



Safeguarding Policy and Procedures

Introduction

The health, safety and welfare of all our participants are of paramount importance to all the adults associated with Rutland Rotaract Family Support Centre.

This policy applies to anyone working on behalf of Rutland Rotaract Family Support Centre including, trustees, paid staff, volunteers, parents, carers and participants.

All our participants and volunteers have the right to protection and safety.

The purpose of this policy statement is:

To protect children and young people who receive Rutland Rotaract Family Support Centre services.

- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

We will seek to keep children and young people safe by:

- Valuing, listening and respecting them
- Appointing a nominated child protection/safeguarding lead, a deputy child protection lead and a lead trustee/board member for safeguarding.
- Developing safeguarding and child protection policies which reflect current and best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving children, young people, parents, families and carers appropriately.
- Creating an anti-bullying environment and ensuring we have a policy and procedure to help us deal with any bullying that does arise.
- Developing and implementing an effective online safety policy and related procedures
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Implementing a code of conduct for staff and volunteers
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- have due regard to the need to prevent children and young people from being drawn into terrorism.
- Recording and storing information professionally and securely.

Rutland Rotaract Family Support Centre will do all it can to ensure that all those working/volunteering with children/vulnerable adults in our activities are suitable people. This involves verifying their identity and ensuring that DBS checks are in place.

Procedures, should suspected safeguarding issue arise:

1. Staff and or volunteers must discuss with the named safeguarding lead for Rutland Rotaract Family Support Centre. All staff are required by law to pass this information onwards. A decision will then be made whether to raise with parent/carer.
2. Should a child disclose a safeguarding issue about one of Rutland Rotaract Family Support Centre staff or volunteers, other staff or volunteers will liaise with designated safeguarding lead and Local Authority.
3. Any safeguarding issues will be raised with the Duty Desk (DSL) at Rutland County Council.
4. An Incident /Concern record form will be completed and passed to appropriate agencies.

In the case of a disclosure : staff and volunteers need to ensure that appropriate language and questioning is used.

Please follow these guidelines -

Staff need to establish details by asking (TED) questions that follow this format:

You could ask....

Tell me

Explain how....

Describe

See below for Safeguarding Incident record form.

Confidentiality

Rutland Rotaract Family Support Centre regards all information relating to safeguarding issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

No personal information regarding child protection issues will be held by the charity.

Designated Safeguarding Lead Names:

Alex Wilby: 07929 989 432

DSL contact can be reached at : alexwilby@btinternet.com

Rutland County Council Duty Team : 01572 758407

Policy approved by Chair of Trustees _____ Date: _____

Rutland Rotaract Family Support Centre Incident/Concern Record	
Name of Child	
D.O.B of Child	Gender: Male / Female
Address:	
Postcode:	
Names of adults living at the child's address:	
Name of Parent(s)/Carer(s):	
Nature of Concern:	
Tell us what happened:	
Workers signature:	Date:
Parent(s)/Carer(s) signature	Date:
Action	
Workers Signature:	Date:
Parent/Carer's Signature	Date: