

CHILD SAFEGUARDING PROCEDURE

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1. Introduction

1.1. This procedure applies to, and should be followed by, all Ri representatives.

Definitions:
An Ri representative is anyone who works for or with the Ri, including staff, contractors, volunteers, contributors to public and educational programmes, Trustees and committee members, and any other person who may come into contact with children through their work for or with the Ri, such as supporters of or ambassadors for the Ri, or those linked with other organisations who undertake work with the Ri involving children.
A child is anyone under the age of 18, regardless of any other status.
Ri activities are any activities which take place in association or partnership with or for the Ri, no matter where they are located or if they are online.
A disclosure is when a child or adult reports abuse or concerns to you.

1.2. Our safeguarding procedure is here to support and protect you as well as the children that we work with, and to help create a safe and secure environment for all, where safeguarding is paramount and inaction or silence around concerns of abuse or poor practice is not acceptable.

1.3. This procedure covers who you should talk to about any safeguarding questions or concerns, how you should behave to create a safe environment, and the key steps in dealing with any concerns raised. These are referred to as the 4 Rs:

RECOGNISE	RESPOND	REPORT	RECORD
a concern, disclosure or accusation	appropriately	all concerns to the DSOs or appropriate responsible person ASAP	all the relevant information
Take these seriously and do not dismiss them	Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up	Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe	This will be required so the DSOs can assess what to do, and in case concerns need to be passed on to external organisations
Listen to everything being shared			
Do not ask leading questions or investigate	Do not promise confidentiality		

2. Key contacts

2.1. The Ri's Designated Safeguarding Officers are the first point of contact for anyone who has a safeguarding question or concern, needs to report a disclosure or who needs advice. If you are unsure, it is much better to ask than to risk not reporting something which may be a genuine safeguarding concern.

2.2. All safeguarding concerns or disclosures MUST be reported to the Ri's Designated Safeguarding Officers or relevant responsible person (as detailed below) within 24 hours.

Designated Safeguarding Officer (DSO)	Samantha Durbin 020 7670 2915 or 07741 657 952
Deputy Designated Safeguarding Officer(s) (DDSOs)	Peter Gallivan 020 7670 2927 or 07704 515 238
DSOs' contact email address	safeguarding@ri.ac.uk

- 2.3. If a concern involves one of the DSOs, or you do not feel your concern has been acted on appropriately, you should contact the Director of the Ri.

The Director of Science and Engagement	Daniel Glaser dglaser@ri.ac.uk
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- 2.4. If a concern involves the Ri's Director of Science and Engagement, you can contact the DSO and the Director of the Ri, Katherine Mathieson.

The Director of the Ri	Katherine Mathieson kmathieson@ri.ac.uk
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- 2.5. If a concern involves the Director of the Ri, you can contact the DSO and with them will make a report to the Lead Trustee for Safeguarding and the Chair of Trustees.
- 2.6. If the concern involves all of the above responsible people, you can report to the Lead Trustee for Safeguarding, Chair of Trustees and the most appropriate non-implicated director.

Trustee responsible for safeguarding	Professor Alison Woollard alison.woollard@bioch.ox.ac.uk
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- 2.7. You can use the above email contacts to request a phone conversation about the concern being reported.
- 2.8. If you cannot reach the DSOs or a relevant responsible person, you can also seek advice via the NSPCC's helpline

NSPCC Helpline (hours vary – check their website): 0808 800 5000 NSPCC helpline email address (24 hours): help@nspcc.org.uk https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/

3. Establishing a safe environment

- 3.1. In order to help the Ri establish an environment where all children feel safe and respected, you should:
- 3.1.1. Remember that safeguarding is paramount throughout all of your work for the Ri and follow the guidance in the Child Safeguarding Policy and this procedure.
 - 3.1.2. Listen to and take seriously any concerns or allegations reported to you.
 - 3.1.3. Know what to do and who to speak to if you have any safeguarding concerns relating to a child or an Ri representative.
 - 3.1.4. Challenge any poor or unsafe practices, taking action when you have a concern or feel something isn't right.
 - 3.1.5. Always behave professionally and maintain high standards of practice.
 - 3.1.6. Take responsibility for your own actions and behaviour, avoiding any conduct which would lead any reasonable person to question your motivation and/or intentions.
- 3.2. When working with children, you should:
- 3.2.1. Ensure that there is at least one appropriately checked Ri representative in each physical or online space. You should never be alone with any group of children

unless you have had the appropriate level of background checks carried out or verified by the Ri (See Section 15).

- 3.2.2. Even if you have the appropriate checks, avoid being alone with individual or small groups of children. If you need to oversee an individual or small group of children away from a main activity, including for administering first aid, ensure you can be seen by others – e.g. leave the door open if in a separate room. For online activity, avoid being in a one-one situation with a child.
- 3.2.3. Avoid any form of physical contact with children.
- 3.2.4. Never share your personal contact details (including social media handles or gaming codes) with children, and do not accept if they try to share their details with you – this includes not accepting friend requests and not following social media accounts.
- 3.2.5. Never be in direct private communication with children via email, social media or otherwise. If students get in touch, a parent/carers or other responsible person should be copied in or have oversight of any replies.
 - 3.2.5.1. The exception to this is if you are supervising online activity where functionality has been enabled for supervisors to directly receive questions or concerns, for which you will receive specific guidance. You must never communicate with children outside of this approved platform.
- 3.2.6. Never share any inappropriate content or links with children, including swearing and jokes with adult themes. Be mindful that while some older children may be comfortable with certain content, you are representing the Ri and must always behave professionally.
- 3.2.7. Never encourage children to use platforms, applications or social media for which they do not meet the minimum age requirements or for which they can engage in private communication with others (some applications will have school access, or can be used under supervision and with a parent/carers account, but must be approved by the Ri before use).
- 3.2.8. Keep children's details confidential and on a need-to-know basis.
- 3.2.9. Ensure you are following the Ri's Social Media Policy regarding taking and/or sharing pictures, videos and voice recordings which include children.
- 3.3. These behaviours will help you to uphold the principles outlined in the Child Safeguarding Policy, as well as minimising the risk of erroneous or malicious allegations being made against you or other Ri representatives.

4. Recognising a concern

- 4.1. A safeguarding concern would include anything which may indicate that there is a concern over the welfare of a child, or that there is a risk of abuse or harm.
- 4.2. Suspicions or concerns can be raised in several ways – you must be alert and recognise when you need to act. The most likely ways for a safeguarding concern to be raised are:
 - 4.2.1. A child disclosing abuse or risk of harm to themselves.
 - 4.2.2. An adult or child sharing a concern with you about another child.
 - 4.2.3. Noticing some physical evidence of abuse or neglect.
 - 4.2.4. Overhearing something about a child's online or offline lives which is not a direct disclosure but may imply that abuse could be taking place now, in the future or in the past.
 - 4.2.5. Unusual or concerning behaviour by a child, including behaviour inappropriate for their age.

- 4.2.6. Someone sharing a concern about an Ri representative's behaviour towards a child, or making an allegation of abuse (either current, past or potential).
- 4.3. When we talk about 'harm' in this context we do not just mean physical abuse – it also encompasses emotional abuse and mental well-being, neglect, sexual abuse, grooming or coercion, radicalisation¹, and child criminal or sexual exploitation. This includes evidence of bullying, which is not always a safeguarding concern but may need to be reported to a child's parents/carers or school, depending on context.
- 4.4. If you are unsure whether something is a safeguarding concern, contact the DSOs for advice and support. You must always take disclosures seriously.
- 4.5. You are not expected to determine if, or what type of, harm or abuse a child may be experiencing or is at risk of – your role is to recognise when there is cause for concern and pass these concerns on to the DSOs or appropriate responsible person. Appendix 1: Indicators of Abuse has more information on key indicators of and types of abuse.

5. Responding to and reporting concerns

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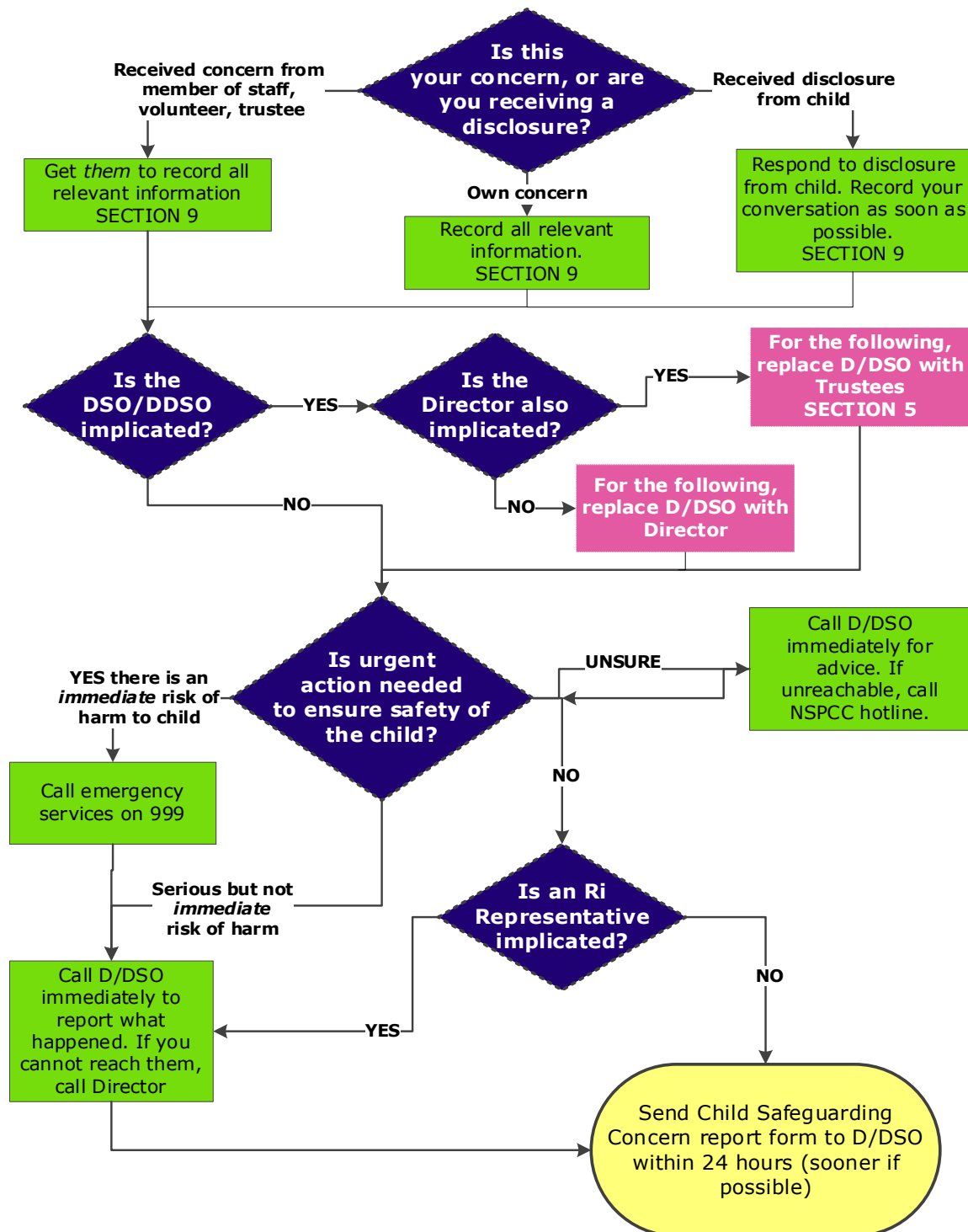
If anyone is at immediate risk of harm, you should call the appropriate emergency services without delay and without having to seek consent.

You should then also immediately call the DSO, DDSO (or relevant responsible person at the Ri if you cannot reach the D/DSO or if it is not appropriate to involve them). You can also seek advice via the NSPCC helpline.

- 5.1. How a concern is raised will affect how you respond:
- 5.1.1. See Section 6 for more details on how to respond to a child making a disclosure.
- 5.1.2. See Section 7 for more details on how to respond to a adult or child sharing their concerns about another child.
- 5.2. Take any immediate steps which are necessary to protect the child from harm – there may be occasions which do not warrant an immediate referral to emergency services but do require you to act. Do not attempt to confront the person alleged to have caused harm, unless the immediate welfare of the child makes this unavoidable.
- 5.3. Follow the steps in Flowchart 1 below to record and report the concern or allegation to the DSO, DDSO or appropriate responsible person. Remember to record what was said in writing as soon as possible after the discussion, using the person's own words as accurately as possible and noting where you are reporting facts or opinions.
- 5.4. Under no circumstances should you investigate the concern or allegation or examine the child where they are alleging injuries.
- 5.5. Concerns that are anonymous or historic (e.g. relating to previous staff or an incident that happened some time ago) should not be ignored and must be reported.

¹ Holding extremist views is not, in and of itself, a crime; nor is it a safeguarding/child protection concern. Discovering and forming opinions about the world and society is a key part of normal development for children and young people. Safeguarding concerns arise when abusive approaches are used to engage children and young people with an extremist agenda, or when extremist views are used as justification for violent or illegal acts involving or causing harm to the child or young person.

FLOWCHART 1: RECOGNISING AND RESPONDING TO A CONCERN



6. Receiving a disclosure

- 6.1. If a child discloses abuse or risk of harm to themselves, or makes an allegation of abuse, you should:
 - 6.1.1. Assume what they are saying is true.
 - 6.1.2. React calmly and supportively.
 - 6.1.3. Reassure them that they are doing the right thing in sharing the concern with you.
 - 6.1.4. Listen, and take the concern or allegation seriously.
 - 6.1.5. Keep questions to the absolute minimum necessary to ensure you understand what is being said and ensure that any question that it is necessary to ask is open and not leading.
 - 6.1.6. Do not criticise either the child or anyone else mentioned.
 - 6.1.7. Do not make promises of secrecy or confidentiality – instead, explain that it may be necessary to tell someone else in order to keep them and others safe.
 - 6.1.8. Explain what you will do next and who you will need to tell.

7. Responding to a concern from an adult or child about another child

- 7.1. If an adult (who is not an Ri representative) or a child shares a concern with you about another child, you should respond following the steps in Section 6.1, and in particular:
 - 7.1.1. Reassure them that they have done the right thing in telling you, that you have taken their concern seriously and will pass it on.
 - 7.1.2. Ensure you record what are their opinions and what are facts (e.g. “this person has a bruise” is a fact; “this person seems angry” is an opinion).
 - 7.1.3. Where appropriate and with their consent, record their details in case any follow-up is required.

8. Concerns or allegations relating to Ri representatives

- 8.1. If a concern relates to the conduct of any Ri representative (current, past or future), these should be reported immediately to the DSO, DDSO or relevant responsible person – see Section 2.
- 8.2. If you are receiving a concern or disclosure from someone else, follow the guidance in Sections 6 or 7 as appropriate in responding to the disclosure or concerns being shared.
- 8.3. Steps will be taken to fully support anyone who in good faith reports his or her concerns about an Ri representative and every effort will be made to maintain confidentiality for all parties whilst the allegation is considered.
- 8.4. Concerns in relation to an Ri representative may indicate unsuitability to continue working in their present position, or in any capacity. Consideration will need to be given to whether:
 - 8.4.1. The Ri representative has behaved in a way that has led to abuse of or harm to a child.
 - 8.4.2. The Ri representative has possibly committed a criminal offence against or related to a child.
 - 8.4.3. The Ri representative has behaved towards a child in a way that indicates they are unsuitable to work with children either in an unsupervised or supervised capacity.

- 8.5. There may be up to three strands in the consideration of an allegation against an Ri representative:
- 8.5.1. A police investigation of a possible criminal offence.
 - 8.5.2. Enquiries and assessment by social services about whether child is in need of protection or other services.
 - 8.5.3. Consideration by the Ri of disciplinary action if the Ri representative is an employee.
- 8.6. The Ri directorate and DSOs (where appropriate) will determine if it is necessary for the Ri representative to be suspended pending any of the above enquiries. The Ri representative will be supported as much as possible throughout this process by HR or a named individual.
- 8.7. **Referral for consideration of barring:** if an allegation/concern is substantiated and is serious enough for the Ri representative to be dismissed or the Ri to cease to use their services, or if they resign before such a dismissal could take place, then the DSO is required to make a referral to the Disclosure and Barring Service (or equivalent for different nations). The DBS will determine whether that individual is barred from or has conditions imposed on them working with adults at risk. The referral must be made within one month.
- 8.8. As a charity the Ri also has a duty to report serious incidents to the Charity Commission. This includes (but is not limited to) any incident which is serious enough to warrant referral to the Disclosure and Barring Service.

9. Recording information

- 9.1. When recording a concern, disclosure or allegation, you should aim to include:
- The nature of the allegation or concern
 - A description of any visible bruising or other injuries
 - The child's account (using their own words as far as possible)
 - Any times, dates or other relevant information
 - Whether the parent/carer or child is aware of a referral having been made and, if so, what has been said
 - A clear distinction between what is fact, opinion and hearsay
 - Records should be signed, timed and dated
- 9.2. **Do not:**
- Delay reporting the matter by trying to obtain more information
 - Add your own opinion to the report
 - Destroy any handwritten notes made at the time of the incident or at the time of reporting, or any other relevant material (such as photographs)
- 9.3. Information held by the Ri may need to be passed to the local authority and/or other external agencies (e.g. the Police) in order to assist any further enquiries and investigation. It is the responsibility of the DSO to ensure that such information is passed on to the relevant authorities as requested, and your responsibility to ensure that you have shared all information and physical copies with the DSO.
- 9.4. You should only share information regarding a safeguarding concern on a need-to-know basis.

10. How will the Ri respond to a disclosure/report?

RECOGNISE all concerns, reports and allegations, taking them seriously and determining the action required in line with safeguarding best practice and our duties as a charity	RESPOND appropriately and proportionately This may include (where appropriate) liaising with the person who raised the concern and/or the child and/or their parents/carers	REFER concerns to external agencies where appropriate This will depend whether a concern meets the criteria for referral	RECORD all the relevant information This will include clear records of all decisions taken over referral, including any input from the child and/or parents/carers
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- 10.1. The DSOs (and/or responsible people, as appropriate) will assess whether a concern meets the criteria for referral under safeguarding legislation and what actions need to be taken in order to safeguard the welfare of the child(ren) in question.
- 10.2. DSOs will follow the Ri's additional DSO-specific guidance when addressing all concerns and referrals.

11. Poor practice

- 11.1. In some cases, an Ri representative may have concerns relating to poor practice. Poor practice is not in itself abuse but can create environments where abuse or harm can more easily take place.
- 11.2. These concerns can be discussed with the DSOs but depending on circumstances may fall under alternative reporting arrangements or policies.

12. Partner organisations

- 12.1. Any organisations with whom the Ri has a formal agreement or partnership that could involve work with children will be:
 - 12.1.1. Provided with a copy of the Ri's Child Safeguarding Policy and asked to confirm that it has (a) been circulated to any personnel who will fall within the scope of the policy, and (b) that these individuals have agreed to comply with the policy.
 - 12.1.2. Asked to provide the DSO with a copy of their child safeguarding policy or equivalent, where appropriate.
- 12.2. If the procedures and guidance from the partner organisation are inconsistent with the Ri's safeguarding policies or procedures, or if there is any ambiguity as to where responsibilities connected with safeguarding lie, the DSO will liaise with the partner organisation to establish effective protocols to ensure that children are protected from harm.
- 12.3. If an Ri representative is working under such a partnership arrangement, they will be required to make any safeguarding reports to both organisations. If the concern is not immediate, this would usually be done via the Ri DSO/DDSO.

13. Consent

- 13.1. Children can give consent relating to how their data is stored and used at age 13 or above. Please see the Data Protection Procedures for more details.
- 13.2. We require parent/carer consent for children to attend workshops (including Masterclasses and Summer School programme activities) for all children under the age of 16. Children aged 16 or above can give their own consent to attend.

- 13.3. For Ri public or family theatre events, excluding CHRISTMAS LECTURES which have separate terms and conditions, children can attend without an adult at age 13 or above. An adult must book the tickets, in line with the event terms and conditions.
- 13.4. Parent/Carer consent is required for all children under the age of 16 featured in photography, audio recordings or video. Children aged 16 and above can give their own consent. Please see the Social Media Policy for more details.
 - 13.4.1. This excludes children which appear in full audience shots of theatre events and who are not specifically featured in close-ups, demos or asking questions, as this is covered under the event terms and conditions.
 - 13.4.2. For Family Fun Days the consent is included as part of the ticket booking process and all children and their parents/carers can opt-out of any photography at the event.
 - 13.4.3. The Social Media Policy outlines the conditions in which children can be included in livestreamed footage.
- 13.5. Even if parent/carers consent is given, all children have the right to opt-out from inclusion in photographs, audio or video recordings.

14. Training

- 14.1. As the Ri is an organisation which works extensively with children, all permanent staff are required to undertake child safeguarding training as part of our commitment to embedding safeguarding across the Ri.
- 14.2. Ri Trustees, Committee Members and contractors are required to undertake child safeguarding training where it is relevant to their role.
- 14.3. Other Ri representatives such as volunteers can request child safeguarding training where it is relevant to their role.
- 14.4. The DSOs are the first point of contact for advice and support relating to child safeguarding for all Ri representatives and are available to help with any queries or gaps in understanding.

15. Vetting

- 15.1. The Royal Institution is an organisation that works with children at a variety of levels of contact. To ensure the safeguarding of these children, we require all Ri representatives to have background checks to a suitable level relevant to their role.
- 15.2. Roles will be assessed by the DSO/DDSO alongside the role's line manager and/or HR (for staff) or the staff member or team managing the Ri representative's role or relationship with the Ri. This will help to determine whether a vetting check is needed, and if so at what level.
- 15.3. Vetting checks do not negate the need for references and other measures in line with our Safer Recruitment and Selection Policy.
- 15.4. Please see Appendix 2: Vetting procedure for more details on how checks will be carried out.
- 15.5. Repeat checks will be carried out for eligible employees, Trustees, Committee Members and contractors every three years. Repeat checks will be carried out every four years for other eligible Ri representatives.
- 15.6. If an Ri representative's role changes, they will be assessed to determine if a new check at a different level is required, or if they no longer meet the criteria and will no longer have checks renewed.

16. Review

- 16.1. This procedure will be reviewed at least annually in line with the Child Safeguarding Policy.

17. Additional Information

- 17.1. This procedure should be read alongside the Child Safeguarding Policy and all other policies, procedures and documents referenced therein.
- 17.2. You will also need the Child Safeguarding Concerns Report Form.

Approved by: Audit and Risk Committee

Date: 13/01/2022

18. Appendix 1: Indicators of Abuse

Child abuse happens when someone harms a child. You are not responsible for identifying the type of abuse a child may have experienced, is experiencing or is at risk of; your duty lies in recognising concerns or indicators of potential abuse or harm and reporting them.

Types of child abuse or areas of concern include:

- Physical abuse
- Emotional abuse
- Sexual abuse (including grooming)
- Neglect
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Female genital mutilation
- Domestic abuse
- Bullying and cyberbullying

Isolated signs may not mean that a child is experiencing abuse and may have alternative explanations, but it is better to report any concerns just in case. Some concerns will only be evident over time, and multiple and persistent signs over time could indicate a serious concern.

Some common indicators of abuse are when a child:

- Is afraid of particular places or makes excuses to avoid particular people
- Knows about or is involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- Struggles to control emotions, has angry outbursts or behaves aggressively towards others
- Shows changes in their behaviour, for example becoming withdrawn or appearing anxious, clingy or depressed
- Shows changes in eating habits or develops eating disorders
- Self-harms or has thoughts about suicide
- Is overly affectionate with strangers or people they haven't know for very long
- Has low self-esteem and fears making mistakes
- Fears their parent or carer being approached about their behaviour
- Has injuries which are not adequately explained
- Experiences discomfort when walking or sitting down
- Does not receive adequate medical attention after injuries or have untreated health or dental problems
- Repeatedly lacks adequate clothing for the weather/activity, or appears dirty or smelly
- Suddenly has new, expensive belongings, which are unusual for their situation and can't be easily explained
- Indicates a relationship with an older individual which does not fit the explanation given

For more information and further guidance, including descriptions of the types of abuse and more detail on specific indicators, please see the NSPCC's briefing on definitions and signs of child abuse² and their guidance on recognising and responding to abuse³.

² <https://learning.nspcc.org.uk/media/1188/definitions-signs-child-abuse.pdf>

³ <https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse#article-top>

19. Appendix 2: Vetting procedures

Procedure for Ri employees, trustees, committee members and contractors:

- 19.1. If a check is required, this will be applied for on behalf of the Ri by the DSOs or HR with the relevant umbrella body or department for the country or region relating to the individual's work. The check will be performed with the Ri representative's consent and involvement. ID checks will be performed in line with current guidance for the relevant country.
- 19.2. **Regulated activity:** Much of the activity we do with children is classed as 'regulated activity' and Ri representatives are eligible for a vetting check which includes checking the barred list for working with children. In England/Wales, this would be an Enhanced DBS check with barred list information; in Scotland, a PVG Scheme Record, and in Northern Ireland, an Enhanced Access NI check.
- 19.3. **Standard and enhanced checks:** A Standard or Enhanced DBS/PVG/Access NI check will be performed where an Ri representative is undertaking a role which is eligible but does not fall under 'regulated activity'.
- 19.4. **Basic checks:** All staff employed by the Ri will be encouraged to have a Basic DBS/PVG/Access NI check completed as part of our commitment to safeguarding throughout the organisation. Basic checks cover unspent criminal convictions.
 - 19.4.1. For most Ri staff this process is optional, but only those who have undertaken a basic check will be able to undertake activities which put them into contact with children. This includes but is not limited to assisting with: public events, Young Scientist Centre workshops, the Christmas Lectures, Family programme activities or Masterclasses.
 - 19.4.2. For casual staff employed to steward or support events in the public, family or education programmes, a Basic DBS check is required for them to undertake their role.
- 19.5. **Receiving Certificates:** Once an Ri representative has received their certificate (usually via post), they should show it to a member of the HR team or D/DSO, who will securely record the certificate number, date of issue and whether there is anything revealed which would prevent the individual working with children. Details of anything revealed by the check will not be recorded by the D/DSO. The original certificate is kept by the Ri representative.
 - 19.5.1. For some voluntary work the DSOs can use an electronic confirmation and do not need to see the physical certificate.
- 19.6. In some cases it may be possible to verify an Ri representative's status via the DBS updates service, for work in England/Wales.

Procedure for other Ri contributors and volunteers:

- 19.7. Ri representatives who are undertaking work for or with the Ri on a voluntary basis (whether or not they are employed by another organisation) may have separate vetting procedures dependant on the roles they are undertaking.
- 19.8. Some Ri representatives may not require a check as they do not meet the criteria for undertaking 'regulated activity' and will always be supervised by an appropriately checked person when working with children.
- 19.9. Where an Ri representative is eligible for a check, in some cases it may be possible to verify their status without performing a new check. This is limited to certain roles.
- 19.10. If a new check is required, this will be performed by the D/DSO in line with the procedure for staff, contractors, Trustees and committee members.