

What to consider when safeguarding in networks...

At AIUK we want the activism we do to be inclusive for all people and see safety from harm as a human right. We therefore need to ensure we are acting in a safe way, not increasing risk of harm to individuals involved in our activism, and therefore considering safeguarding at the centre of our work.

For general information on how we do safeguarding at AIUK and what actions you should be taking, you can read...

- The AIUK [Safeguarding Policy](#)
- The AIUK [Safeguarding Procedure](#)
- Safeguarding guidance for [face-to-face events and activities](#)
- [Digital safeguarding guidance](#)

For guidance on how to specifically include and make networks safe for under 18's in your networks you can read...

- Supporting under 18s to engage in networks
- [Best Safeguarding practices when engaging children and young people](#)
- Consent for under 18s engaging in our activism guidance

This guidance simply sets out some general actions you should take for making sure your network is always a safe place, and the responsibilities which sit with you and what support you can get from AIUK staff...

1. We ask that each network committee completes a risk assessment for the work you do which is reviewed annually. This can be completed with the staff member supporting you, and at the very least should be shared with them. You can access the template with some examples within the folder and can ask for support from the Safeguarding Manager in completing it if you need.
2. Ensure that all your network committee members have safeguarding training and know what to do if a concern arises.
 - a. We also advise that someone in the committee takes on the responsibility of safeguarding lead. This is a role which will be essential if an under 18 joins the committee, and therefore is good practice to have in place already. You can see the responsibilities of the safeguarding lead within the folder, and the individual can contact the AIUK Safeguarding Manager if they want further details on what they would need to do.
3. Make sure that when an individual joins your network committee who could be considered more at risk, (for example an individual with learning difficulties, physical disabilities or an under 18) you have considered how to make the network accessible and safe for them. You should make sure this is considered in the general risk assessment, and make sure

you are considering how you communicate with them, and how you make face to face and online meetings accessible and inclusive.

4. Each time you meet as a committee, we advise that you fill in the form to ensure that you have considered all areas of safeguarding.
5. If you are meeting for an event or planned activity, make sure you are completing separate risk assessments, and considering if more specific practices are considered for including under 18s or adults-at-risk.
6. If an under-18 joins your network committee, you should communicate with AIUK staff who will ensure that the appropriate criminal record checks are carried out in line with our criminal record check policy and the supporting under 18s to engage in networks guidance. Whilst these checks are being processed, all adult members of the network should ensure that...
 - a. They are not communicating directly with under 18s, i.e. only communicating in group chats or with another adult.
 - b. Appropriate consent has been sought and got from the under 18 and their parent/carers, in line with the consent guidance, and shared with AIUK staff.
7. We expect you to store all documents with personal information (e.g. consent forms) in a secure place. These documents should only be accessible by the relevant members of the committee and not be accessible by family members or other lead activists who do not need access to the personal information. If you are unsure on the best way to do this, you can consult with an AIUK staff member.
8. Ultimately, we expect that if you have a safeguarding concern or are unsure if something is a concern, that you will escalate it to the AIUK Safeguarding Manager.

What support you can expect from the AIUK staff teams...

1. You can contact the AIUK Safeguarding Manager (or deputies) via safeguarding@amnesty.org.uk for advice and support on any safeguarding concerns.
2. The community organising team will be available to help you sort of criminal record checks.
3. The community organising team will also store consent forms and contact details for members of the committee, so if you have lost any information, they will have the details.
4. If you have any queries about completing risk assessments for events or for the network in general, you can contact the community organising team.
5. When you are running an annual conference, the community organising team will be arranging this with you and therefore sharing in the safeguarding responsibility.
6. AIUK staff will complete an annual audit with the AIUK Safeguarding Manager to ensure that networks are all up to date on training, criminal record checks, and risk assessments.

Going into schools/youth clubs

As part of your activism, you may go into schools or youth clubs. On these occasions, whilst still following AIUKs safeguarding policy and procedure, you will also need to follow the procedures of the establishment you are visiting. This means the following...

- You should escalate any safeguarding concerns that arise to a member of their staff as well as the AIUK Safeguarding Manager
- You should make sure you are never left alone with any under 18s as you should not be taking on that responsibility.
- Because you should not be left alone with under 18s, you will not need a criminal record check to go into schools or youth groups.
- Do not share any personal contact details with any under 18s, including linking with them on social media.
 - o If any under 18 wants to get more involved with the work AIUK does, direct them to the website or advise them to email the supporter communications team at AIUK.