

**Radio City Association Safeguarding Policy**

**Protecting Children, Young People, and Vulnerable Adults**

**Version:** 1.3  
**Approved by:** Radio City Association Board of Trustees  
**Effective from:** September 2025  
**Next review date:** October 2026  
**Policy owner:** RCA Board of Trustees

**1. Policy Statement**

Radio City Association (RCA) is committed to safeguarding and protecting the welfare of children, young people, and vulnerable adults who come into contact with our organisation.

We believe that:

* All individuals, regardless of age, disability, gender identity, race, religion or belief, sex, sexual orientation, or social background, have the right to be protected from harm, abuse, exploitation, neglect, and discrimination.
* Safeguarding is everyone’s responsibility. RCA staff, trustees, volunteers, and contractors all share a duty of care.
* Concerns will always be taken seriously, acted upon promptly, and handled in line with Scottish legislation and best practice.

**2. Scope**

This policy applies to:

* Trustees and board members
* All employees (permanent, temporary, or sessional)
* Volunteers and contractors working on behalf of RCA
* Partner organisations delivering activities under the RCA banner

**3. Legislative and Policy Framework**

This policy is informed by:

* **National Guidance for Child Protection in Scotland (2021)**
* **Children and Young People (Scotland) Act 2014**
* **Protection of Vulnerable Groups (Scotland) Act 2007**
* **Adult Support and Protection (Scotland) Act 2007**
* **Modern Slavery Act 2015**
* **UK GDPR & Data Protection Act 2018**
* **RCA Internal Policies**: Privacy, Health & Safety, Disciplinary, Equal Opportunities

**4. Roles and Responsibilities**

* **Designated Safeguarding Officer (DSO):**  
  Scott Wilson, General Manager  
  Email: [scott@radiocityassociation.co.uk](mailto:scott@radiocityassociation.co.uk)
* **Deputy DSO:**

Sarah Jones, Community Partnerships Manager

Email: [sarah@radiocityassociation.co.uk](mailto:sarah@radiocityassociation.co.uk)

* **Trustees:** Hold ultimate accountability for safeguarding compliance and oversight.
* **Staff and Volunteers:** Must recognise, respond, record, and report safeguarding concerns. They must not investigate concerns themselves.

**5. Types of Abuse**

RCA recognises abuse can take many forms, including but not limited to:

* Physical abuse
* Sexual abuse and exploitation (including online abuse)
* Emotional and psychological abuse
* Neglect and acts of omission
* Financial or material abuse
* Bullying and harassment
* Domestic abuse
* Discriminatory abuse
* Modern slavery and trafficking

**6. Principles**

RCA will:

* Provide a safe, inclusive, and person-centred environment.
* Promote rights, dignity, and privacy of all children, young people, and vulnerable adults.
* Ensure safeguarding training for all staff, volunteers, and trustees.
* Require PVG Scheme membership for regulated roles.
* Carry out safeguarding risk assessments for all activities and projects.
* Share concerns appropriately, respecting confidentiality while ensuring safety.
* Review this policy annually and after any safeguarding incident.

**7. Safer Recruitment**

* All roles involving regulated work will require **Protection of Vulnerable Groups (PVG) Scheme** membership.
* Recruitment will follow safer recruitment procedures, including application forms, interviews, references, and disclosure checks.
* All staff and volunteers will receive induction training on safeguarding and code of conduct.

**8. Code of Conduct**

All RCA representatives must:

* Be visible and accountable in their work.
* Treat all individuals with dignity and respect.
* Create an open culture where concerns can be raised without fear.
* Avoid one-to-one unsupervised situations wherever possible.
* Never engage in physical punishment, sexualised behaviour, discriminatory language, or actions that humiliate or exploit others.

**9. Recognising and Reporting Concerns**

**If you are concerned that a child, young person, or vulnerable adult is at risk of harm:**

1. **Immediate danger:** Call **999**.
2. **Non-urgent concerns:** Report directly to the DSO or Deputy DSO.
3. **External support:**
   * North Ayrshire Social Work (Child Protection/Adult Protection): 01294 310 300
   * Police Scotland (non-emergency): 101

**Reporting procedure (staff/volunteers):**

* Recognise → Respond (ensure safety) → Record (factual notes) → Report (to DSO/Deputy).
* Do not promise confidentiality. Do not investigate.

**10. Record Keeping and Confidentiality**

* All safeguarding records will be stored securely, in line with UK GDPR and RCA Privacy Policy.
* Information will only be shared on a need-to-know basis, with relevant agencies if required to protect an individual.

**11. Promoting Positive Behaviour**

RCA aims to:

* Encourage participation and empowerment of children, young people, and vulnerable adults.
* Promote confidence, inclusion, and respect.
* Ensure consistent application of behaviour standards and safeguarding principles.

**12. Monitoring and Review**

* The RCA Board will review this policy annually or following any safeguarding incident.
* Learning from safeguarding cases will be used to improve future practice.

**13. Key Contacts**

* **RCA Designated Safeguarding Officer (DSO):**  
  Scott Wilson – [scott@radiocityassociation.co.uk](mailto:scott@radiocityassociation.co.uk)
* **Deputy Safeguarding Officer (DSO):**  
  Sarah Jones - [sarah@radiocityassociation.co.uk](mailto:sarah@radiocityassociation.co.uk)
* **General safeguarding contact (out of hours):**  
  [hello@radiocityassociation.co.uk](mailto:hello@radiocityassociation.co.uk)
* **Emergency Services:** 999
* **Police Scotland (non-emergency):** 101
* **North Ayrshire Council – Social Work:** 01294 310 300