



Safeguarding Policy - June 2025

Introduction	<p>Rutland Rotaract Family Support Centre (RRFSC) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.</p> <p>RRFSC comes into contact with children and / or vulnerable adults through the following activities: swimming, horse riding, drumming, sunflowers, school holiday family events and community engagement events</p> <p>The types of contact with children and / or vulnerable adults will be delivery of services, sport, musical, family events, general contact.</p> <p>This policy seeks to ensure that RRFSC undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
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<p>Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ The Care Act 2016 ○ Working together to Safeguard Children 2015 ○ The Protection of Freedoms Act 2012 ○ Safeguarding Vulnerable Groups Act 2006 ○ The Children Act 2004 ○ The Adoption and Children Act 2002: ○ Care Standards Act 2000 ○ Human Rights Act 1998 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ The Children Act 1989 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
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<p>Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a deliberate act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Psychological or Emotional abuse • Neglect or Omission to act • Financial or material abuse • Child Sexual Exploitation • Modern Slavery • Self Neglect • Domestic Abuse • Institutional Abuse • Discriminatory Abuse • Harassment • Radicalisation <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of a vulnerable adult A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.</p> <p>This may include a person who: Is elderly and frail; Has a mental illness including dementia; Has a physical or sensory disability; Has a learning disability; Has a severe physical illness; Is a substance misuser; Is homeless.</p>
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<p>Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>The Designated Safeguarding Leads are Alex Wilby. Their responsibilities are to ensure that:</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • The policy is accessible • The policy is implemented • The policy is monitored and reviewed • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented • The welfare of children and vulnerable adults is promoted • Staff (paid and unpaid) have access to appropriate training/information • Staff concerns about safeguarding are responded to, seriously, swiftly and appropriately • Local arrangements for safeguarding and DBS are kept updated • Effective links with relevant agencies are developed and maintained • Concerns about responses are taken forward
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<p>Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> Health and Safety Policy Equal Opportunities Policy Safer Recruitment Policy Staff Induction and Training Behaviour Policy Photography and image sharing. <p>Disclosure and Barring Service (DBS) Gap Management</p> <p>RRFSC commits resources to providing DBS records checks on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid DBS gaps, the organisation will ensure that their established staff and roles are regularly reviewed through:</p> <ul style="list-style-type: none"> A 3 year rolling programme of re-checking DBS is in place for holders of all identified posts. Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check. <p>Service delivery contracting and subcontracting</p> <p>There will be systematic checking of safeguarding arrangements of partner organisations Safeguarding will be a fixed agenda item on any partnership reporting meetings. Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures'.</p>
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Communications training and support for staff

RRFSC commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding

Induction will include

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of line manager and Designated Safeguarding Lead (and who acts in their absence)
- Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alert guide for adult safeguarding

Training

All staff who, through their role, are in contact with children and /or vulnerable adults will have access to annual safeguarding training at an appropriate level. Sources and types of training will include:

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

team meetings
staff meetings
directors meetings

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with

<p>Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>RRFSC expects staff to protect the professional integrity of themselves and the organisation.</p>
<p>Reporting a disclosure of concern</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns after a disclosure or when a concern is raised by staff or volunteers at RRFSC.</p> <ol style="list-style-type: none"> 1) Find a quiet and private place to have a conversation with the child using open questions to document the details of the disclosure using the format of the attached form. Assure the child that this information will be shared with only the people who need to know. Ask the child for their consent to share this information. If consent is withheld but the child is in danger, then we proceed anyway. 2) This information must be immediately passed on to Alex Wilby (DSL) Alex Wilby: 07929 989 432 - alexwilby@btinternet.com 3) DSL will contact Rutland County Council LADO 01572 758454 or duty team 01572 758407 with this information as soon as possible and within 24 hours. Ensure that this has been received by the Local Authority and their response recorded on the RRFSC Incident Form. 4) This information will be stored on our systems within a password protected folder.

<p>Allegations Management- Concerns about Staff /Volunteers</p>	<p>RRFSC recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <ol style="list-style-type: none"> 1) Any Safeguarding concerns regarding any adult on site with RRFSC should be reported to Alex Wilby as Designated Safeguarding Lead. 2) Alex will then conduct a conversation with the person with the concern to complete our .RRFSC Incident Form. Alex will make a decision based on her training and knowledge about how to proceed. 3) If appropriate, this record form will then be immediately passed to the Safeguarding Board at Rutland County Council.
<p>Monitoring</p>	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> Safe recruitment practices DBS checks undertaken References applied for new staff Records made and kept of supervision sessions Training – register/ record of staff training on child/ vulnerable adult protection Monitoring whether concerns are being reported and actioned Checking that policies are up to date and relevant Reviewing the current reporting procedure in place Presence and action of Designated Safeguarding Lead responsible for Safeguarding is in post

Managing information	<p>Information will be gathered, recorded and stored in accordance with the Data Protection Policy</p> <p>All staff and volunteers must be aware that they have a professional duty to share information with the Designated Safeguarding Lead ,Alex Wilby, in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Safeguarding Lead.</p> <p>All staff and volunteers must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>
Communicating and reviewing the policy	<p>RRFSC will make clients aware of the Safeguarding Policy which is available through our website</p> <p>This policy will be reviewed by the directors, every year and when there are changes in legislation.</p>
Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for RRFSC.</p> <p>Please complete the details below and return this completed form to Alex Wilby</p> <p>Name :</p> <p>Signature:</p> <p>Date:</p>