

Volunteer Safeguarding Guidance

Volunteer Safeguarding Guidance has been developed to support members who visit secondary schools to speak about a career in Tax. These members advise us of their visit in advance, create their own presentation and can order freebies from us to give to the children if they so wish. They should operate under the school's safeguarding policy and practices and so our guidance is more of a supplement to that rather than a detailed operating guide. In general, we expect them to be under the supervision of the school at all times.

That said, as professional bodies we do need to ensure that anything done on our behalf reflects our intentions, good practice and that members feel clear and supported in their role. To this end the volunteer guide has been produced as an informative but light touch ensuring the key points and issues are flagged and our standards are made clear without seeking to discourage the member who so willingly gives up their time to support us. Even so, it clearly sets out the standards and behaviours required as well.

Please take a few moments to review this document, bearing in mind that we also have a fuller document in our Employee handbook which covers employees also, so we can ensure it covers the key points required whilst encouraging continued participation of those able to do so.

A Volunteer Guide to Safeguarding

Thank you for offering to represent us at a career event for young people. This short guide is designed to help you by explaining some key principles that you should observe at all times. These principles have two main aims. Firstly, to ensure our speakers do not unwittingly breach any safeguarding principles and secondly, and as a result of this, to provide speakers with a clearer position should any false or unfounded accusations be made. The opportunity to speak at career events is open to all members apart from those who are on a barred list as a result of the Safeguarding Vulnerable Groups Act 2006.

What is Safeguarding?

Safeguarding is about preventing and reducing harm to children, young people and vulnerable adults. This harm may be physical, sexual, emotional or mental abuse and should never occur during, or as a result of, one of our events. Although we often read stories in the papers about cases of long term abuse, each case, whether it's a single incident or series of events, begins with an initial point of contact. This guide will help you to ensure that your level and style of contact at this event will avoid any misunderstanding and comply with our position.

What should I think about?

Here are some things you may want to think about:

As an external guest in a distinguished role your influence and impact may be significant

Positive

This will help them to focus on what you say
They'll see the difference a tax career can make

Negative

A few may focus on you rather than your words
A few may seek inappropriate personal contact

As you inspire them to consider a career in tax they may react to you in a variety of ways

Positive

They may ask questions or challenge ideas
They may be silent as a mark of respect
They may use humour as a way to connect

Negative

A few may be disrespectful
A few may try and tease or flirt
Banter may become inappropriate or offensive

As you provide freebies and information they will gain an insight into your "world"

Positive

They will be able to see themselves in your role

Negative

Any personal information gleaned may be misused

So, what should I do or not do?

Do

- Be open about the value and interest that a career in tax provides and about the qualification routes
- Try and focus on what they mean rather than how they may initially come across
- Treat them with courtesy always and call on the teaching staff for support if needed
- Take questions and offer to send information to teachers if asked
- Report any inappropriate comments or follow up contact to teaching staff
- Advise us immediately if any allegations or complaints are made or if you wish to raise a concern

Don't

- Take any personal contact information – correspond through teaching staff only
- Agree to meet or call them outside of this event or provide your contact details for them to do so
- Engage with flirtatious or offensive behavior or be afraid to state that you find it inappropriate
- Seek to control their behaviour through comments they could view as aggressive or sarcastic
- Forget that a few may have had experiences which make them more vulnerable than they seem
- Be in a private space, or out of the view of others, with any child, young person or vulnerable adult

Finally, please remember

That although a few may have behavioural problems or act inappropriately they all need this opportunity to understand what a career in tax can offer them and how to engage with this choice.

Thank you for giving up your time to help them in this way.

Any Questions?

Safeguarding

Please contact the Head of HR if you have any questions regarding safeguarding or wish to report an incident, allegation or complaint having been made. You can do this by emailing ahutchinson@ciot.org.uk or by calling 020 7340 0559.

Promotional Materials

You can order promotional materials for your talk by emailing us at comms@tax.org.uk or comms@att.org.uk or you can call our Business Development Team on 020 7340 0550.

There is more information and resources available on our website at the link below.

<https://www.tax.org.uk/members/careers-resources-volunteers>

Membership queries

Please call 020 7340 0551