



**Igniting a passion for technology,
engineering and creativity for
women and girls.**

TECwomen CIC Policies and Procedures For TECgirls Events

Valid for 2023/2024 for all TECgirls school events, workshops, and festivals.

TECwomen is a non-profit community interest company that provides support, training, and a community for women and girls around the topics of Technology, Engineering and Creative digital industries (TEC).

In this document pack you will find all of our policies and procedures. We expect that any individuals or organisations attending our events adhere to these policies.

1. Health and Safety Policy
2. Child Protection and Safeguarding Policy
3. Consent and Permissions Policy
4. Data Protection and Privacy Policy
5. Equality, Diversity, and Inclusion Policy
6. Environmental Policy

In addition to these policies we will send out additional

- Code of Conduct - *Needs to be signed by students and guardian/s*
- Media Consent forms - *Needs to be signed by guardian/s*
- Additional Venue Policies

1. Health and Safety Policy

Policy Statement: At our TECgirls events, TECwomen CIC prioritise the health, safety, and well-being of all participants, including students, staff, and volunteers from attending schools. This policy outlines our commitment to ensuring a safe and secure environment during our external events. We aim to provide guidance and promote good health and safety practices for all involved.

1. Responsibilities:

1.1 TECwomen CIC / TECgirls:

- Will ensure compliance with relevant health and safety legislation, regulations, and best practices.
- Will conduct risk assessments and implement control measures to minimise potential hazards.
- Will communicate this policy to all attending schools and provide necessary information, guidance, and support.

1.2 Participating Schools:

- Will designate a staff member responsible for the health and safety of students during TECgirls events.
- Will ensure all participating staff members are familiar with this policy and comply with health and safety procedures.
- Will communicate relevant health and safety information to students and parents/guardians prior to the event.

2. Risk Assessment:

- TECgirls will conduct a risk assessment for each external event, considering factors such as the event venue, activities, transportation, and potential hazards.
- Control measures will be implemented to minimise identified risks, and schools will be informed of any precautions or procedures to follow.

3. Transportation Safety:

- Participating schools are responsible for ensuring safe transportation of students to and from TECgirls events.
- Schools will comply with relevant transportation regulations and guidelines, ensuring appropriate supervision and secure seating arrangements.

4. Venue Safety:

- TECgirls will select event venues that meet appropriate health and safety standards.
- The event venue will be evaluated for hazards, emergency procedures, fire safety, accessibility, and other relevant safety considerations.
- Schools will be provided with venue-specific information, including emergency evacuation routes, assembly points, and contact details.

5. Supervision and Student Welfare:

- Participating schools will provide adequate supervision for students throughout the TECgirls event.
- Schools will ensure that students are aware of their designated supervisors and the importance of following their instructions.
- Students' welfare, including their physical and emotional well-being, will be prioritised during the event.

6. First Aid and Medical Support:

- TECgirls will have appropriate first aid arrangements in place during external events.
- Participating schools are responsible for providing information regarding any specific medical conditions or requirements of their students.
- Schools will ensure access to necessary medical support, including designated first aiders or access to medical facilities if needed.

7. Communication and Reporting:

- Schools will maintain clear communication with TECgirls regarding any health and safety concerns or incidents before, during, or after the event.
- TECgirls will establish reporting procedures and channels to ensure prompt communication of incidents or near misses.
- Incident reports will be documented, investigated, and appropriate corrective actions will be taken to prevent recurrence.

8. Student Behavior and Code of Conduct:

- Schools will ensure that participating students are aware of and adhere to their own school's behaviour policies and codes of conduct.
- Students will be expected to follow TECgirls' event-specific rules and instructions provided by event staff and volunteers.

9. Training and Awareness:

- TECgirls will provide participating schools with necessary guidance and information regarding health and safety at external events.

- Schools are encouraged to conduct relevant training for staff members accompanying students, ensuring they are aware of the specific event risks and procedures.

10. Review and Continuous Improvement:

- This policy will be reviewed periodically to ensure its effectiveness and relevance.
- Feedback from participating schools and incident reports will be used to identify areas for improvement.
- TECgirls will update the policy accordingly to reflect changes in legislation, best practices, or organisational requirements.

By implementing this health and safety policy, TECwomen CIC and TECgirls aims to provide a safe and secure environment for all participating schools and students during external events. We value the collaboration and commitment of schools to prioritise the health, safety, and well-being of their students.

2. Events Safeguarding Policy

1. Introduction

TECwomen CIC is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults who participate in our TECgirls events, as well as our staff and volunteers.

This policy sets out our approach to safeguarding and the procedures that we have in place to ensure that all participants are safe and protected from harm. This Policy is also intended to provide guidance for TECwomen CIC staff working at events with children, young people and vulnerable adults.

Safeguarding means protecting young people and vulnerable adults from abuse and significant harm. Safeguarding issues with children, young people and vulnerable adults may arise directly or when acting on behalf of TECwomen CIC or in relation to activities unrelated to the TECwomen CIC.

TECwomen CIC considers that every child, young person or vulnerable adult regardless of age, disability, gender identity, pregnancy or maternity, race, religion or belief (including of no belief), sex or sexual orientation, has an equal right to protection from abuse.

2. Roles and Responsibilities

A Designated Safeguarding Director of TECwomen CIC has overall responsibility for the Safeguarding Policy; a Designated Safeguarding and Prevent Lead has been appointed. The Designated Safeguarding Lead will deputise for the Designated Safeguarding Director in their absence or if they are unavailable.

Contact details for designated officers are as follows:

- Designated Safeguarding Director – Caitlin Gould
email: caitlin@tecgirls.co.uk | Phone: 07490 277456
- Designated Safeguarding Lead – Suzanne Manson
email: suzanne@tecgirls.co.uk | Phobe: 07970 939933

Their responsibilities include:

- Promoting, implementing, monitoring and reviewing this Policy in accordance with legislation and guidance on the safeguarding requirements in relation to children, young people and vulnerable adults.

- Acting as the main contact within TECwomen CIC for the safeguarding requirements in relation to children, young people and vulnerable adults.
- Ensuring (through appropriate delegations) that risk assessments are undertaken prior to any activity involving children, young people or vulnerable adults.
- Providing the TECwomen's staff and volunteers with information, advice and training on the safeguarding requirements in relation to children, young people and vulnerable adults.
- Where appropriate, ensuring mentors continuously check on their mentee's mental wellbeing,
- Monitoring the use of TECwomen's IT systems
- Maintaining confidential records of reported children, young people or vulnerable adult abuse or welfare cases and the action taken.
- Ensuring DBS checks are undertaken for all TECwomen staff and volunteers who may come into contact with children, young people or vulnerable adults.
- Making referrals to the DBS where required under the Safeguarding Vulnerable Groups Act 2006 (SVGA 2006) or further to any other regulatory or statutory requirement.

All employees and volunteers at TECwomen CIC have a responsibility to:

- Promote the welfare of children, young people, and vulnerable adults
- Be alert to signs of abuse or neglect
- Know how to respond to concerns about the safety and well-being of participants
- Report any concerns to the designated safeguarding lead or deputy safeguarding lead.

3. DBS check

3.1 All TECwomen CIC employees and repeat volunteers who will be engaging in regulated activity or who may come into contact with children, young people or vulnerable adults must be checked with the Disclosure and Barring Service (DBS) prior to engaging with such activity. This will be administered by STEM learning.

3.2 All one time volunteers will be required to view a safeguarding video provided by TECwomen CIC on child safeguarding. They will also never be left alone with children, young people or vulnerable adults. They will never run an event on their own or run a solo workshop without a TECwomen CIC employee or DBS compliant TECwomen CIC volunteer present.

4. Training and Induction

All employees and volunteers must also complete a safeguarding induction video before they start work with children, young people, or vulnerable adults. This will be administered by STEM Learning.

All employees and volunteers will receive regular training and communications on safeguarding to ensure that they are aware of current issues and best practice and all will need to confirm understanding of this policy.

4. Reporting Safeguarding Concerns

All TECwomen CIC employees and volunteers must be alert to the possibility that the child, young person or vulnerable adult they are working with may have been, or may be, at risk of being abused. Abuse may be at the hands of the individual's family, friends, peers or others outside TECwomen CIC. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the specific advice issued by the Designated Safeguarding Director (or deputies) on a case-by-case basis

If an employee or volunteer has a concern about the safety or well-being of a child, young person, or vulnerable adult, they must report this to the designated safeguarding director or deputy immediately.

The member of staff should:

(a) listen carefully, stay calm, and act professionally at all times.

(b) ensure that they do not interview the child, young person or vulnerable adult. However, if necessary and only in order to ensure that they understand what the child, young person or vulnerable adult is telling them, they may seek to clarify, using open questions and without putting words into the child's, young person's or vulnerable adult's mouth.

(c) reassure the child, young person or vulnerable adult that by telling them they have done the right thing.

(d) inform the child, young person or vulnerable adult that they must pass the information on to the Designated Safeguarding Director (or deputies);

(e) make a detailed note of the date, time, place, and what the child, young person or vulnerable adult said and did, and the questions asked of the child, young person or vulnerable adult.

TECwomen CIC staff should not investigate concerns or allegations themselves but should report them immediately to the Designated Safeguarding Director (or deputies). TECwomen staff should not generally make referrals to local children's or adult social care services or other authorities themselves.

The specific course of action will be dependent upon the situation; on receipt of a report of a credible suspicion/allegation of abuse by a child's, young person's or vulnerable adult's family, friends, peers or others outside of TECwomen CIC, the Designated Safeguarding Director (or deputies) may make a referral to the local children's or adult social care services department and/or the Police where there appears to be a risk of harm to the welfare of an apprentice, young person or vulnerable adult.

Anonymous concerns should not be ignored and should be dealt with, as far as possible, using the procedure outlined above.

The designated safeguarding lead or deputy safeguarding lead will then follow the procedures set out in our safeguarding policy to respond to the concern, including making referrals to statutory agencies, as appropriate.

5. Responding to Concerns

The designated safeguarding director or deputy should take the following steps if a TECwomen employee or volunteer reports a concern about the safety or well-being of a child, young person, or vulnerable adult:

- Listen to the concern: The designated safeguarding lead should listen carefully to the employee or volunteer who has reported the concern, taking note of all details and asking appropriate questions to clarify the nature of the concern.
- Record the concern: The designated safeguarding lead should record the concern, including the name of the employee or volunteer who reported it, the name(s) of the child, young person, or vulnerable adult involved, and the details of the concern itself. This record should be kept confidential and secure, in accordance with data protection laws.
- Evaluate the concern: The designated safeguarding lead should evaluate the concern to determine the level of risk to the child, young person, or vulnerable adult involved. If the concern presents an immediate risk to the individual's safety or well-being, the designated safeguarding lead should take appropriate action to ensure their immediate protection. If the concern presents a lower level of risk, the designated safeguarding lead should follow the appropriate procedures for further investigation.
- Take appropriate action: The designated safeguarding lead should take appropriate action in response to the concern, in accordance with TECwomen's safeguarding policy and procedures. This may include making referrals to statutory agencies, such as the police or social services, as appropriate. The designated safeguarding lead should also inform the TECwomen management team of the concern and the actions taken in response.

- Follow up: The designated safeguarding lead should follow up on the concern to ensure that appropriate action has been taken and that the individual's safety and well-being has been safeguarded. The designated safeguarding lead should also review the safeguarding policy and procedures to identify any areas for improvement or updating, and make recommendations to the TECwomen management team as necessary.

Referrals will be made as follows:

- Safeguarding adults

In Cornwall and the Isles of Scilly a safeguarding adults referral is called a safeguarding adults alert. To make a safeguarding adults alert in Cornwall contact Adult Social Care on 0300 1234 131 or email adultsafeguardingconcerns@cornwall.gov.uk

The call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising. When the offices are closed you can call 01208 251300 for emergencies only.

- Safeguarding children

To report an incidence of abuse or neglect, contact the central referral unit on 0300 123 1116 or email multiagencyreferralunit@cornwall.gov.uk

Outside normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8:45 am weekdays and for 24 hours on Saturdays and Sundays.

The service can be contacted by phoning: 0300 1234 100 who, via Bodmin Hospital, put calls through to a Duty Officer. The service is run on a rota basis by qualified and experienced social work staff and there is a manager available to support the Duty Officer

6. Additional Safeguarding Measures at TECgirls events

In addition to the measures already in place in this policy, TECwomen CIC will request and ensure that for TECgirls events, a teacher, parent or guardian must stay with their child/children. This promotes family learning as well as provides an additional safeguarding measure.

We expect schools and school staff to adhere to their own school safeguarding policies and when looking after students we appreciate they may have different approaches to responding to any incidents or any referrals. These safeguarding

processes will be prioritised over TECwomen CIC processes when working with schools.

7. Review and Update

This safeguarding policy will be reviewed and updated annually, or sooner, if necessary, to ensure that it remains effective and relevant.

3. Events Consent and Permissions Policy

Policy Statement: TECwomen CIC recognises the importance of obtaining appropriate consent and permissions for students participating in TECgirls events. This policy outlines our approach to media consent and parental consent, ensuring that we respect the privacy and rights of participants. It is our commitment to provide a safe and transparent environment for all involved.

1. Media Consent:

- TECwomen CIC will provide a media consent form for students and parents/guardians to grant or withhold consent for the use of their image or likeness in media materials.
- The media consent form will clearly explain the purpose and extent of media usage, including but not limited to photographs, videos, audio recordings, and online platforms.
- The form will provide options for parents/guardians to grant consent for specific purposes, such as promotional materials, social media posts, or press releases.

2. Media Usage Guidelines:

- TECwomen CIC will strictly adhere to the consent granted by parents/guardians through the media consent form.
- Media materials will be used responsibly and solely for purposes outlined in the consent form.
- TECwomen CIC will ensure that media materials are respectful, appropriate, and aligned with the values of the organisation.

3. Parental Consent:

- TECwomen CIC will provide a template for a parent consent form, which must be completed and signed by a parent or legal guardian for every student attending a TECgirls event where the parent/guardian is not in attendance
- The parent consent form will cover various aspects related to participation in the event, including health and safety, transportation, activities, and any specific requirements or restrictions.

4. Information and Transparency:

- TECwomen CIC will provide clear information to parents/guardians regarding the purpose, nature, and expected outcomes of the TECgirls event.
 - The parent consent form will include detailed information about the event, its location, duration, activities, any potential risks, and contact details for the designated event organiser.
4. Compliance and Record-Keeping:
- TECwomen CIC will maintain accurate records of media consent forms and parent consent forms for all participating students.
 - These records will be securely stored and accessible only to authorised personnel.
 - TECwomen CIC will regularly review and update consent records to ensure compliance with applicable laws and regulations.
5. Withdrawal of Consent:
- Parents/guardians have the right to withdraw their consent at any time.
 - TECwomen CIC will respect and promptly act upon any withdrawal of consent received.
 - Upon withdrawal of consent, TECwomen CIC will cease using media materials and take appropriate measures to remove or restrict access to previously published materials, to the extent possible.
6. Data Protection and Privacy:
- TECwomen CIC will handle all consent and personal information in accordance with applicable data protection laws and regulations.
 - Personal information will be securely stored, processed, and used solely for the purposes outlined in the consent forms.
7. Communication and Accessibility:
- TECwomen CIC will provide clear and accessible communication to parents/guardians regarding the consent and permissions process.
 - TECwomen CIC will offer assistance and clarification for any questions or concerns related to the consent and permissions policy.

This consent and permissions policy ensures that TECwomen CIC maintains the highest standards of privacy, transparency, and respect for the rights of participants at TECgirls events. We strive to create a secure and inclusive environment for all involved.

4. Data and Privacy Policy

1. Policy Statement: TECwomen CIC is committed to protecting the privacy and data of all individuals involved in TECgirls events, including students, teachers, and schools. This data and privacy policy outlines our approach to data collection, usage, and retention to ensure compliance with applicable data protection laws and regulations. We prioritise the confidentiality and security of personal information and aim to be transparent in our data practices.

2. Data Collection and Usage:

2.1 Personal Data of Students:

- TECwomen CIC will not collect or use any personal data of students in attendance at TECgirls events, except as required for necessary event administration and safety purposes.
- Personal data, such as names and contact information, will be collected solely with the explicit consent of parents/guardians, as outlined in the consent and permissions policy.

2.2 Feedback Forms:

- TECwomen CIC may distribute feedback forms to students for the purpose of evaluating and improving TECgirls events.
- Feedback forms will be anonymized to ensure the confidentiality of participants, and no personal data will be collected or linked to individual feedback responses.

2.3 Personal Data of Teachers or Schools:

- TECwomen CIC will not retain or share any personal data of teachers or schools unless explicitly consented to and necessary for event coordination or communication purposes.
- Any personal data collected from teachers or schools will be handled in accordance with applicable data protection laws and will be securely stored and used solely for the purpose stated at the time of collection.

3. Data Retention and Security:

- TECwomen CIC will retain personal data only for as long as necessary to fulfil the purposes outlined in the consent and permissions policy or as required by law.
- Personal data will be stored securely and protected against unauthorised access, loss, or disclosure.

4. Data Sharing and Third Parties:

- TECwomen CIC will not share personal data of students, teachers, or schools with any third parties, except as required by law or with explicit consent.
- In cases where data sharing is necessary, TECwomen CIC will ensure appropriate safeguards and contractual agreements are in place to protect the privacy and security of the data shared.

5. Rights of Data Subjects:

- TECwomen CIC respects the rights of individuals with regards to their personal data.
- Individuals have the right to access, correct, update, or request the deletion of their personal data held by TECwomen CIC, in accordance with applicable data protection laws.
- Any requests or concerns regarding personal data should be directed to the designated data protection contact at TECwomen CIC.

6. Compliance:

- TECwomen CIC will comply with all applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR) in the United Kingdom.
- TECwomen CIC will regularly review and update this data and privacy policy to ensure its compliance with changing legal requirements and industry best practices.

By implementing this data and privacy policy, TECwomen CIC aims to safeguard the personal data and privacy of all individuals involved in TECgirls events. We are committed to maintaining the confidentiality, integrity, and security of personal information and upholding the rights of data subjects.

5. Equality, Diversity, and Inclusion Policy

1. Policy Statement: TECwomen CIC is committed to promoting equality, diversity, and inclusion in all TECgirls events organised for schools, in accordance with the Equality Act 2010. We believe that every individual should have equal access to opportunities and be treated with respect and dignity. Our organisation is dedicated to creating a welcoming environment where students from diverse backgrounds can engage in inclusive learning experiences.
2. Aim of the Events:
 - 2.1 Welcoming All Participants:
 - While TECgirls events are primarily aimed at girls, we welcome students of all genders to participate and benefit from our activities.
 - We recognise that inclusivity is essential to fostering a supportive and enriching learning environment.
 - 2.2 Encouraging Diverse and Inclusive Learning:
 - TECwomen CIC acknowledges the importance of providing diverse and inclusive learning environments for students.
 - We strive to offer opportunities that encourage students from different backgrounds, abilities, ethnicities, religions, socio-economic statuses, and gender identities to participate and learn together.
3. Inclusion Initiatives:
 - TECwomen CIC actively promotes diversity and inclusion throughout our TECgirls events, in line with the Equality Act 2010.
 - We aim to create an environment that respects and values the unique perspectives, experiences, and contributions of all participants.
 - We encourage open dialogue, collaboration, and mutual respect among students, teachers, and event staff.
4. Anti-Discrimination and Harassment:
 - TECwomen CIC maintains a zero-tolerance approach to all forms of discrimination and harassment, as defined by the Equality Act 2010.
 - We are committed to providing a safe and inclusive environment, free from any form of discrimination or harassment based on age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

- Any instances of discrimination or harassment reported during our events will be promptly and thoroughly investigated, and appropriate action will be taken to address and prevent such behaviours.
5. Equal Access and Accommodations:
- TECwomen CIC endeavours to ensure equal access and reasonable accommodations for students with disabilities or additional needs, as required by the Equality Act 2010.
 - We work closely with schools and relevant stakeholders to identify and address any accessibility requirements to ensure that all students can fully participate in our events.
6. Continuous Improvement:
- TECwomen CIC is committed to regularly reviewing and improving our equality, diversity, and inclusion initiatives to meet the evolving needs of our participants and comply with relevant legislation.
 - We welcome feedback from students, teachers, and event attendees to help us enhance the inclusivity and effectiveness of our TECgirls events.
7. Communication and Training:
- TECwomen CIC ensures that all staff and volunteers involved in organising and delivering TECgirls events receive appropriate training on equality, diversity, and inclusion.
 - We promote open and effective communication channels to address any concerns, provide guidance, and encourage the sharing of diverse perspectives.
8. Responsibility:
- Every member of TECwomen CIC shares the responsibility of upholding this policy and actively contributing to creating an inclusive and supportive environment during TECgirls events.
 - We encourage all participants to report any incidents of discrimination, harassment, or concerns related to equality, diversity, or inclusion to our designated contact person.

6. Environmental Policy

TECwomen CIC is committed to do all we can as an organisation to reduce our impact on the environment including the reduction of energy consumption, improved waste management, reduction of carbon emissions and environmental procurement objectives. As an organisation that works with young people, we also believe we have a responsibility to increase awareness around environmental and sustainable issues.

1. Reduction of Energy Consumption

TECwomen CIC is based in an office with electricity supplied by renewable energy suppliers. We know that computers have a large energy usage and ask that all computers be closed down when not in use. We also ask that lights not be used during daylight hours when possible. At events we look to use the least amount of devices required and aim to not leave computers running when they are not in use. We encourage the use of large shared pots of coffee and tea to reduce the use of the kettle.

2. Improved Waste Management

Where possible we try to be a completely paper free office. There is recycling in place and we look for ways to reuse as well as recycle. We do not have any disposable plates, glasses or cutlery and use tap water rather than bottled water.

3. Reduction of Carbon Emissions

TECwomen CIC offices are in the Heart of Truro with an easy walk to commute from the local train and bus station. Where possible we encourage employees to walk or cycle to work. We also encourage walking to local shops, cafes and restaurants for lunch. We support working from home or from local workspaces for all employees where possible, which reduces the carbon impact of commuting. When attending events we look for opportunities to carpool and actively try to use electric or hybrid vehicles for all work based travel. Any company cars will be electric.

4. Environmental Procurement

We have a detailed section on environmental standards within our procurement policy and aim to use recycled or repurposed supplies where possible. We avoid the use of single use plastic at all of our events.

5. Increasing Awareness Around Environmental and Sustainable Issues

TECwomen CIC looks to increase awareness among young people and communities

across all of our projects, workshops, events, and skills training. This included environmentally themed activities, lessons and content. Where possible we look to partner with organisations who are looking for TEC related skills to help solve environmental problems, such as DEFRA, ServiceNow, Watson Marlow, UNESCO, the G7, the Cornwall Plastic Pollution Coalition and Wildlife Cornwall. We are always looking for new ways to embrace projects that tackle environmental issues.

6. Sustainable Events

When hosting events TECwomen CIC look to use sustainable materials wherever possible and to aim to reuse, reduce and recycle materials as a part of the workshops we run. Where possible any materials provided for the day will be sustainable including any material given away to attendees. We will promote green travel options to the event and will ask that attendees think about the most sustainable way to attend.