

# Raising Concerns



Sunrise over Mount Pleasant. East Falkland

# Safeguarding Policy **OFFICIAL**

## Purpose:

This document sets out how the Met Office will ensure the protection of children and vulnerable adults in all circumstances where the Met Office is involved in the provision of services to, or otherwise interacts with, children and vulnerable adults anywhere in the world. It also provides guidance on our approach to safeguarding to all persons and organisations representing, acting on behalf of or otherwise supporting the Met Office.

## Supporting information:

- Civil Service Code
- Met Office Code of Conduct Policy
- Met Office Children and Vulnerable Adult Protection Document (available internally only for use in connection with Met Office Science Camps and other Met Office hosted activities)

## Applies to:


- All Met Office employees, independent contractors and consultants, and Met Office external suppliers and service providers

## Policy or Standard control

Authority	HR Director
Version	3.0
Link to Controlled Document Register for validation	<a href="#">Controlled Document Register</a>

1.	Policy
1.1	The Met Office believes that children and vulnerable adults should never experience abuse of any kind. We are committed to deliver our services in a way that protects them and does not tolerate any harmful or exploitative behaviour directed towards these groups.
1.2	For the purpose of this policy: <ul style="list-style-type: none"> <li>• a child is any person who is under 18 years of age,</li> <li>• a vulnerable adult is any person over 18 years of age who may be unable to take care of themselves due to age, disability, or financial constraints, or is unable to protect themselves against harm or exploitation.</li> </ul>
1.3	This policy should be read alongside the following: <ul style="list-style-type: none"> <li>• Civil Service Code</li> <li>• Met Office Business Ethical Policy</li> <li>• Met Office Procurement Policy</li> <li>• Met Office Child and Vulnerable Adult Protection Document (available internally only; for use in connection with Met Office Science Camps and other Met Office hosted activities)</li> <li>• Met Office Whistleblowing Guidance (available internally only)</li> <li>• Met Office Code of Conduct (available internally only)</li> <li>• Met Office Dignity at Work Policy (available internally only)</li> </ul>
1.4	We recognise that: <ul style="list-style-type: none"> <li>• All children and adults, regardless of age, sex, disability, racial heritage, religious belief, sexual orientation, or gender reassignment, have a right to equal protection for all types of harm and abuse.</li> <li>• Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.</li> <li>• Some members of staff, particularly in view of the increasing trends associated with remote working, may be at greater risk from domestic abuse or violence.</li> </ul>
1.5	We will not tolerate the following behaviour on the part of our staff or our contractors, suppliers and service providers: <ul style="list-style-type: none"> <li>• Having or attempting to have sexual relations with children or abusing or exploiting a child or vulnerable adult in any way</li> <li>• Emotionally or physically harming a child or vulnerable adult, or threatening to harm such individuals</li> </ul>

	<ul style="list-style-type: none"> <li>• Exchanging or offering to exchange money, employment, goods, services or preferential treatment for sexual favours or for other exploitative purposes</li> <li>• Entering into private communication with a child or vulnerable adult for purposes contravening this policy</li> <li>• Concealing behaviour that has or may have been carried out in breach of this or other Met Office Policies</li> </ul>
1.6	<p>We will seek to keep children and vulnerable adults safe by:</p> <ul style="list-style-type: none"> <li>• Following all applicable international and national laws regarding the protection of children and vulnerable adults including, but not limited to: <ul style="list-style-type: none"> <li>○ United Nations Convention of the Rights of the Child (1992)</li> <li>○ Sexual Offences Act 2003</li> <li>○ Safeguarding Vulnerable Groups Act 2006</li> <li>○ Protection of Freedoms Act 2012</li> <li>○ Data Protection Act 2018</li> </ul> </li> <li>• Adopting protection and safeguarding practices through procedures and a code of conduct for staff and volunteers</li> <li>• Ensuring all necessary checks are made for staff that work with children and/or vulnerable adults</li> <li>• Providing effective management for staff through supervision, support and training</li> <li>• Ensuring that our staff, volunteers, contractors, suppliers and service providers are aware of this Safeguarding Policy and commit to act in accordance with its principles</li> <li>• Using our procedures to share concerns and relevant information with relevant authorities, and involving children and vulnerable adults, and their parents and/or carers appropriately</li> <li>• Using our procedures to manage any allegations against staff and volunteers appropriately</li> <li>• Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise</li> <li>• Ensuring that we have effective complaints and whistleblowing measures in place</li> <li>• Investigating and reporting on all allegations of mistreatment, abuse and exploitation</li> <li>• Where relevant, ensuring that we provide a safe physical environment for children and vulnerable adults by applying health and safety measures in accordance with the law and regulatory guidance</li> </ul>

	<ul style="list-style-type: none"> <li>Recording and storing information concerning children and vulnerable adults professionally and securely</li> </ul>
<b>Contact details for support</b>	
1.7	If anyone wishes to report an incident, raise a concern or have any questions regarding this policy, they can contact the Head of People Services, Claire Jeffrey (claire.jeffrey@metoffice.gov.uk) or the Head of Internal Audit (adele.westcott@metoffice.gov.uk).
1.8	Alternatively, if you wish to report an incident or raise a concern, you may contact the Department for Business, Energy & Industrial Strategy Whistleblowing Hotline on 0808 129 0498.
1.9	If you are concerned about a child or young person in Devon and want to speak to someone you may also contact our Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gov.uk and give as much information as you can.
1.10	For information, help and support on domestic abuse or violence, you may wish to contact: <ul style="list-style-type: none"> <li>The free 24-hour National Domestic Abuse Helpline on 0808 2000 247 or visit <a href="http://www.nationalhelpline.org.uk">www.nationalhelpline.org.uk</a> if it is not safe to phone</li> <li>Women's Aid by email on <a href="mailto:helpline@womensaid.org.uk">helpline@womensaid.org.uk</a> or visit <a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a> to chat via instant message</li> <li>Men's advice line on 0808 801 0327</li> </ul>
1.11	Other options for reporting incidents include: <ul style="list-style-type: none"> <li>Devon and Cornwall Police, Police Headquarters, Middlemoor, Exeter, Devon EX2 7HQ – telephone 101 (Police non-emergency calls)</li> <li>NSPCC Child Protection Helpline 0808 800 5000</li> </ul>
1.12	We are committed to reviewing our policy and good practice annually
<b>2.</b>	<b>Review date:</b>
2.1	May 2024
<b>3.</b>	<b>Confirmation:</b>
3.1	<p>Signed</p>  <p><b>Penelope Endersby</b> <b>Chief Executive</b></p>

## Document control

Document Control		
	Role Title	Name
Document Owner	Chief People Officer	Tammy Lillie
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## Document history

Version	Date published	Review due	Change description
V2	December 2019	January 2021	Change to new HR policy format
V3	June 2021	May 2024	Review and inclusion of domestic violence reference