



Safeguarding Policy

PURPOSE

A Rocha UK is committed to complying with our legal obligations and social responsibilities in relation to safeguarding children and vulnerable adults.

We believe it is good practice to have in place an appropriate safeguarding policy to ensure that employees and volunteers are aware of their responsibilities and that all allegations, suspicions and incidents of abuse, harm or the risk of harm to children or vulnerable adults or where there is a concern about the behaviour of an individual are reported immediately.

POLICY STATEMENT

Under this policy abuse and neglect are defined as forms of maltreatment. This may be by omission or commission i.e., inflicting harm or failing to prevent harm. We recognise people can be abused in a family, institution or community setting by those known to them or by a stranger. The main categories of abuse are neglect, physical abuse, sexual abuse, emotional abuse, spiritual abuse, and financial abuse.

All necessary guidance and education of this policy will be given to employees/volunteers that work with the general public. This will normally be completed on induction.

A Rocha UK does not investigate cases therefore all employees/volunteers need to follow the procedures to ensure that all allegations or suspicions of abuse or significant harm are reported to management and that this is then reported to the relevant authority. We will share all relevant information with the respective statutory protection agencies (children's/adult services and/or police) without delay and within agreed protocols.

A Rocha UK will ensure that it fulfils its responsibilities to work jointly with others to safeguard and promote the welfare of children and vulnerable adults.

EMPLOYEE/VOLUNTEER RESPONSIBILITIES

Employees/volunteers are not responsible for identifying abuse. However, everyone has a responsibility to be aware and alert to signs that all is not well with a child or vulnerable adult.

Should employees/volunteers have a concern that a child or vulnerable adult is in immediate danger then the correct action is to contact the Police (999). Employees/volunteers should report in confidence to the designated ARUK Safeguarding Officer, "SO" Kemi Odukoya (in her absence Carolyn Munday) any suspicions or incidents of abuse, harm, or the risk of harm to children or vulnerable adults or where there is a concern about the behaviour of an individual. Should a report relate to the ARUK SO then the designated Safeguarding Trustee should be contacted.

Not all concerns relate to abuse and there may well be another explanation. It is important while being vigilant to keep an open mind. If possible, you should discuss your concerns discreetly and in confidence and seek help if you are concerned.



REPORTING AND MONITORING PROCEDURES

If someone discloses that they are being abused, then upon receiving the information you should:

- Try and ascertain if they are in immediate danger
- Reassure the person that they were right to disclose this and that they are not to blame and take what they say seriously.
- Do not promise confidentiality.
- Inform them what you will do next.

Following suspected abuse, the following actions will be required:

Make a full and written record of what has been said as soon as possible and don't delay in passing on the information.

If abuse is suspected the written report should record accurately concerns/observations/ persons present, and are required to be signed, timed, and dated.

If abuse is disclosed, record the facts using the words of the person disclosing, do not make judgements or opinions. Note the time, date and context/setting of the disclosure. Ensure that early in the disclosure that the person understands that you will need to report what they are telling you to others.

Employees/volunteers should not investigate concerns or allegations themselves.

As a basic rule, only those people who need to know should be told of the incident or allegation.

CODE OF SAFEGUARDING CONDUCT FOR EMPLOYEES AND VOLUNTEERS

The following guidelines are intended to be a common-sense approach that may help to protect staff from any false allegation.

Aim to avoid spending time alone with children/vulnerable adults away from others.

Do not take children/young people or vulnerable adults alone in a car journey, however short the journey, and never take them to your home.

Do not allow or engage in inappropriate touching of any form, and exercise caution when initiating any physical contact with a child/vulnerable adult.

Do not make over-familiar or sexually suggestive comments or approaches to a child/vulnerable adult even as a 'joke' and do not allow over familiar or sexually suggestive comments/approaches made by a child/vulnerable adult to go unchallenged or unrecorded

Treat all children/vulnerable adults with respect and respect their right to personal privacy. Exercise caution when discussing sensitive issues.

Challenge all inappropriate behaviour and report all allegations, or suspicions of abuse.



GENERAL

A Rocha UK shall ensure that all allegations, suspicions, and incidents of abuse are reported immediately and shall promptly take appropriate disciplinary action and legal action against any member of staff who is engaged or is alleged to be engaged in any of the improper conduct. A Rocha UK shall suspend the member of staff or volunteer pending investigation and completion of appropriate disciplinary action.

If employees/volunteers are in any doubt, then they should contact their Line Manager/Coordinator for further clarification on the contents of this policy.

Please be aware that failure to comply with this policy could result in disciplinary action.

Date of Review: December 2022

Date of next review: December 2023