# Safeguarding Vulnerable People Policy

| Owner | Approver | Approved | Next review |
|---|---|---|---|
| People Committee | Board | Jan 2021 | Jan 2023 |

## Overview

This policy outlines Robogals commitment to ensuring the safeguard of children and other vulnerable people whilst engaging in Robogals related activities. Potentially vulnerable people may include the elderly, indigenous people, those from a low socioeconomic status (SES), people with disabilities and people who are not native speakers of the majority language.

Safeguarding vulnerable people is **part of our primary duty of care** and is something we take very seriously at all levels of the organisation.

This policy takes the following into considering:
- Recognises legislative obligations and commitment to the safeguard and wellbeing of vulnerable people.
- Opinions of vulnerable people are encouraged and respected. Robogals will listen and act upon any concerns that are raised.
- Robogals will ensure that vulnerable people know how to access a complaints procedure, which will be made available to them.
- Robogals value diversity and do not tolerate any discriminatory practices.
- Support will be provided for the rights of vulnerable persons when and as required.

## Scope

This policy applies to all members of the Robogals community, including any employees, volunteers and Board members. 'Vulnerable people' does not just apply to participants of Robogals workshops and events, but also to all Robogals volunteers, to third parties and partners.

## Policy

Robogals will undertake the following to manage its obligations under the Policy:

- Ensure all interactions are positive and safe take all steps to protect the children, young people, and vulnerable people in our care

- Local laws and regulations regarding safeguarding vulnerable people must be followed
    - If your local authority requires a card or Policy check then Presidents must ensure all volunteers obtain this and provide proof before they volunteer
    - Chapters must be able to provide records of this if asked by regional or global or local authority

- Report any suspicions, concerns, policy and procedural breaches, allegations or disclosures of alleged child abuse to any of the following:
    - Robogals CEO, Board member, member of the People Committee, Regional Executive Officer, Regional Mentor or via the Incident Reporting Form

- Act in accordance with The Robogals Way
- Understand that an organisation cannot absolve itself of its duty to take reasonable care in respect of children's safety by delegating the responsibility to someone else.

It must ensure that any person (eg. an employee) carrying our related tasks takes reasonable care
- ○ At school workshops, a teacher must always be there
- ○ If it is an independently organised event with minors, there needs to be consent forms + a risk matrix completed.

## Risks and Consequences

Safeguarding is a matter of utmost importance to Robogals at all times and in all situations. Robogals acknowledges that incidents of harm have far reaching and serious consequences. All volunteers and members of the Robogals community need to be aware of the potential risks that come from Robogals' work.

Incidents of harm may include, but are not limited to:
- Sexual harassment, bullying or abuse
- Serious sexual offences, such as rape
- Threats of violence or actual violence
- Verbal, emotional or social abuse
- Cultural or identity abuse, such as racial, sexual or gender-based discrimination or hate crimes
- Coercion and exploitation
- Abuse of power.

**Breach of policy**
Any potential breach of this policy (no matter how big or small), should be raised with the Robogals CEO, Board member, member of the People Committee, Regional Executive Officer, Regional Mentor or via the Incident Reporting Form (and Process). All breaches will be investigated with respect and discretion for the person reporting the potential breach and the impacted person. Local police or related child protection or human resource department may be engaged to support the investigation. Review of Robogals policy / procedures will follow after any incident raised to ensure ongoing effectiveness.

## Supporting Policies / Documentation
- Robogals Way
- Incident Report Form