Anthony Nolan – Safeguarding in Schools

Safeguarding is a priority for Anthony Nolan, and we are committed to ensuring the safety of students, staff and volunteers while working with schools. As part of our due diligence to all activity delivered by or on behalf of Anthony Nolan, we outline our safeguarding standards to ensure that volunteers are clear on our responsibilities to keep children, young people, and volunteers safe.

The responsibility of safeguarding students in a school environment sits with the school, however we can support this by ensuring volunteers are recruited, trained, and supported to identify and share any worries or concerns, to allow the school to act to keep children and young people safe.

Please note that while partners of Anthony Nolan will have their own Safeguarding policies in place, the practices outlined are shared with our partners as an expected minimum standard of safe working practices.

Safer Working Practice Guidelines for Anthony Nolan work with Young People in Education

What work do we do in Education?

Activity is carried out though our Youth Engagement programme and by other organisations that we hold partnerships with. This activity is delivered to 16–18-year-olds. Events are not regular, are in public spaces and there should be no 'one on one' time between volunteers and pupils during these events, but it is of upmost importance to ensure we manage this as safely as possible.

What do we mean by Safer Working Practice?

Safer Working Practice guidelines are the expectations all staff, volunteers and those delivering work on behalf of Anthony Nolan should adhere to. The guidelines help us protect anyone who comes into contact with Anthony Nolan, reduce risk and help us ensure our practices are as safe and inclusive as possible. Remember this is to protect you and as well as all those we come in to contact with.

Our underpinning principles for Safer Working Practice at Anthony Nolan

1. The safety of any people in contact with Anthony Nolan is our priority above everything else.
2. You must be aware of Anthony Nolan's safeguarding procedures and what to do if you are worried about a child or adult at risk.
3. You must provide the same opportunities and standards to everyone regardless of their age, gender reassignment, status, disability, race, ethnicity, national origin, religion or belief, sex or sexual orientation.
4. When acting on behalf of Anthony Nolan, we ask that you:
   - are respectful.
   - are considerate.
   - are open and honest.
   - communicate clearly and effectively.
   - respect individuality and
   - respect confidentiality
5. You should undertake activity in an open and transparent way, always aware of how your behavior affects others and may appear to others.
6. Act as an ambassador for Anthony Nolan in line with our Volunteering Code of Conduct and not behave in a way that would lead any reasonable person to question your suitability to represent the charity (this could include behavior outside of your work with the organisation).

Safer Working Practice for all staff and volunteers

1. All staff and volunteers are provided with safeguarding training and records will be kept of this training.
2. Details of where we hold school events including times are emailed to our active volunteer list only. Our active volunteer list is reviewed regularly to ensure it only includes current and trained volunteers.
3. Schools are given the names of the volunteers in advance of the talk or event in order to ensure only approved representatives are in attendance. It is the responsibility of the school to ensure that only named guests be admitted to deliver this activity.
4. Staff and volunteers must not be alone one-to-one with children or adults at risk (this includes work in online settings). School staff should always accompany attendees.
5. As standard practice, we do not take photos or videos on personal cameras or devices. No photography should be taken unless explicit written consent is agreed in advance, in line with GDPR.

6. We do not use personal phone numbers, emails, or social media to contact or connect with children, young people or adults at risk.
7. Follow up communication with 16–18-year-olds, such answering queries or delivering training is delivered by Anthony Nolan staff, and approved roles only.
8. You must share any worries and concerns using the details below.

What to do if you have any concerns?

Discuss your concerns with your Volunteer Manager/Anthony Nolan contact.

If you cannot reach this person, please contact the Anthony Nolan safeguarding team (safeguarding@anthonynolan.org). You should also contact the safeguarding staff at the school or organisation to share your concerns.

The discussion should focus on the nature of your concerns an/or the abuse, any risks to those involved, appropriate action/next steps. Concerns should be reported on the same working day. Ensure that detailed written records are made of all events.

You can find our safeguarding policy here.

Recruitment and training of Education Volunteers

Recruitment, training, and support of Volunteers is important to ensure our activities are as safe as possible, Volunteers are suitable and feel supported in their roles. Our recruitment and support include.

- All volunteers complete an application form (Stored on an Anthony Nolan database)
- Complete online data protection, safeguarding training.
- Agree to our code of conduct.
- Attend induction training which includes safeguarding information.
- Undertake shadowing or co-delivery of an event.
- Annual update training and additional development opportunities.
- Volunteers are supervised at all times by members of school staff.
- DBS checks are in place for volunteers attending schools in regulated activity (3 plus days in 30 day period).