

Safeguarding Vulnerable People Policy

Owner	Approver	Approved	Next review
People & Culture Committee	Board	April 2025	April 2027

Overview

This policy outlines Robogals' commitment to ensure the safeguarding of children and vulnerable people engaging in Robogals related activities. Vulnerable people may include (but are not limited to) children, the elderly, indigenous people, people from a low socioeconomic status, 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 something we take very seriously at all levels of the organisation.

This policy considers the following:

- Recognises legislative obligations and commitment to safeguard the 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 and any member of the Robogals community.
- Robogals value diversity and do not tolerate any discriminatory practices.
- Support will be provided for the rights of vulnerable persons as and when required.

Scope

This policy applies to all members of the Robogals community, including Board members, employees, volunteers and ambassadors who may represent Robogals. 'Vulnerable people' does not just apply to participants of Robogals related activities, but also to all who are connected to Robogals, including you, third parties and partners.

Policy

Robogals will manage its obligations under the Policy by:

- Taking all reasonable steps to ensure that local laws and regulations regarding safeguarding vulnerable people are followed.
 - If your local authority requires a background or police check, for example a Working With Childrens Check in Australia, or similar background or criminal checks in the UK, USA, Canada or other jurisdictions applicable to Robogals' activities, the relevant Regional Executive Officer, Chapter President or Volunteer responsible for the event/activity must ensure that all volunteers obtain this check and provide proof before they are allowed to volunteer for Robogals.
 - Chapters must be able to provide records of this if asked by the Regional Executive Officer or Global team (Board of Directors, CEO, Leadership Team) or local authority.
- Reporting 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 & Culture Committee, Regional Executive Officer, Regional Mentor or via the [Robogals Communication and Support Form](#) or local authority.
- Acting in accordance with [The Robogals Way](#).
- Understanding 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 take all reasonable steps to ensure that all members of the Robogals community carrying out related tasks take reasonable care. This may include the following (without limitation):
 - At school workshops, the nominated or responsible teacher must always be present.
 - If it is an independent event organised by Robogals with minors attending, ensuring that consent forms are completed by an applicable parent or guardian, and submitted to the relevant Chapter for secure record keeping, in accordance with the relevant Robogals policy.

Risks and Consequences

Safeguarding vulnerable people is a matter of utmost importance to Robogals at all times and in all situations. Robogals acknowledges that incidents of harm may have far reaching and serious consequences. All volunteers and members of the Robogals community need to be aware of the potential risks inherent in the work of Robogals, for example in running workshops for school-aged students.

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
- Online hate/harassment

Breach of policy

Any potential breach of this policy, should be raised with either the Robogals CEO, a Board member, a member of the People and Culture Committee, Regional Executive Officer, Regional Mentor or via the [Robogals Communication and Support Form](#) (and Process).

All breaches will be investigated with respect for the impacted person and for the person reporting the potential breach, and will be conducted in confidence where possible. Local police or law enforcement, related child protection and or human resource departments and authorities may be engaged to support the investigation.

A review of this policy or Robogals' processes and procedures may be conducted after any incident is raised to ensure its ongoing effectiveness.

Supporting Policies / Documentation

- [Robogals Way](#)
- [Robogals Communication and Support Form](#)