

# Safeguarding Children and Vulnerable People Policy

The aim of this policy is to outline the practice and procedures for staff at Enventure Research to ensure we provide a safe environment for children and vulnerable people.

We are committed to ensuring safe environments for children and vulnerable people and believe that it is unacceptable for any person to experience abuse of any kind. We recognise our responsibility to safeguard the welfare of all people whom we work with, by a commitment to recommend best practice which protects them. We have a clear understanding of ethical and equality issues and are committed to these in all of the work we carry out.

This policy applies to all staff, volunteers, students, agency workers etc. or anyone working on behalf of Enventure Research.

## We recognise that:

1. The welfare of the person is paramount
2. All people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse

## The purpose of the policy:

1. To provide protection for the people who participate in our research projects, for example, in focus groups, in depth interviews workshops and surveys
2. To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of harm

## We will seek to safeguard people by:

1. Valuing them, listening to and respecting them
2. Adopting procedures and safe working practice for staff and volunteers



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3. Recruiting staff and volunteers safely, ensuring all necessary DBS checks are made
4. Providing effective management for staff and volunteers through supervision, support and training
5. Staff involved in projects which involve working with vulnerable people are obliged to undertake an appropriate safeguarding training course
6. Follow strict recruitment procedures and policies, including:
  - Risk assessment of role to assess need for DBS checks
  - Completion of an Enventure Research application form
  - Check references thoroughly including appropriate disclosures
  - All staff and volunteers have a duty to declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal.
7. When moderating focus groups or conducting in-depth interviews with vulnerable groups, we will, where possible, work in pairs or with another appropriate adult over the age of 18 present for the duration
8. When interviewing children, we will abide by the MRS Code of Conduct and follow its guidelines and best practice on any research conducted with children and young people. The principle tenets of the Code relating to research with this age group are:
  - Parental consent, or consent from an appropriate adult such as a teacher, must be obtained prior to interviewing children
  - No study can ask a child to do something illegal for their age group
  - The language used in questionnaires, during interviews etc. must be suitable for the age group being researched
9. We never ask financial details from any participants in our research projects
10. If an Enventure staff member is concerned about the welfare of a person, they have a duty to inform the Enventure Managing Director, who will liaise with the client contact involved with



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the project and a joint decision will be made as to the appropriate course of action to take, whether that be to involve the police or Social Services

11. Continue our MRS Company Partnership, encourage our employees to be members of the Market Research Society (MRS) and ensuring that all of our work abides with the Code of Conduct. All members of the MRS must comply with this Code. It applies to all Members, whether they are engaged in consumer, business to business, social, opinion, international or any other type of confidential project.

The principles of the Code stipulate:

- We will take special care when carrying out work among children and other vulnerable groups of the population.
- Respondents' cooperation is voluntary and must be based on adequate, and not misleading, information about the general purpose and nature of the project when their agreement to participate is being obtained and all such statements must be honoured.
- The rights of respondents as private individuals will be respected by us and they will not be harmed or disadvantaged as the result of cooperating in a session.
- We will never allow personal data we collect in a project to be used for any other purpose.
- We will ensure that projects and activities are designed, carried out, reported and documented accurately, transparently, objectively and to appropriate quality.

### **Focus groups, workshops and in-depth interviews**

During focus groups, workshops and in-depth interviews, we create an environment of open and honest discussion. Respondents are encouraged to take part in all discussions; however, they have the right not to answer questions and to withdraw from a discussion session at any stage. All discussions are confidential, and respondents are assured of this at the beginning of the sessions. They are also given a clear outline of the nature of the session at the time of recruitment, and this is reiterated at the start of the session to ensure respondents are clear as to what their participation involves.

When discussing issues which are potentially sensitive in nature, we make it clear that the respondent has the option not to participate if they prefer. If at any point during the discussion a respondent



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becomes agitated or distressed, we check whether they would like to continue with the discussion, or take some time out.

### Policy review

This policy will be reviewed by the company directors every two years and amendments will be made where appropriate.

A handwritten signature in black ink, appearing to read "Mark Robinson".

Mark Robinson  
Managing Director  
26 January 2024



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