recognise** – Recognising some of the potential signs of a child suffering a form of abuse or when a young person or child makes a disclosure is the first stage for consideration. Recognition of signs and symptoms of potential abuse will be discussed in more detail when Apprentice Masters undertake their briefing.

**Respond** – It is important that an individual responds to any disclosure or issue appropriately:

- React calmly
- Reassure the child or young person they were right to tell you and you will take what they are saying seriously
- Try to avoid asking too many questions but do try to gain an accurate understanding without asking about explicit details. If possible, ask the young person to write down what they want to say. Sometimes it can be easier to write things rather than say them and you then have a written record.
- Continue to reassure the young person but be clear that you have a duty of care to pass the information on, therefore do not promise confidentiality
- Inform the young person what you will do next

**Record** – It is essential that you make a full written record of what has been said or heard as soon as possible.

The record should include:

- The child or young persons name, age and date of birth
- The child or young persons home address



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- Whether or not the disclosure is expressing their own concern or the concern of someone else
- The nature of the concern, including dates, times and any special factors or relevant information
- A description of any visible bruising or other injuries or any other indirect signs such as behavioural changes
- Details of any potential witnesses
- The child or young persons account (if not already)
- Has anyone else been consulted or informed (including parents)

Refer – The disclosure should then be referred to the Designated Safeguarding Officer (DSO) as soon as possible.

The DSO will assess the information and decide to refer the incident to either:

1. Police (if the risk to the child/young person is immediate)
2. Multi Agency Safeguarding Hub (MASH) local to the child or young persons home
3. The issue is not deemed a safeguarding issue and will be dealt with efficiently and confidentially in a manner similar to that described within WCSIM Whistleblowing Policy

It is not our responsibility to decide whether any form of abuse has taken place or not but to simply Recognise the possibility, Respond appropriately, Record the information given and Refer.

If an issue raised is not deemed a safeguarding issue, then there may be an enquiry undertaken by the Designated Safeguarding Officer or their delegated representative. No precise timescale can be laid down for how long the enquiry will take but it should be prioritised to be concluded as quickly as is practical.

On completion of the enquiry, a report will be made to the Master (if the concern is raised about the Master or the Master undertakes the enquiry then the Deputy Master will receive the report). If the enquiry concludes there has been some unsafe or inappropriate working practices then further action such as further advice and training or disciplinary action may be taken.

Whilst any enquiry is being undertaken the Apprentice and Apprentice Master/Liveryman concerned will be requested not to make contact with each other.

### **Roles and Responsibilities**

The Designated Safeguarding Officer has the following responsibilities:

- Decide upon referral and refer cases of suspected abuse or allegations to relevant agencies
- Act as a source of advice
- Liaise with the senior person to inform of any issues or ongoing enquiries
- Ensure detailed, accurate written records of referrals/concerns are kept and that they are secure and confidential



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- Ensure appropriate levels of training/briefings are provided to all those working with young people under the age of 18
- Ensure the Safeguarding Policy Statement and safe working practices are reviewed and updated annually.

### **The Clerk**

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