



# The Association for Science Education Safeguarding Policy

## Introduction

The Association for Science Education (ASE) takes its responsibility to safeguarding volunteers, staff members, beneficiaries and any other member of the public that comes into contact with the Association very seriously.

This policy represents the approach of that the ASE takes to ensure that any children, young person and/or adult that comes into contact with the charity is protected from harm of abuse.

This policy should be read alongside the ASE's [Code of Conduct](#).

This policy outlines:

- Who the policy applies to
- how our policies and processes will help to protect people from harm;
- provide guidance for people to raise safeguarding concerns;
- how the ASE will respond, including reporting to the relevant authorities.

## Safeguarding Policy Applicability

This safeguarding policy applies to all employees, contractors, consultants, trustees, committee members and volunteers working with, for or on behalf of the Association.

Partner organisations both in the UK and abroad will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work, sector or geographical location. These may include, but are not limited to:

- Other UK regulators, if applicable, such as Ofsted.
- Other authorities, such as the DfE.
- Other frameworks such as The International Child Safeguarding Standards.

Safeguarding should be appropriately reflected in other relevant policies and procedures.

## ASE Principles to promote protection from harm

The ASE will create a safe and welcoming environment, where everyone is respected and valued. We believe that no individual connected with ASE should ever experience abuse, harm, neglect or exploitation.

ASE believes that we all have a responsibility to promote the welfare of all of our beneficiaries, members, staff and volunteers, to keep them safe and to work in a way that protects them. We all have a collective responsibility for creating a culture in which our people not only feel safe, but also feel able to speak up, if they have any concerns.

ASE recognises that to do safeguarding well, we must embed habits, practices and procedures to help keep people safe whilst they are taking part in our activities – this includes but is not limited to the workplace, at Conferences and Events – both on line and face to face, through our programmes and projects or through the conducting of every day activity for the Association.

We encourage all personnel to stand up for people who can't speak for themselves, and to speak up if they are worried about someone who might be at harm, or who is potentially harming or abusing someone else.

We will ensure that in the recruitment of staff and volunteers, steps will be taken to ensure that those new to the organisation will be safe and responsible. We recognise that one size does not fit all, and that appropriate steps must be taken according to the role being filled. (For example those working on our inclusion programme will have more responsibility and a requirement for additional training in relation to safeguarding than say a book sales administrator. However, both team members will need to be supported to promote safety and wellbeing.) We will ensure that safeguarding is discussed where particularly relevant to the role and references taken up. Where required (i.e. under regulated activity), we will ensure personnel undergo a disclosure and barring check and relevant training and will carry out an annual review of posts within the charity that must have a DBS check from the Disclosure and Barring Service.

We will take steps to ensure that all personnel understand how to keep themselves safe online, with IT systems in place to promote high privacy settings and password access to meetings. All online services will be suitable for our users. We protect people's personal data and follow [GDPR legislation](#). We have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc. We clearly explain how users can report online concerns. Concerns may be reported via [info@ase.org.uk](mailto:info@ase.org.uk).

We will ensure everyone in the organisation understands how to recognise, respond to and record and report safeguarding concerns.

**We will support and protect any individual that speaks up or calls out behaviour that is leading to the potential harm or abuse of any individual connected to the Association.**

## **Trustee Safeguarding Responsibilities**

The Board of Trustees take their responsibilities with regards to Safeguarding extremely seriously. All individuals on the Trustee board are aware of the policies

and procedures in place to help protect people from harm. Where necessary and appropriate, individuals will be provided with training and resources to enable them to carry out their role safely and in accordance with regulations and best practice.

The Association's Terms of References, Code of Conduct, job descriptions, contracts, risk assessments and appraisal objectives will reflect the Association's aim to ensure the protection of vulnerable individuals.

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.

Trustees will review policies and procedures regularly to ensure they remain up to date, relevant and adhere to best practice; respond to any concerns sensitively and act quickly to address these. Trustees will also ensure policies are in place to ensure that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.

Trustees will ensure staff, volunteers and others are aware of the Association's safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.

## **Reporting Safeguarding Concerns**

### **Types of Abuse or harm**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Abuse, harassment and harm can happen to anyone. It's not always visible and often not spoken about.

**Signs and symptoms of harm or abuse are not always obvious or clear. Those working with vulnerable children or adults are more likely to recognise the different types of abuse. However, people do not need to be certain before they speak up.**

Children are particularly vulnerable to abuse and can experience many types of abuse, and sometimes will experience more than one type of abuse. For more information on the signs and symptoms of the different forms of abuse, we direct all staff and personnel to the [NSPCC](#) who have a number of clear resources and guides on the different types of harm and [a factsheet](#) which provides more detail on the signs of abuse.

Adults are also vulnerable to harm and abuse: The [Ann Craft Trust](#) has more resources and detail of the types of abuse that adults may experience including categories such as cyber bullying, forced marriage, mate crime, and modern slavery.

### **The ASE provides the following guidance, for personnel with safeguarding concerns:**

- If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

- If you are a committee member, delegate, volunteer or member of the public, make your concerns known to a member of our staff team, who will alert a senior member of the Association
- For any employee, contractor or consultant, make your concerns known to your line manager or the CEO. If you feel unable to do so, raise your concerns with the Chair of the Education Group or Chair of Trustees.
- Where concerns are reported, information will only be shared with people who need to or have the right to know.
- The action taken will be dependent on the specific circumstances – for example the seriousness of the risk, whether the person at risk is a child or adult, if someone implicated is part of a regulated activity.
- Where appropriate ASE will seek expert advice – for example from the NSPCC, NHS, domestic abuse services, Samaritans, the Anne Craft Trust or local authorities.
- The trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting and, if applicable, other regulators. They are aware of the Government guidance on handling safeguarding allegations and will follow steps outlined to handle internal processes.

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