

## 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.

### **Contact**

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](mailto:ahutchinson@ciot.org.uk) or by calling 020 7340 0559.

Any incident involving a vulnerable adult should be reported to Head Office immediately.

To [branches@tax.org.uk](mailto:branches@tax.org.uk) cc'd [ahutchinson@tax.org.uk](mailto:ahutchinson@tax.org.uk).