



## Safeguarding Policy - Appendices

### **Appendix A: Meeting Ground Rules (in addition see SCESY Constitution)**

- Have a positive attitude and try to always be constructive.
- Avoid criticising others.
- Turn our mobile phones off (or at least on silent).
- Give the meeting our full attention.
- Try to build on ideas rather than dismiss them.
- Be patient and not interrupt others or speak over them.
- Put our hand up and/or use hand signals. If you are using hand signals, make sure that everyone knows how to use them.
- Be prompt and respectful of time.
- Stay on topic. Avoid distracting diversions.
- Never tolerate sexist, racist, disablist, transphobic or homophobic comments. Even if they were not made to offend, they are never okay.
- Not tolerate bullying.
- Operate a "safer spaces" policy.

Everyone should show understanding if asked to use different language or change their behaviour.

Importantly, try to agree what will happen if someone persistently breaks the rules.

We suggest that the first couple of times, they are politely reminded of the ground rules they agreed to. If their behaviour persists, they should be asked to leave.

If anyone experiences or observes any behaviour that makes them feel at risk or vulnerable, they should speak out about it as soon as possible.

## **Appendix B: Safer Spaces**

A safer space is a supportive, non-threatening environment that encourages open-mindedness, respect and a willingness to learn from others, as well as physical safety and mental wellbeing.

It is inclusive and responds to the needs of people who face any type of discrimination including because of their race, disability, gender, gender identity, heritage, nationality, neurodiversity, sexuality, class, political affiliation, religion or belief and migration status.

Safer spaces enable all group members and event participants to fully engage, build trust, and give their best to the work of campaigning. They are vital to ensuring that all voices are heard equally within our movement.

### **Safer spaces guidelines**

Making the group and its activities a safer space can be done by ensuring the following guidelines are followed. It's a good idea to remind people of these by incorporating them in the ground rules before meetings or events. You should also consider appointing a safeguarding lead for the group and at events who will ensure these ground rules are adhered to.

- Respect other people's physical and emotional boundaries. Do not push anyone to answer questions they don't want to answer, and do not share anyone's personal stories outside of this space.
- Respect other people's identities. For example, make sure everyone is aware of the right pronouns to use.
- Do not assume knowledge about others, including regarding their background, gender identity, sexual preference, race, disability, nationality, class, political affiliation, religion, beliefs etc. Avoid making generalising statements about a group of people.
- Remember that actions and words may have unintended effects and that other people's feelings are valid, regardless of intentions.
- Look after yourself by letting someone know if something they have said or done has crossed a boundary or physically leaving a space if you don't feel safe or just need a minute to yourself.
- Make sure everyone has a chance to express their opinions and be heard. Do not raise your voice or interrupt someone who is speaking and be aware of how much you are contributing to leave space for others.
- Remember and respect the opinions and voices of people who are not in this physical space, but who form part of our communities, whether locally or globally. Consider especially the voices of those who are most affected by the issues discussed.

- Connect to one another as people, understand and respect others' challenges, experiences and motivations to work collaboratively for change that encompasses all of those experiences and equates to a more just future for everyone.
- Use clear and simple language and avoid any jargon or inside jokes which could exclude certain people.
- Give a warning before you speak about something that might upset or trigger someone. This applies to topics like sexual violence, eating disorders, self-harm, etc. First, make it clear that you are giving a trigger warning, then mention what themes you will be addressing, and finally give enough time for people to leave the space if they need to.
- Any form of bullying or harassment will not be tolerated and could lead to sanctions including the exclusion from the event or group.

For online spaces, the above also applies. Make sure to also:

- Have a quick check before turning on your camera whether there might be anything on display that could be offensive or disrupt the meeting. There are options to change or blur your background if you would prefer to do this.

**Make it clear that if anyone persistently or seriously breaks the ground rules, organisers or the safeguarding lead will take steps to ask them to leave the meeting, event or group.**

## Appendix C: Permission to use photographs and film of Children and Young People



### Permission to use photographs and film of children and young people

Name of child: \_\_\_\_\_ [insert name of child] (the "Child")

Your child will be attending **Schools Climate Education South Yorkshire Conference 2023**, supervised by the school teacher designated by your school who is managing the trip at your child's school. A photographer has been employed to take images of the conference in action. We are required to seek your permission for use of any images involving your child. This letter outlines the context and purposes of these images.

Any image of your child taken at the SCESY Conference 2023 will be used primarily for the purpose of promoting events run by Schools Climate Education South Yorkshire (SCESY), but may also be used for promoting campaigns run by SCESY. Your child's image may appear on the SCESY public access website, which can be found at [www.scesy.org.uk](http://www.scesy.org.uk). The SCESY Safeguarding Policy which guides the conduct of SCESY staff and use of images is publicly accessible on the website. The SCESY website also outlines the aims of SCESY in relation to the promotion of Climate Education. You should check SCESY's aims and Safeguarding Policy on the SCESY website identified in this letter before you sign to give permission for your child's image to be used by SCESY.

SCESY will not use the images for commercial purposes. We will ensure that we only publish a photograph or film of your child with the name of their school. We will not use your child's first or last name in order to limit their identification on a public website platform.

The nature of the photos taken will be:

- Your child's participation in a range of Climate Education workshops as part of the SCESY conference, as outlined below.
- Your child's general participation in the SCESY conference, such as general social interactions outside the workshops, your child's interaction with children from other schools, as part of the event
- Your child's face may be visible in some images.

In signing this form and by attending you and your child agree to the following:

- You confirm you are the parent or legal guardian of the Child;
- You and your child grant SCESY permission to use the images throughout the world, as a public access website, for the purposes of promoting the aims of SCESY, related to the promotion of Climate Education (please see our website for more information on this: [www.scesy.org.uk](http://www.scesy.org.uk)). Images of your child may be used in press releases in news media in the South Yorkshire region.
- You consent to SCESY storing copies of the images for the purposes or to SCESY storing the contact details you provide to SCESY on its database, in case it needs to contact you in relation to the use of the images. The images will be stored on a password encrypted file, accessible only to SCESY members and the photographer, who will all be following the SCESY safeguarding policy in relation to use of images.
  - Images of your child at the SCESY conference may also be shared with your child's school and may be used by your child's school, in accordance with your child's school's use of images and Safeguarding Policy.

The details of the photo shoot are below:

**Date:** Thursday March 2<sup>nd</sup> 2023

**Photographer:** Dean Atkins (recommended by The Star Newspaper, Sheffield), working under the guidance of SCESY and SCESY's safeguarding policy. The photographer will be in the presence of DBS certified school teachers at all times.

**Location:** Victoria Hall, Sheffield S1 2JB

If any disputes arise about the Images or this agreement, it shall be governed and construed by the laws of England and Wales and subject to the exclusive jurisdiction of the English courts.

**Parent/Guardian signature:**.....

**Print Name of Parent/Guardian:** .....

**Date:** .....

Signature of school teacher responsible for supervision of your child:

.....

**Print Name of School teacher responsible:** .....

**date:** .....

[NAME OF PARENT/GUARDIAN] If you would like to receive copies of any photographs of your children taken at this event, or you have any concerns about photographs taken of your child, please notify the school teacher who is responsible for organizing your child's participation in the conference, who can then contact us to discuss the matter further.

## Appendix D: Permission to use photographs and film of School Staff



### Permission to use photographs and film of teaching staff.

Name of schoolteacher/s/support staff attending Schools Climate Education South Yorkshire Conference 2023. Please designate the lead teacher for your school for contact purposes in relation to images in the space designated below (please print names for legibility):

Name of School: .....

Address of School: .....

Email contact details of lead teacher organizing the visit of your school's students to the SCESY Conference 2023: .....

1. Lead teacher: \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Your school is planning to attend the **Schools Climate Education South Yorkshire Conference 2023**. As well as seeking permission for safeguarding purposes for taking and using images of students from your school, we are required to seek permission for the taking and use of images of teaching and support staff. This letter is to request permission for the taking and use of images for all teachers and support staff at your school. A photographer has been employed to take images of the conference in action. This letter outlines the context and purposes of these images.

Any image of students and accompanying school staff taken at the SCESY Conference 2023 will be used primarily for the purpose of promoting events run by Schools Climate Education South Yorkshire (SCESY) but may also be used for promoting campaigns run by SCESY. Your staff's image may appear on the SCESY public access website, which can be found at [www.scesy.org.uk](http://www.scesy.org.uk). The SCESY Safeguarding Policy which guides the conduct of SCESY staff and use of images is publicly accessible on the website. The SCESY website also outlines the aims of SCESY in relation to the promotion of Climate Education. You should check SCESY's aims and Safeguarding Policy on the SCESY website identified in this letter before you sign to give permission for your image to be used by SCESY.

SCESY will not use the images for commercial purposes. We will ensure that we only publish a photograph or film of your child with the name of their school. We may request to use the first and last name of teaching and support staff from your school for use alongside published images.

The nature of the photos taken will be:

- Your participation as a teacher/member of support staff responsible for supervision of your school's group of students, alongside your school's children in a range of Climate Education workshops as part of the SCESY conference, as outlined below
- Your staff's general participation in the SCESY conference, such as general social interactions outside the workshops, your interaction with teachers and support staff from other schools, as part of the event
- Your face may be visible in some images.

In signing this form and by attending you agree to the following:

- You grant SCESY permission to use the images of your teaching and support staff throughout the world, as a public access website, for the purposes of promoting the aims of SCESY, related to the promotion of Climate Education (please see our website for more information on this: [www.scesy.org.uk](http://www.scesy.org.uk)). Images of your staff may appear in press releases distributed to news media in the South Yorkshire region.
- You consent to SCESY storing copies of the images for the purposes or to SCESY storing the contact details you provide to SCESY on its database, in case it needs to contact you in relation to the use of the images. The images will be stored on a password encrypted file, accessible only to SCESY members and the photographer, who will all be following the SCESY safeguarding policy in relation to use of images.
  - Images of your staff at the SCESY conference may also be shared with your school and may be used by your school, in accordance with your school's use of images and Safeguarding Policy.

The details of the photo shoot are below:

**Date:** Thursday March 2<sup>nd</sup>, 2023

**Photographer:** Dean Atkins (recommended by The Star Newspaper, Sheffield), working under the guidance of SCESY and SCESY's safeguarding policy. The photographer will be always in the presence of DBS certified schoolteachers.

**Location:** Victoria Hall, Sheffield S1 2JB

If any disputes arise about the Images or this agreement, it shall be governed and construed by the laws of England and Wales and subject to the exclusive jurisdiction of the English courts.

**Signature of all participating staff giving permission for use of images as outlined above:**

1. Lead teacher: \_\_\_\_\_
2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Date:** .....