

I, Write - Contest Privacy and Safeguarding Information

Safeguarding is the action taken to promote the welfare of children under the age of 18 and vulnerable adults and protect them from harm.

I, **Science** recognises our responsibility towards applicants, readers, and volunteers to provide a safe environment and as such, we have aligned the competition to follow the safeguarding policy and code of practice put in place by **Imperial College London**, of which we are members.

Below we outline the relevant measures we have put in place to ensure the safety and welfare of applicants throughout this competition:

- A **risk assessment** has been carried out for the entire project, with appropriate actions designated to safeguard the welfare of students involved, taking their age into account.
- There will be no sharing of personal information with the applicants or parents (e.g.: phone number, address, email address, social media profiles).
 - All correspondence will be through official school or university emails where possible.
 - A phone number can be provided for the use of notifying the winner only.
- The data collected during the competition process will all be used directly to contact applicants about their progress and will not be stored past the competition end date.
- During all mentoring sessions, there will be a third member present to act as a **monitor** for the meeting.
- All persons involved including **mentors** and **monitors** will have received a full DBS check.
- There will be no engaging with children or parents on any form of social media site, and all attempts will be reported to the competition organisers and relevant safeguarding officers at Imperial Outreach.

As safeguarding matters are highly sensitive, any issue mentors or monitors need to report, will not be shared with unnecessary external individuals. This may include

concerns for the child or another adult's wellbeing, or concerns with their behaviour. They will be reported directly to the DSLs within the Imperial Outreach/Public Engagement team. The issue can then be handled appropriately with all conversations anonymised and confidential.

These are the direct actions in place for this competition, but to examine the wider framework by which this event will abide please see:

Safeguarding & Child Protection Policy – Student Recruitment and Outreach

<https://www.imperial.ac.uk/media/imperial-college/be-inspired/student-recruitment-and-outreach/public/Safeguarding-Policy-June-2020.pdf>