



# **Riding for the Disabled (Woodbridge & District Group)**

## **SAFEGUARDING: Policies**

## Contents

|   |           |
|---|-----------|
| <b>SAFEGUARDING ADULTS AT RISK</b> .....  | <b>4</b>  |
| Policy Statement.....   | 4         |
| Purpose .....   | 4         |
| Scope.....  | 4         |
| Roles and Responsibilities .....  | 4         |
| Safer Recruitment Practices .....   | 5         |
| Managing Concerns .....   | 5         |
| <b>CHILD PROTECTION AND SAFEGUARDING POLICY</b> .....                               | <b>7</b>  |
| Policy Statement.....   | 7         |
| Aims .....  | 7         |
| Scope.....  | 7         |
| Introduction.....   | 7         |
| Legal and Procedural Framework.....   | 7         |
| Definitions .....   | 8         |
| Principles .....  | 8         |
| Key Roles and Responsibilities.....   | 8         |
| Induction and Training .....  | 9         |
| Recognising concerns, signs and indicators of abuse, neglect and exploitation. .... | 10        |
| Online Safety.....  | 10        |
| Safer Recruitment Practices .....   | 10        |
| Managing Concerns .....   | 11        |
| <b>SAFER RECRUITMENT PRACTICES POLICY</b> .....                                     | <b>12</b> |
| Purpose and Scope.....  | 12        |
| Volunteer Application Form.....   | 12        |
| Recruitment of Staff .....  | 12        |
| Age of Coaches .....  | 12        |
| Collection of References .....  | 12        |
| RDA and Disclosure Checks .....   | 12        |
| Volunteers and Employees with Criminal Records .....                                | 13        |
| <b>MANAGING CONCERNS</b> .....  | <b>14</b> |
| Managing Concerns and Allegations Statement .....                                   | 14        |
| Purpose .....   | 14        |
| Scope.....  | 14        |

|   |           |
|---|-----------|
| <b>Policy Statements</b> .....                                    | <b>14</b> |
| Identification of Safeguarding Concerns .....                     | 14        |
| Investigation and Response .....                                  | 14        |
| Confidentiality and Handling of Reports .....                     | 14        |
| Training and Awareness .....                                      | 15        |
| Whistle Blowing.....  | 15        |
| <b>Definitions</b> .....  | <b>15</b> |
| <b>Recognising Signs of Abuse</b> .....                           | <b>16</b> |
| Common Indicators of Abuse .....                                  | 16        |
| Reasons to Suspect Abuse.....                                     | 16        |
| Responding to Concerns.....                                       | 16        |
| Reporting Concerns .....  | 17        |
| Initial Concern Raised / Concerned Party .....                    | 17        |
| Group Safeguarding Team.....                                      | 18        |
| Record Keeping.....   | 18        |
| <b>Concern Thresholds</b> .....                                   | <b>20</b> |
| <b>Initial Steps</b> .....  | <b>20</b> |
| <b>Action For Level 1 Concerns</b> .....                          | <b>21</b> |
| <b>Action For Level 2 Concerns</b> .....                          | <b>23</b> |
| <b>Disengagement of volunteering at RDA in any capacity</b> ..... | <b>24</b> |
| <b>Appeals</b> .....  | <b>24</b> |
| <b>Child Death Reviews</b> .....                                  | <b>24</b> |
| <b>Information Sharing and Confidentiality</b> .....              | <b>25</b> |
| <b>SUPPORTING DOCUMENTS</b> .....                                 | <b>26</b> |
| <b>USEFUL CONTACTS</b> .....                                      | <b>26</b> |
| <b>SAFEGUARDING INCIDENT REPORTING FORM</b> .....                 | <b>27</b> |
| <b>BODY MAP</b> .....   | <b>30</b> |
| <b>APPROVAL</b> .....   | <b>34</b> |

## SAFEGUARDING ADULTS AT RISK

### Policy Statement

Riding for the Disabled (Woodbridge & District Group) is committed to promoting and ensuring the safety and well-being of all adults who engage with the Charity. As part of our commitment, we believe the rights of adults to live a life free from harm, abuse, exploitation and neglect is paramount; and adults are entitled to take part in activity in a safe and supportive environment.

In pursuit of this, we are committed to ensuring that:

- A person-centred approach is taken in all interactions.
- Every individual, irrespective of age, gender, disability, race, ethnicity, nationality, religious affiliation, size or sexual orientation, is entitled to be protected against harm.
- All allegations, concerns and suspicions of harm will be taken seriously and responded to swiftly and appropriately.
- Collaboratively, everyone across the organisation will strive to promote the welfare, safety and health of adults taking part.

RDA safeguarding policies and procedures are consistent with those of British Equestrian (BEF).

### Purpose

The purpose of this policy is to:

- Establish a safe and supportive environment for adults at risk associated with the Charity.
- Ensure the views and wishes of adults are respected and supported, unless there are overriding reasons not to (see Managing Concerns Policy).
- Set clear expectations for trustees, staff, volunteers, coaches and anyone affiliated with the organisation regarding their responsibilities in safeguarding adults.
- Provide clear guidance on identifying, reporting and responding to any allegations, concerns or suspicions of harm.
- Demonstrate and promote a culture of openness and accountability regarding safeguarding issues.

### Scope

This policy applies to all individuals involved with RDA, including trustees, staff, volunteers, coaches, participants and their carers, parents/guardians.

### Roles and Responsibilities

**British Equestrian (BEF)** provide strategic overview, direction and guidance on safeguarding adults at risk across the equestrian industry. All Member Bodies, including RDA UK adhere to BEF Safeguarding Policies.

**RDA UK Trustees and Leadership** The Board of Trustees and Senior Leadership Team of the national RDA organisation are responsible for overseeing and ensuring the effective implementation and compliance of this Safeguarding Policy.

**RDA UK Safeguarding Team** leads on development, the review and implementation of the Safeguarding Policy and associated resources; and are responsible for case management.

**RDA Staff** are responsible for familiarising themselves with this Policy and safeguarding adults at risk; including recognising the signs and categories of abuse, reporting concerns, and providing support where appropriate.

**RDA Woodbridge & District Group Trustees** are responsible for ensuring and promoting the safety and well-being of adults by implementing the robust safeguarding measures. A Safeguarding Officer should also be appointed to support this.

**Volunteers and Coaches** must adhere to this Policy and complete the requirements of the Safer Recruitment Practices.

**Adults at Risk** are encouraged to report any concerns or incidents of abuse or neglect they may experience or witness, and they will be supported in doing so.

**Reporting** Anyone who has a concern or suspicion regarding the welfare of an adult at risk must report it immediately to the **Group Safeguarding Team** (Centre Manager, Safeguarding Officer and Operational Trustees) and/or RDA UK Safeguarding Team. Referrals to statutory agencies will be handled on a case-by-case basis.

### Safer Recruitment Practices

We recognise the critical importance of robust safer recruitment practices to ensure that individuals who have contact with participants are suitable, trained and committed to safeguarding and promoting their welfare. To establish clear guidelines and procedures for the recruitment of staff, volunteers and other individuals involved in RDA activity, we will factor in:

- **Legal Compliance:** We will comply with all relevant laws, regulations and statutory guidance related to safer recruitment and adult at risk protection.
- **Proactive Approach:** We will adopt a proactive approach to safer recruitment by implementing robust procedures from the initial recruitment stage to ongoing monitoring and supervision.
- **Equality and Diversity:** We will ensure that our recruitment processes are fair, transparent, and free from discrimination, promoting diversity and inclusion.
- **Training and Awareness:** All individuals associated with RDA UK who work directly with adults at risk will receive appropriate training in safeguarding, including recognising signs of abuse, capacity to consent, responding to concerns, understanding their responsibilities and keeping themselves safe.
- **Vetting and Checks:** All applicants for roles involving contact with adults at risk will undergo necessary background checks and vetting procedures, including criminal record checks, references and identity verification.
- **Supervision and Monitoring:** Individuals in roles involving adults at risk will be supervised, and their performance will be monitored regularly. Any concerns will be addressed promptly, utilising the relevant code of conduct.
- **Whistleblowing:** We will have mechanisms in place for staff, volunteers and coaches to report concerns related to safeguarding matters and recruitment practices without fear of retaliation.
- **Record Keeping:** We will maintain detailed records of recruitment processes, including reference checks and vetting results, securely for the necessary duration.
- **Review and Evaluation:** Safer recruitment practices will be reviewed periodically to ensure it remains effective and compliant.

Please refer to the Safer Recruitment Practices Policy below.

### Managing Concerns

- **Reporting Concerns:** Any concerns or suspicions of abuse, neglect or exploitation of an adult at risk must be reported immediately to the Group Safeguarding Team and/or RDA UK Safeguarding Team. Referrals to statutory agencies will be handled on a case-by-case basis.
- **Responding to Concerns:** We will respond promptly and appropriately to all safeguarding concerns, in accordance with the legal and statutory framework.
- **Assessing Concerns:** A person's capacity to consent will be considered when referring a concern to statutory agencies. Consent should be obtained, where possible, before making a referral.

## Safeguarding Policies

- **Support:** Individuals affected by safeguarding concerns will be provided with appropriate support, including direction to support organisations, counselling support and medical services as needed.
- **Record Keeping:** Detailed records of safeguarding concerns, investigations and actions taken will be maintained in our case management system, while ensuring confidentiality.

Please refer to the **Managing Concerns Policy** below.

## CHILD PROTECTION AND SAFEGUARDING POLICY

### Policy Statement

Riding for the Disabled (Woodbridge & District Group) recognise the moral and statutory responsibility placed on all staff and volunteers to safeguard and promote the welfare of all children. We aim to provide a safe and welcoming environment in which children can thrive, underpinned by a culture of openness where both children and adults feel secure, are able to raise concerns and believe they are being listened to, and that appropriate action will be taken to keep them safe

### Aims

The aims of this policy are to:

- Establish a safe and supportive environment for children associated with the Charity.
- Set clear expectations for trustees, staff, volunteers, coaches and anyone affiliated with the organisation regarding their responsibilities in safeguarding adults.
- Provide a framework with clear guidance on identifying, reporting and responding to any allegations, concerns or suspicions of harm.
- Demonstrate and promote a culture of openness and accountability regarding safeguarding issues.

### Scope

This policy applies to all individuals involved with RDA, including trustees, staff, volunteers, coaches, participants and their carers, parents/guardians. It forms part of the child protection and safeguarding arrangements for our Group and is one of a number of policies and procedures which encompass the safeguarding responsibilities of the Group (see list of [Supporting Documents](#)). In particular, this policy should be read in conjunction with our Code of Conduct, Safer Recruitment Policy, Online Safety Policy, Staff, Coach or Volunteer Handbook (as applicable), and Volunteering Policy. Our [Safer Recruitment Practices Policy](#) and [Managing Concerns Policy](#) set out in later sections of this document.

### Introduction

The Trustees recognise the need to ensure that the Group complies with its duties under legislation and this policy has regard to statutory guidance, including [Keeping Children Safe in Education \(KCSiE\) 2025](#), [Working Together to Safeguard Children 2023](#) and locally agreed inter-agency procedures put in place by Suffolk Safeguarding Partnership.

This policy will be reviewed annually, as a minimum, and will be made available publicly via the Group website or on request.

The Trustees expect that all staff and volunteers will have read and understand this safeguarding policy and their responsibility to implement it.

### Legal and Procedural Framework

To safeguard and promote the welfare of children, RDA UK will act in accordance with the following legislation and statutory guidance. This list is not exhaustive.

- Childrens Act 1989 and 2004
- Child and Social Work Act 2017
- The United Nations Convention on the Rights of the Child (UNCRC) 1989
- The European Convention on Human Rights 1950
- Police Act 1997
- Data Protection Act 1998
- General Data Protection Regulation (GDPR) 2018

## Safeguarding Policies

- Freedom of Information Act 2000
- Working Together to Safeguard Children (DfE) 2018
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences (Amendments) Act 2003
- Protection of Freedoms Act 2012
- Information Sharing Advice (HM Government) 2018
- What to do if you're worried a child is being abused 2015
- Domestic Abuse Act 2021
- Police, Crime, Sentencing and Courts Act 2012
- The Apprenticeships, Skills, Children and Learning Act 2009 (as amended) for post 16 education providers
- Human Rights Act 1998
- Equality Act 2010

## Definitions

**Child:** A person under the age of 18.

**Safeguarding** and promoting the welfare of children is defined as: providing help and support to meet the needs of children as soon as problems emerge, protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

**Child Protection:** Part of the safeguarding process focusing on protecting individual children identified as suffering or likely to suffer significant harm or abuse.

**Safer Recruitment:** A set of practices aimed at ensuring that individuals who are selected for positions are safe and suitable for the role.

**Disclosure Checks:** Also known as Criminal Record Checks: A process of verifying whether an individual has a criminal history or not that may affect their suitability for the role applied for.

## Principles

**Best Interest of the Child:** The best interests of the child will always be the primary consideration in all decisions and actions related to safeguarding children.

**Non-Discrimination:** We will not discriminate against any child based on their race, religion, ethnicity, gender, disability or any other characteristic.

**Inclusivity:** We are committed to making our programmes and services accessible to children.

**Confidentiality:** Information related to child safeguarding will be treated with the utmost confidentiality, and only shared on a need-to-know basis.

**Accountability:** Everyone is responsible for safeguarding children and have a duty to familiarise themselves with these responsibilities.

## Key Roles and Responsibilities

**British Equestrian (BEF)** provide strategic overview, direction and guidance on safeguarding adults at risk across the equestrian industry. All Member Bodies, including RDA UK adhere to BEF Safeguarding Policies.

**RDA UK Trustees and Leadership** The Board of Trustees and Senior Leadership Team of the national RDA organisation are responsible for overseeing and ensuring the effective implementation and compliance of this Safeguarding Policy.

**RDA UK Safeguarding Team** leads on development, the review and implementation of the Safeguarding Policy and associated resources; and are responsible for case management.

**RDA Woodbridge & District Centre Manager** will ensure that the policies and procedures adopted by the Group are fully implemented and that sufficient resources, time and training are provided to enable staff members to discharge their safeguarding responsibilities and contribute effectively. The Centre manager is responsible for ensuring a culture of safety and ongoing vigilance that fosters the belief that 'it could happen here'.

**RDA Woodbridge & District Staff, Coaches and Activity Leaders** are responsible for familiarising themselves with this Policy and Safeguarding Adults at Risk policy; including recognising the signs and categories of abuse, reporting concerns, and providing support where appropriate. They should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may need help or protection. They should maintain a belief that 'it could happen here' where safeguarding is concerned and if staff have any concerns about a child's welfare, they must act on them immediately.

Staff, Coaches and Activity Leaders should know what to do if a child tells them he/she is being abused, neglected or exploited, and/or is otherwise at risk of involvement in criminal activity. They should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

**RDA Woodbridge & District Group Trustees** are responsible for ensuring and promoting the safety and well-being of adults by implementing the robust safeguarding measures, including ensuring that staff and volunteers are properly vetted, i.e. Subject to appropriate Disclosure and Barring (DBS) checks in accordance with the Safer Recruitment Practices set out below, to ensure they are safe to work with children and that the school has procedures for appropriately managing safeguarding allegations or low level concerns involving, members of staff, contractors, and volunteers. A Safeguarding Officer must also be appointed to support this.

**Schools** Where a school places a pupil with us as an alternative provision, it continues to be responsible for the safeguarding of that pupil and school staff will always be required to attend to support pupils. The school's responsibility includes following-up on incidents of children who are absent, particularly on repeat occasions, to help identify the risk of abuse and neglect. Schools will be provided with copies of RDA Woodbridge & District Group Safeguarding Policies on Request.

**Volunteers** must adhere to this Policy and complete the requirements of the Safer Recruitment Practices set out below.

**Reporting** Anyone who has a concern or suspicion regarding the welfare of an adult at risk must report it immediately to the Group Safeguarding Team and/or RDA UK Safeguarding Team. Referrals to statutory agencies will be handled on a case-by-case basis.

### Induction and Training

The Trustees will ensure that all staff coaches and activity leaders receive appropriate safeguarding and child protection training in accordance with RDA UK safeguarding requirements and guidance.

The Group's Safeguarding Officer, Coaches, and Activity Leader must complete an initial safeguarding certification, this must be a tutor led face-to-face or virtual course and meet RDA requirements, refresher training also needs to be updated every 3 years. Compliance with the policy will be monitored by the Centre Manager and Safeguarding Officer. The Trustees will ensure that arrangements are in place for all staff and volunteers (including Trustees) to receive appropriate safeguarding training.

The Centre Manager will ensure that an accurate record of safeguarding training undertaken by all staff, coaches and activity leaders is maintained and updated regularly.

## **Recognising concerns, signs and indicators of abuse, neglect and exploitation.**

All staff and volunteers should be aware of the indicators of abuse, neglect and exploitation (see definitions set out in the [Managing Concerns Policy](#) below), understanding that children can be at risk of harm inside and outside of home, and online. Knowing what to look for is vital for the early identification of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection.

## **Online Safety**

We recognise that use of technology has become a significant component of many safeguarding issues such as child sexual exploitation, radicalisation and sexual predation and technology often provides the platform that facilitates such harm. The internet, mobile devices, and social media are valuable tools, but they must be used safely and responsibly. We recognise that many children have unlimited and unrestricted access to the internet via mobile phones. This access means presents a risk of sexual harassment, bullying, and control via their mobile, including the sharing indecent images consensually and non-consensually, and viewing and sharing pornography and other harmful content. We will comply with the RDA UK E-Safety Policy protects children, young people, and adults at risk from online harm.

### **Provision of IT and Internet Access, Filtering and Monitoring**

The activities and education opportunities we provide will **not** include the provision of IT or access to the internet for children, parents, carers or teachers. Where children attend with schools, the provision of access in the school setting to support and further develop activities undertaken at RDA Woodbridge & District, along with appropriate filters and monitoring systems in place to safeguard children and young people from potentially harmful and inappropriate online material, will remain the responsibility of the school.

## **Safer Recruitment Practices**

We recognise the critical importance of robust safer recruitment practices to ensure that individuals who have contact with participants are suitable, trained and committed to safeguarding and promoting their welfare. To establish clear guidelines and procedures for the recruitment of staff, volunteers and other individuals involved in RDA activity, we will factor in:

- **Legal Compliance:** We will comply with all relevant laws, regulations and statutory guidance related to safer recruitment and adult at risk protection.
- **Proactive Approach:** We will adopt a proactive approach to safer recruitment by implementing robust procedures from the initial recruitment stage to ongoing monitoring and supervision.
- **Equality and Diversity:** We will ensure that our recruitment processes are fair, transparent, and free from discrimination, promoting diversity and inclusion.
- **Training and Awareness:** All individuals associated with RDA UK who work directly with adults at risk will receive appropriate training in safeguarding, including recognising signs of abuse, capacity to consent, responding to concerns, understanding their responsibilities and keeping themselves safe.
- **Vetting and Checks:** All applicants for roles involving contact with adults at risk will undergo necessary background checks and vetting procedures, including criminal record checks, references and identity verification.
- **Supervision and Monitoring:** Individuals in roles involving adults at risk will be supervised, and their performance will be monitored regularly. Any concerns will be addressed promptly, utilising the relevant code of conduct.
- **Whistleblowing:** We will have mechanisms in place for staff, volunteers and coaches to report concerns related to safeguarding matters and recruitment practices without fear of retaliation.
- **Record Keeping:** We will maintain detailed records of recruitment processes, including reference checks and vetting results, securely for the necessary duration.
- **Review and Evaluation:** Safer recruitment practices will be reviewed periodically to ensure it remains effective and compliant.

## Safeguarding Policies

Please refer to the [Safer Recruitment Practices Policy](#) below.

### Managing Concerns

- **Reporting Concerns:** Any concerns or suspicions of abuse, neglect or exploitation of an adult at risk must be reported immediately to the Group Safeguarding Team (Centre Manager, Safeguarding Officer and Operational Trustees) and/or RDA UK Safeguarding Team. Referrals to statutory agencies will be handled on a case-by-case basis.
- **Responding to Concerns:** We will respond promptly and appropriately to all safeguarding concerns, in accordance with the legal and statutory framework.
- **Assessing Concerns:** A person's capacity to consent will be considered when referring a concern to statutory agencies. Consent should be obtained, where possible, before making a referral.
- **Support:** Individuals affected by safeguarding concerns will be provided with appropriate support, including direction to support organisations, counselling support and medical services as needed.
- **Record Keeping:** Detailed records of safeguarding concerns, investigations and actions taken will be maintained in our case management system, while ensuring confidentiality.

Please refer to the [Managing Concerns Policy](#) below.

## **SAFER RECRUITMENT PRACTICES POLICY**

### **Purpose and Scope**

It is RDA's policy that all member groups must take steps to ensure a safer recruitment process when recruiting volunteers.

### **Volunteer Application Form**

All RDA Volunteers must complete RDA's standard volunteer recruitment form. These forms must be stored safely and securely by the group.

The details on this form must be stored by the group and must be available in the event of an emergency.

### **Recruitment of Staff**

Safeguarding during recruitment of paid staff is key to protecting the welfare of those taking part in RDA activities. A Group must ensure candidates are suitably skilled to perform the job. Comprehensive information about the candidate's identity must be sought.

### **Age of Coaches**

Coaches who are expected to work on their own initiative, holding a position of trust with sole charge of a session, must be aged 18 years or older at the time of qualification/certification.

An RDA Coach in Training may be 16 years old, however those who go on to train and then become assessed to become a Group Coach or Coach, which enables them to coach without supervision, must be aged 18 years or older.

### **Collection of References**

It is RDA's policy that two references for new volunteers and staff must be sought and followed up.

The RDA Volunteer Application Form for new volunteers makes provision for two referee's details to be obtained for volunteers. Anyone in a paid role must supply two work related referee's details.

All RDA Groups must obtain a follow up reference from each referee and may do so in a number of ways:

- Obtain a written reference (either in hardcopy or via email)
- Obtain a telephone reference (keeping a record of the time and date of the call)
- Use the generic Volunteer Reference Request Form which is available to download from the RDA website.

References received must be kept with the volunteer's completed application form or staff members application/CV, securely stored with the group records.

If a volunteer applying for a role within the group, has been known to someone within the group for more than two years; one external reference is sufficient as the second reference may be obtained from the person known to them within the group.

If the potential volunteer is unknown to the group, or has been known to the group for less than two years, two references must be sought.

### **RDA and Disclosure Checks**

It is required within RDA that all volunteers and staff, aged 16 years and over, who are involved in RDA sessions, are checked for criminal disclosures. It is also a mandatory requirement that all DBS (England & Wales) and Access NI checks are renewed every 3 years, regardless of how long the volunteer/staff have

## Safeguarding Policies

been with the group. Provided those in Scotland who join the PVG scheme stay in the scheme, there is no need to renew as groups will automatically be informed of any disclosures added onto an individual's account.

Applicants should be informed at the outset of application that an Enhanced Disclosure will be requested from them. This will provide a basis for the applicant to decide whether or not to apply for the role. RDA Member Groups should emphasise that this information will be used only to assess the applicant's suitability for the role insofar as it is relevant, and that they will not be discriminated against unfairly.

### **Volunteers and Employees with Criminal Records**

If an applicant for a role with an RDA Group is shown to have a criminal record, this does not necessarily bar them from working with the RDA Group. The fact that a person has a criminal record may be irrelevant to the role for which they are applying.

RDA accepts that it is not possible to define a course of action for every possible criminal record that may be disclosed. It is therefore RDA's policy to treat each case individually, taking into account the nature of the offence disclosed and the role for which they have applied.

If an applicant is shown to have a criminal record the following procedure should be followed:

1. The applicant shares the information, as shown on the original disclosure certificate, with the Group's Safeguarding Team.
2. The applicant agrees to the information being shared with the Group Trustees. If the applicant does not give approval for this information to be shared, s/he cannot be accepted as a volunteer/employee.
3. If it is agreed, between the Trustees and Safeguarding Team that the information is not a cause for concern the applicant may be accepted as a volunteer/employee.
4. If it is agreed between the Trustees and the Safeguarding Team that the information is a cause for concern, the applicant will not be accepted as a volunteer/employee.
5. If the applicant disputes the information on the disclosure, the process will be put on hold to allow the information to be checked. If, as a result of this, RDA is not happy with the assurances and new information provided, the volunteer will not be accepted as a volunteer/employee.

## MANAGING CONCERNS

### Managing Concerns and Allegations Statement

We firmly believe that safeguarding is everyone's responsibility. Every individual within the RDA community, regardless of role or position, plays a vital role in creating and maintaining a safe and positive environment. RDA UK encourages an inclusive culture where all individuals understand their duty of care in safeguarding and are empowered to act responsibly.

If you feel a child is in immediate danger, you should contact the police or medical services.

If an adult at risk is in immediate danger, it is good practice to take into consideration the adult's wants and needs on what they would like to happen, where possible.

### Purpose

This policy outlines the procedures and guidance for identifying, reporting and managing safeguarding concerns to ensure the safety and wellbeing of individuals within RDA UK.

### Scope

This policy applies to all individuals involved with RDA UK, including RDA Groups, Regional Teams, Accessibility Mark Centres, trustees, staff, volunteers, coaches, participants and their parents/guardians/carers. It will be shared on MyRDA and communicated to the RDA network. RDA Groups are responsible for sharing this policy with their volunteers, coaches, participants and their parents/guardians/carers.

### Policy Statements

#### Identification of Safeguarding Concerns

All individuals involved with RDA UK should be vigilant in recognising the signs and behaviours which might indicate potential safeguarding concerns.

#### Identification of Safeguarding Concerns

- Any person who becomes aware of, suspects, or has concerns about safeguarding issues must report it immediately to the Group Safeguarding Team and/or RDA UK Safeguarding Team.
- Reports can be made verbally or in writing, ensuring that all relevant details are provided.

#### Investigation and Response

- The Group Safeguarding Team and/or RDA UK Safeguarding Team will conduct a thorough investigation into reported concerns, involving relevant Statutory Agencies as necessary.
- If other Agencies are involved, regular contact will be maintained with appropriate individuals as necessary. Where possible, timescales and follow ups will be agreed.
- Immediate action will be taken to ensure the safety and protection of the individuals involved while the matter is ongoing.
- Support and guidance will be provided to those affected by safeguarding concerns, including direction to support organisations, counselling support and medical services as needed.

#### Confidentiality and Handling of Reports

- All reports of safeguarding concerns will be handled with the utmost confidentiality and sensitivity.
- Information will only be shared on a need-to-know basis, and the identity of the reporter will be protected whenever possible, unless required by law or for investigative purposes.

## Training and Awareness

Regular training sessions and awareness programmes will be conducted to educate staff, volunteers and relevant stakeholders on recognising, reporting and responding to safeguarding concerns.

## Whistle Blowing

We recognise that children and adults at risk cannot be expected to raise concerns in an environment where staff and volunteers fail to do so. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

Whistleblowing is 'making a disclosure in the public interest' and occurs when staff, volunteers (or member of the wider RDA community) raises a concern about danger or illegality that affects others.

The Trustees wish for everyone in the school community to feel able to report any child protection/safeguarding concerns through existing procedures within Group, or externally in accordance with RDA UK whistleblowing Guidelines.

## Definitions

**Abuse (adult):** A violations of persons human or civil rights by another person. The Care Act 2014 identifies 10 categories of adult abuse. However, this is not considered an exhaustive list. These categories include: self-neglect, modern slavery, domestic abuse and coercive control, discriminatory abuse, organisation abuse, physical abuse, sexual abuse, financial or material abuse, neglect, or emotion or psychological abuse.

**Child Abuse:** Any action that could or does cause significant harm to a child. There are 4 categories of child abuse:

- **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening.
- **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development.
- **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

**Note:** All forms of so-called 'honour' based abuse, including female genital mutilation (FGM) and forced marriage, should be handled and escalated as cases of abuse regardless of the motivation.

For further Guidance refer to Keeping Children Safe in Education

**Capacity:** The ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Mental Capacity Act 2005).

**Disclosure:** The process by which a person starts to share their experiences of abuse with others. This can take place over an extended period of time

**Low Level Concerns:** Concerns that a person has acted in a way that is inconsistent with the code of conduct (this can include conduct outside of RDA) that doesn't meet the threshold of harm and is not serious enough to refer to the statutory agencies, e.g. being overly friendly with children or shouting/intimidating another person.

**High Threshold Concerns:** Concerns that are referred to statutory agencies and/or hold a degree of organisation reputational risk. e.g. any concern of sexual abuse.

**Statutory Agencies:** Include Police, Social Care, LADO, and Local Children's/Adults' Social Services

## Recognising Signs of Abuse

### Common Indicators of Abuse

Abuse is not always obvious or readily visible. Indicators might include, but are not limited to:

- Disclosures about abuse or questions/comments which lead to that reasoning
- Withdrawal from friends or usual activities
- Changes in an individual's normal behaviour and appetite
- Depression, anxiety or unusual fears
- Sudden loss of self-confidence or becoming withdrawn
- Reluctance to go home or attempts to run away
- Frequent absences from activities or no longer enjoying sessions
- Unexplained or suspicious injuries or injuries with inconsistent explanations
- Attempts at suicide, suicidal tendencies or self-harm
- Rebellious or defiant behaviour
- Someone losing or gaining weight, an unkempt appearance or a deterioration in hygiene
- Person has belongings or money going missing

This is not an exhaustive list and the presence of one or more indicators is not proof that abuse is taking place.

### Reasons to Suspect Abuse

A person may become aware of abuse through:

- A disclosure made by a child or adult at risk
- An observation
- Signs or suspicions of abuse
- An allegation made against a member of staff, coach or volunteer
- An allegation made about a parent/guardian/carer
- In response to allegations regarding poor practice or code of conduct breach
- A report from the local statutory agency, etc.

## Responding to Concerns

Responding is the actions taken when you become aware of a concern or have a disclosure made to you. It is crucial that you gain as much factual information and context as possible whilst not influencing any future investigation.

When responding to a concern, you should:

- Stay calm – do not show disgust or disbelief.
- Ensure the person is and feels safe, if responding to a disclosure.
- Listen carefully.
- Keep an open mind – do not speculate, make assumptions or make judgements.
- Find a quiet place to have the conversation.
- Keep questions to a minimum whilst the person is talking. Use open-ended questions to find out more information or to clarify points, where possible and necessary.
- Make a written note of what is said to you and read back to the person what has been written down to ensure a clear and accurate understanding has been recorded. It may be appropriate to make

## Safeguarding Policies

notes after the conversation. Note: It is crucial to write this account as soon as possible following the discussion to reduce the risk of omitting details.

- Make and agree an immediate plan as to the next action.

You have a duty of care to report **all** concerns to the Group Safeguarding team and/or RDA UK Safeguarding Team.

It is good practice to seek an adult at risk's views on what they would like to happen next and to inform them of the actions you intend to take, always considering their wants and needs.

**Consent:** You should look to gain consent from an adult at risk where possible. However, you do not need consent to discuss a concern with the Group Safeguarding Team and/or RDA UK Safeguarding Team. Do not let the issue of consent get in the way of seeking advice.

**Disclosures:** Children and adults at risk may not feel prepared or know how to communicate that they are experiencing abuse, exploitation or neglect, or, they might not even realise that what they are going through is harmful. Additionally, they may have been influenced to believe that the abusive behaviour is an expression of care and love from the person causing the harm. It is crucial to allow the person to open up at their own pace, regardless of whether evidence is immediately apparent. This does not mean disregarding the concerns or delaying action, but rather it may involve contacting the local Statutory Agencies promptly. You should explain your concerns to the person making the disclosure and that you have a responsibility to seek assistance and guidance. Keeping detailed records is imperative in these circumstances.

### **You should not:**

- Panic.
- Make promises or agree to confidentiality.
- Allow expressions of shock or distaste.
- Make negative comments about the alleged incident.
- Ask leading questions. Keep closed questions (which require a 'yes' or 'no' answer) to a minimum.

### **You should never:**

- Approach any alleged perpetrator to discuss the concern.
- Make promises to the person that cannot be kept, e.g. confidentiality.
- Rush into actions that may be inappropriate.
- Take forward concerns if you have a conflict of interest. Instead pass this to an appropriate person, e.g. Group Chair (if you are the Group Safeguarding Officer) or RDA UK Safeguarding Team.

## **Reporting Concerns**

### Primary Reporting Structure

1. Concerned Party – the person initially reporting the concern or allegation
2. The Group Safeguarding Team
3. RDA UK Safeguarding Team (at National Office)
4. RDA UK Board of Trustees
5. BEF Safeguarding Team and Case Management Group (CMG)
6. Referrals made to Statutory Agencies (i.e. Police, Social Care, LADO, or Local Childrens/Adults Board)

The following section outlines the reporting policies and procedures for each level.

### **Initial Concern Raised / Concerned Party**

**Non-action is not an option.** There are five ways for you to report a concern:

## Safeguarding Policies

1. To your Group Safeguarding Officer (contact information is on the noticeboard at The Bays) or the Centre Manager.
2. By contacting the RDA UK Safeguarding Team at E: [safeguarding@rda.org.uk](mailto:safeguarding@rda.org.uk) or Tel: 01926 492915. The phone line will be available during office hours only.
3. To the BEF Safeguarding Team at E: [safeguarding@bef.co.uk](mailto:safeguarding@bef.co.uk) or Tel: 02475 313443.
4. If urgent and you cannot contact your Group, RDA or BEF Safeguarding Teams, you should call the NSPCC 24 hour helpline on 0808 800 5000.
5. If it is an emergency because a person is at immediate risk, then call the Police, Emergency Services or Children's Social Care Team (Statutory Agencies) in your area, as appropriate.

**Note:** Contacting Statutory Agencies is priority. You must also inform the Group Safeguarding Team and/or the RDA UK Safeguarding Team at your earliest convenience. Concerns should be reported on the day they are raised, in person, by phone or email to the Group Safeguarding Team. **If you are in any doubt, report your concern.**

If you require guidance the Group Safeguarding Team and/or the RDA UK Safeguarding Team are available to help. If you cannot contact either official, then please contact the NSPCC Helpline on Tel: 0808 800 5000.

### Group Safeguarding Team

All safeguarding concerns must be reported to the RDA UK Safeguarding Team or Group Safeguarding Team, including those that have been addressed at a local level and those that need to be referred higher due to the severity of the concern.

A case file should be created for every concern raised and contain detailed records for each individual concern. See below for more guidance on what information the case files should contain. The case file must be shared with the RDA UK Safeguarding Team as soon as is practical via email to [safeguarding@rda.org.uk](mailto:safeguarding@rda.org.uk). Ensure the file is marked 'private and confidential' and password protected, where possible.

**Note:** This email is not manned 24/7 and a phone call should be made if an immediate response is needed following the options outlined in the Reporting Concerns section above.

If the concerns were reported directly to the RDA UK Safeguarding Team, the Group will then be informed of the concerns and any proposed action. The exceptions to this are:

- where it may put a child/adult at risk in danger of significant harm, or,
- where the concern involves the Group Safeguarding Officer. In this event, the Group Chair will be informed.

If you require any guidance on how to deal with a concern, RDA UK Safeguarding Team are available to help and can advise you in accordance with these safeguarding policies and procedures. See Section 20 for contact information.

### Record Keeping

A detailed record of each concern should be made when raised which will form part of the case file. The record should:

- A detailed record of each concern should be made when raised which will form part of the case file. The record should:
- Be accurate and thorough to assist any investigation
- Be restricted to facts and not include personal opinion or assumptions, identifying hearsay where applicable

## Safeguarding Policies

- Contain relevant information to the specific concern, including conversations that have taken place, persons involved and date/times.
- Include action taken so far.
- Any evidence, e.g. screenshots of online messages.

**Recording on Devices:** Do not make any recordings on a mobile phone or other devices. If the police decide to investigate the matter, any devices with recordings relating to a case are at risk of seizure as part of the investigation.

**Monitoring:** Concerns may be monitored at Group or national level. If the situation changes or if new information comes to light, it may be necessary to take additional action.

The completed documentation should be emailed to the RDA UK Safeguarding Team. Contact details can be found on MyRDA: <https://myrda.org.uk/runningyourgroup/safeguarding/>.

As a minimum, cases file will consist of:

- An incident report form
- Any conversation report forms
- Any supporting evidence or documentation
- The person's account, if it can be given.

### Incident Report Form

An incident report form should be completed for all concerns and should include, where possible, the following information:

- Full details of the person reporting the concern (and the person who expressed the original concern if different).
- Full details of the child/adult at risk.
- The nature of the concern, including dates and times of incidents, persons involved and any other relevant information.
- A description of any indicators you have noted.
- Details of the alleged perpetrator and any relevant information, including accreditation, qualifications or certifications.
- Details of witnesses to the incident, including contact details.
- Details of external agencies, if applicable, including details for the person you have spoken to (name, position and crime reference number).
- Whether the parents/guardians/carers have been contacted, including details of what information has been communicated.
- Whether anyone else has been consulted, including details.

### Conversation Report Form

A conversation report form should be completed when advice is sought from or when concerns are referred to Statutory Agencies. This will predominantly apply when the RDA UK Safeguarding Team cannot be contacted, and the concern needs to be reported immediately.

As a minimum, the conversation report form should include the following information:

- Date and time of conversation
- Details of the people involved in the conversation
- Method of communication
- Details of the child/adult at risk and Group
- Details of person you are making the referral to, including their full name, contact details and role
- Crime reference number, where applicable

## Safeguarding Policies

- Summary of the conversation
- Planned and proposed action

### Supporting Evidence

Those handling concerns on behalf of RDA UK should not take photos of bruises or injuries as this may hinder any Police investigation or legal process. Instead, using the Body Map Form, a diagram should be drawn showing the location and appearance of bruises/injuries, using as much description as possible. In this way, any actions taken will not obstruct a formal investigation.

### Case Summary

A case summary should be developed once a case is concluded, outlining the key points of each concern. This should include:

- A clear and concise overview of the concern (not including personal details).
- Details of the actions implemented.
- Key learning points and recommendations for policy changes, working practice improvements, guidance development or training.

### Who completes which documentation?

The person raising the concern does not need to complete documentation. However, notes should be recorded regarding specific details of the concern, especially where a disclosure is received from a child to ensure the details are as accurate as possible. The concern should be recorded in full by the Group Safeguarding Team or the RDA UK Safeguarding Team, depending on who the concern is reported to.

### Concern Thresholds

Concerns are categorised into threshold levels:

- **Level 1 (low threshold)** low level concerns dealt with by the Group (e.g. poor practice).
- **Level 2 (high threshold)** referrals made to Statutory Agency and/or concerns that have reputational risk to the organisation.

The threshold level is based on how and where the matter is to be handled, i.e. at Group level, escalated to the RDA UK Safeguarding Team or referred to a Statutory Agency. If you require any guidance on how to deal with a concern, RDA UK Safeguarding Team are able to provide help.

### Initial Steps

The initial steps to follow when deciding on an appropriate course of action are:

1. Receive concern in writing or verbally – ideally verbal concerns should be followed up in writing to ensure the details are noted down correctly.
2. Establish the facts, whether there were any witnesses, etc.
3. Determine the threshold level of the concern.
4. Define an appropriate course of action.
  - a) If the matter can be handled by the Group, the proposed actions can be found in Section 12.
  - b) If the matter needs to be escalated to the RDA UK Safeguarding Team, contact the team by phone (in the first instance) or by email on [safeguarding@rda.org.uk](mailto:safeguarding@rda.org.uk). Contact details can be found in Section 20.
  - c) If the matter needs to be referred to a Statutory Agency, you will need to follow the reporting procedure for your Local Authority which can be found on the Suffolk County council website:

<https://www.suffolk.gov.uk/children-families-and-learning/keeping-children-safe/reporting-a-child-at-risk-of-harm-abuse-or-neglect-safeguarding>

5. Implement proposed action.

6. Inform RDA UK Safeguarding Team of any concerns you are dealing with, by emailing [safeguarding@rda.org.uk](mailto:safeguarding@rda.org.uk). Guidance can also be sought from the team at any point in the process.

### **Action For Level 1 Concerns**

The following actions may be used when responding to Level 1 concerns.

- No further action
- Code of Conduct
- Verbal warning
- Written warning
- Disengagement of volunteering
- Disengagement of participation

This section should be considered in conjunction with RDA UK Codes of Conduct and Complaints Procedure.

Which actions will be implemented may be selected depending on the circumstances. However, these concerns should be reported to the RDA UK Safeguarding Team for information and will indicate whether there is a need to source guidance or training on a common theme.

#### **No Further Action**

Following the Group looking into a concern/allegation, it may be deemed that there are no additional steps to take. The decision to take no further action should be noted in the case summary and include the reasons for this decision.

#### **Codes of Conduct**

RDA has a Codes of Conduct which outline the expected standards of behaviour by all RDA activities. In some circumstances, it might be appropriate to share the Codes of Conduct with participants, volunteers or coaches to reinforce or remind people of the expectations. This can be done in person or by email, ensuring the recipient has read and understood the relevant code of conduct, in a way they are able to ask for clarification on points they do not understand.

#### **Verbal Warning**

A verbal warning can be given for persistent and/or severe instances of inappropriate behaviour. Ideally this should be given as soon as is practicable and issued alongside the code of conduct to reinforce the behavioural expectations of the individual. The Group Chair, Group Safeguarding Officer or other appropriate Group Representative is best placed to give a verbal warning, ensuring there is an independent witness present to act as a neutral party.

If the warning is given to a person under 18 years, then you must ensure their parent/guardian/carer, or another responsible adult is present. For those over the age of 18, then the opportunity to have another person present with them as support should be offered.

The person receiving the warning should have the opportunity to respond to the concerns if they wish. Depending on the outcome of the conversation, it may be withdrawn if appropriate at the discretion of the Group. Verbal warnings should be recorded, and confidentiality maintained throughout.

#### **Written Warning**

Repeat complaints or concerns with escalating behaviour may result in a written warning. Seriously poor behaviour may warrant a written warning without first issuing a verbal warning. The Group Chair, Group

## Safeguarding Policies

Safeguarding Officer or other appropriate Group Representative is best placed to give a written warning, ensuring there is an independent witness present to act as a neutral party.

If the warning is given to a person under 18 years, then you must ensure their parent/guardian/carer or another responsible adult is present. For those over the age of 18, then the opportunity to have another person present with them as support should be offered.

A written warning can be issued by email, ensuring you are sending this to the intended recipient, or printed on headed paper.

The person receiving the warning should have the opportunity to respond to the concerns if they wish. This discussion should remain factual, and arguments should be avoided. The warning may if appropriate be withdrawn after those discussions at the discretion of the Group. Written warnings should be recorded, and confidentiality maintained throughout.

### **Disengagement of Volunteering**

Challenging or escalating behaviour or poor practice can have a negative impact on the safety and wellbeing of the individual, demonstrating the behaviour, or others. As a result, the Group may decide to cease any volunteering work with a person with immediate effect. The Group Chair, Group Safeguarding Officer or other appropriate Group Representative should implement this action.

The steps to follow are:

1. Explain the concerns with the person's behaviour, giving examples where possible.
2. Outline the ramifications of the behaviour, e.g. the impact on the wellbeing of others or the safety risks involved.
3. Conclude with the desired outcome, either:
  - a. Explaining the required changes to behaviour and timeframe for this to take place, or,
  - b. Stating that the person will no longer be allowed to volunteer with the Group.

If the Group decide to disengage with a volunteer, this should be recorded as part of the case actions. Confidentiality should be maintained at all times.

### **Adjustments to or Withdrawal of Participation**

Similarly to poor volunteer conduct, it might be that the behaviour of a participant is negatively impacting on the safety and wellbeing of the participant and/or others. As a result, the Group may feel it appropriate to consider adjustments to the activity plan of a participant or withdraw the opportunity to be involved with activities at the Group.

The steps to follow are:

1. Carry out a risk assessment to evaluate the risks of the participant's behaviour.
2. Identify any mitigating measures the Group can take to enable the participant to continue taking part.
3. Determine if the Group can manage these measures, e.g. can the right support be offered, can the schedule be changed to accommodate individual participation, are the measures feasible, and do the group feel comfortable doing this.
4. Have a conversation with the participant, and their parent/guardian/carer if appropriate, and explain the decision.

The Group Chair, Group Safeguarding Officer or other appropriate Official should implement this action, ensuring there is an independent witness present to act as a neutral party.

Any agreed action should be recorded as part of the case actions and confidentiality maintained.

### **Action For Level 2 Concerns**

The following actions might be employed by the Safeguarding Team when responding to Level 2 concerns. These are classified as 'Disciplinary Action'. The chosen action will depend on the severity of the concern, guidance given from Statutory Agencies, if involved, and specific details of the case. The RDA UK Safeguarding Team should be notified.

- Temporary Suspension
- Referral to Statutory Agencies, as appropriate
- Internal safeguarding investigation
- Referral to criminal record organisations for harmful behaviour
- Restriction or Prohibition from attending RDA events
- Disengagement of volunteering at RDA in any capacity

#### **Temporary Suspension**

It may be deemed necessary to temporarily suspend an individual for a defined period of time whilst an investigation into the allegation is underway.

The RDA UK Safeguarding Team will conduct a risk assessment to consider the need to temporarily suspend a person based on the concern details, the risk to vulnerable people, any measures which can be accommodated for (e.g. change of roles/responsibilities) and/or advice from Statutory Agencies, when involved.

The decision will be communicated to the individual by formal letter. This letter may be posted to a known address or emailed to the individual, after confirming the correct recipient email address.

#### **Referral to Statutory Agencies**

Where a child or adult at risk has been harmed or is at significant risk of harm, the concern will be reported to the relevant Statutory Agency, following the reporting procedures of the Local Authority.

Where an adult at risk is involved, the adult should be included in this discussion and their views on what they would like to happen sought, before making a referral. However, if you feel a referral should still be made and you do not have consent from the adult at risk, then you need to make this clear to Adult Social Care.

Any action taken after this referral has been made will be based on advice and direction given by the relevant Statutory Agency.

#### **Internal Safeguarding Investigation**

It may be necessary to carry out a full safeguarding investigation and disciplinary hearing when a concern has been raised in respect of safeguarding children or adults at risk. This could be in relation to abusive behaviour, abuse or position of trust matters. The Complaints Procedure (available on MyRDA, under Policies) should be followed and the BEF Case Management Team consulted, where necessary.

The outcome of an internal safeguarding investigation will include determining the appropriate course of action to take.

#### **Referral to Criminal Record Organisations**

Following the conclusion of an investigation, RDA UK has a duty to refer any harmful behaviour of an alleged perpetrator to the Disclosure & Barring Services (DBS) for England and Wales.

#### **Restriction or Prohibition from attending RDA events**

## Safeguarding Policies

RDA Woodbridge & District Group reserves the right to restrict and/or prohibit attendance by a person considered to be unsuitable at any of its activities and operations. Reasons could include, but are not limited to:

- Someone who is convicted of offences against children, e.g. required to sign the Sex Offenders Register.
- Someone who continually demonstrates poor behaviour which may be detrimental to others.
- Someone whose behaviour is deemed to impact negatively on the efficient and safe running of an event, including:
  - Physical or verbal violence
  - Inappropriate language
  - Bullying
  - Disruptive behaviour
  - Drunkenness
  - Stealing
  - Sexually inappropriate behaviour or actions
  - Discrimination
  - Taking or selling illegal substances
  - Criminal behaviour

Where it is felt necessary to restrict or prohibit an individual's attendance at events, the individual will be politely asked to leave the event and to refrain from attending future events. This will then be followed up in writing within 7 days. The restriction applies to the person in question and does not extend to other participants, family members or relatives.

### **Disengagement of volunteering at RDA in any capacity**

The Group may decide based on its own investigation or advice from the RDA UK Safeguarding Team or an appropriate statutory agency, to cease any volunteering work with a person with immediate effect. The Group Chair, Group Safeguarding Officer or other appropriate Group Representative should implement this action.

The steps to follow are:

1. Explain the concerns with the person's behaviour, giving examples where possible.
2. Outline the ramifications of the behaviour, e.g. the impact on the wellbeing of others or the safety risks involved.
3. Conclude with the stating that the person will no longer be allowed to volunteer with the Group or wider RDA UK organisation.

If the Group decide to disengage with a volunteer, this should be recorded as part of the case actions and the RDA UK Safeguarding Team informed. Confidentiality should be maintained at all times.

### **Appeals**

Anyone who is subject to disciplinary action may appeal against the decision(s) made in line with the Complaints Procedure.

### **Child Death Reviews**

If a child dies while taking part in an RDA activity, the Local Safeguarding Board may initiate a child death review. RDA UK may be asked to contribute to and support with this review. The protocol to follow in these circumstances is detailed in the statutory guidance document "Working Together to Safeguard Children (2020)". RDA UK has sought training for appropriate personnel in case of need.

## **Information Sharing and Confidentiality**

We recognise that where there are concerns about the safety of a child or adult at risk, the sharing of information in a timely and effective manner between appropriate agencies and organisations can reduce the risk of harm.

Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, and to keep the information they hold safe and secure, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.

Information should be shared on a strict need to know basis and should remain confidential as far as is practicable. While complete confidentiality cannot be guaranteed due to the duty of care in safeguarding against abuse, any concerns of harm must be promptly reported and measures taken to safeguard the person from further harm.

RDA UK reserves the right to investigate any safeguarding concern and/or to make a referral to the appropriate Statutory Agency, as required. The priority is always the welfare of the person at risk.

Information may be shared with the following people, where appropriate:

- Group Safeguarding Team
- The parent/guardian of the child/adult at risk (where appropriate and only if it will not harm the child/adult at risk to do so)
- The person making the allegation (where appropriate and only with information they need to know)
- RDA UK Safeguarding Team
- The BEF and its Member Bodies (where the person of concern is involved in other organisations)
- Statutory Agencies, including: Police, Children or Adult's Social Care or Social Work Services, LADO, MASH Team, etc.
- BEF Case Management Group and designated officers within RDA UK.
- Legal advisors of RDA UK, the BEF or its Member Bodies.

Parents, guardians or carers are entitled to be informed of any concerns raised about their child or adult at risk, regardless of the situation. This information should be communicated by the Group Safeguarding Officer or another designated person. However, if disclosing this information to the parents, guardians or carers poses a potential risk of further harm to the child or adult at risk, it must first be referred to the Group Safeguarding Team and/or the RDA UK Safeguarding Team for assessment before being shared. In cases where there is an immediate risk of harm, it is crucial to inform the Police or Social Care immediately, who will determine the appropriateness of notifying parents, guardians or carers.

### **Confidentiality & Data Protection**

RDA groups must comply with data protection legislation with regards to the use and storage of personal information. Therefore, all personal data should be treated in accordance with the six principles specified in the legislation. These principles relate to:

1. Lawfulness, fairness and transparency
2. Purpose limitation
3. Data minimisation
4. Accuracy
5. Storage limitation
6. Integrity and confidentiality
7. Accountability

Please refer to the Group's Privacy and GDPR policy for further information.

## SUPPORTING DOCUMENTS

### RDA Woodbridge & District Group Policies

- Code of Conduct
- Policy for the Prevention of Extremism and Terrorism
- Privacy and GDPR Policy
- Social Media Policy
- Volunteering Policy

### External References

- [BEF Safeguarding](#)
- RDA UK [Complaints Policy](#)
- [Keeping Children Safe in Education \(2025\)](#)
- RDA UK [Online Safety Guide for Children & Young People](#)
- RDA UK [Safeguarding Resource Library](#)
- RDA UK [Whistleblowing Policy](#)
- [Working Together to Safeguard Children](#)

## USEFUL CONTACTS

### Safeguarding Officer

Sharon Waldron

Telephone: **07752 631108**

email: [safeguarding@rdawoodbridge.org.uk](mailto:safeguarding@rdawoodbridge.org.uk)

### RDA National Office

Lynda Whittaker (National Safeguarding Lead)

Tel: **01926 476302**

email: [safeguarding@rda.org.uk](mailto:safeguarding@rda.org.uk)

Stef Brazier (Safeguarding Officer)

Tel: **01926 476302**

email: [sbrazier@rda.org.uk](mailto:sbrazier@rda.org.uk)

### Other Contacts

NSPCC 24-hour emergency helpline: 0808 800 5000

**Suffolk Social Services** (Customer First) **0800 917 1109** (NOT 24 hours)

<https://www.suffolk.gov.uk/care-and-support-for-adults/how-social-care-canhelp/contact-adult-social-care>

**Suffolk Multi-Agency Safeguarding Hub** (MASH) **0345 606 1499** or report online at

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/report-abuse-of-an-adult>

**Suffolk Local Safeguarding Partnership** [www.suffolksp.org.uk](http://www.suffolksp.org.uk)

Childline 0800 1111

### SAFEGUARDING INCIDENT REPORTING FORM

This form must be completed where a Member Group is concerned about an incident involving a child or vulnerable person. It must be completed as soon as possible after the incident that causes concern and must be passed on to the relevant Authority i.e. RDA National Office, Children’s Social Care Department, The Police (in Scotland The Social Work Department, The Police or The Reporter).

**Make sure you keep a copy.**

|   |                     |
|---|---------------------|
| Name of child / vulnerable adult  |                     |
| Age and date of birth   |                     |
| Disability  | Any special factors |
| Parent’s/carer’s name(s)  |                     |
| Home address (and phone number)   |                     |
| Are you reporting your own concerns or passing on those of somebody else? Give details of that person including contact phone number and date this person advised you of their concerns/incident. |                     |

Safeguarding Policies

|  |  |
|--|--|
| <p>Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.</p> <p><b><i>* Continue on a separate sheet of paper if required and attached securely to this form</i></b></p> |  |
| <p>Any physical signs?</p> <p>Behavioural signs?</p> <p>Indirect signs?</p>  |  |
| <p>Have you spoken to the child / vulnerable adult?</p> <p>If so, what was said?</p>   |  |
| <p>Have you spoken to the parent(s)/carer(s)?</p> <p>If so, what was said?</p>   |  |
| <p>Has anybody been alleged to be the abuser? If so, give details.</p>   |  |

Safeguarding Policies

|  |                      |
|--|----------------------|
| <p>Have you consulted anybody else? Give details.</p>                                    |                      |
| <p>Your name and position and contact telephone number.</p>                              |                      |
| <p>To whom reported and date of reporting.</p>   |                      |
| <p>Detail what action, if any, has been taken following receipt of this information.</p> |                      |
| <p>Signature</p>   | <p>Time and date</p> |

**NOTE: Confidentiality must be maintained at all times. Information must only be shared on a “need to know” basis i.e. only if it will protect the child/vulnerable adult.**

**Do not discuss this incident with anyone other than those who need to know.**

### BODY MAP

(This must be completed at time of observation)

Name of Individual:

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Date of Birth:

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Name of Staff/Coach:

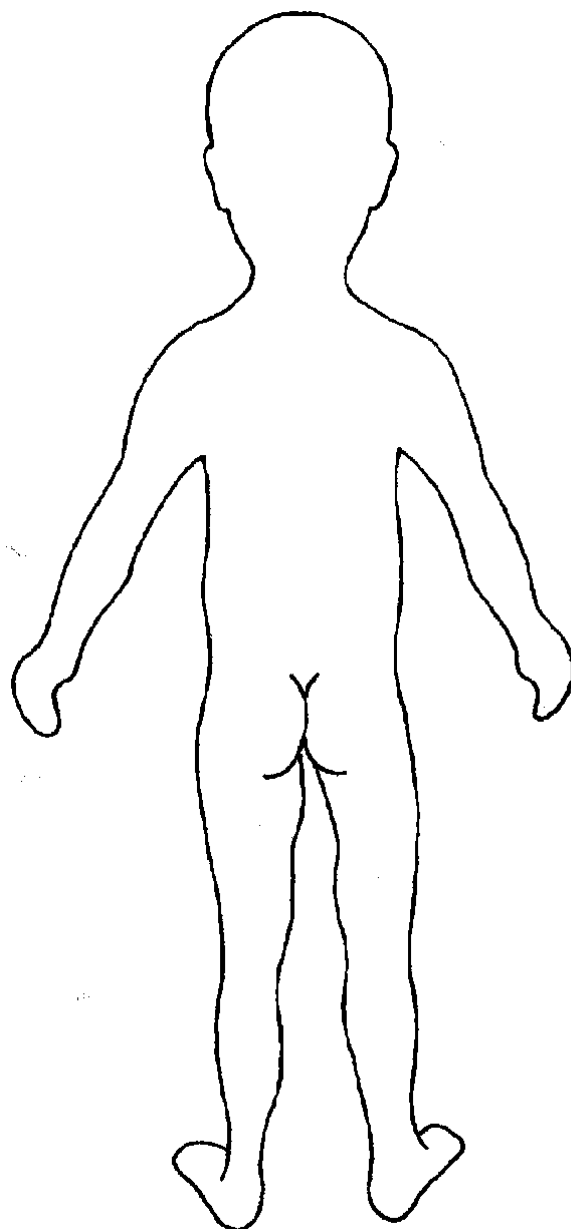
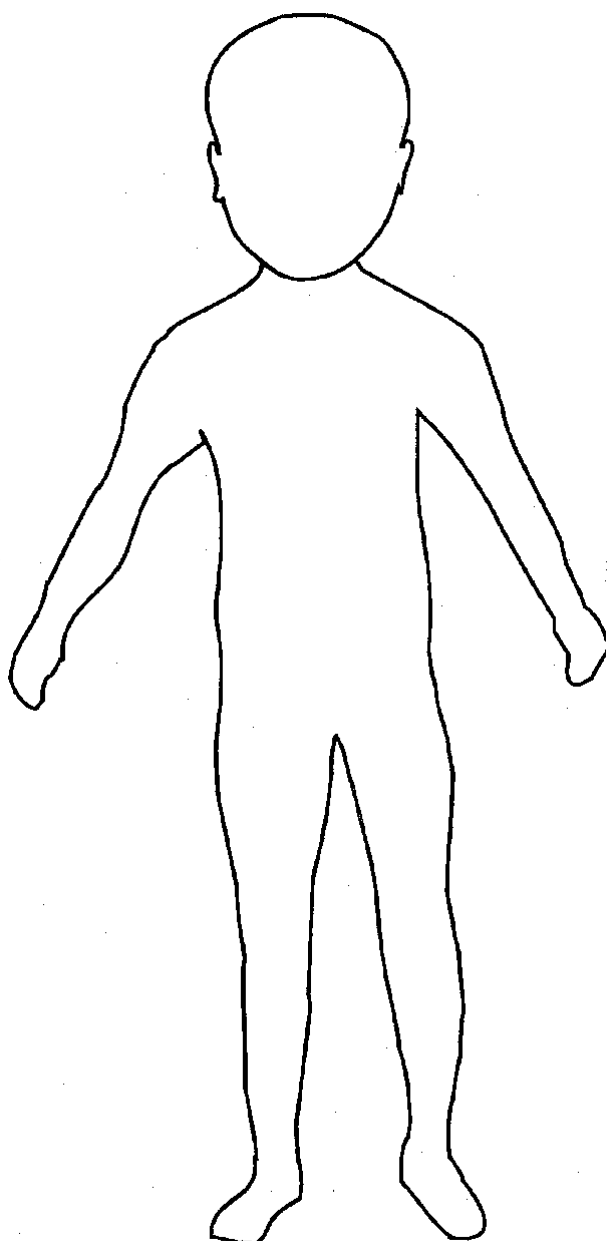
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Job title:

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Date and time of observation:

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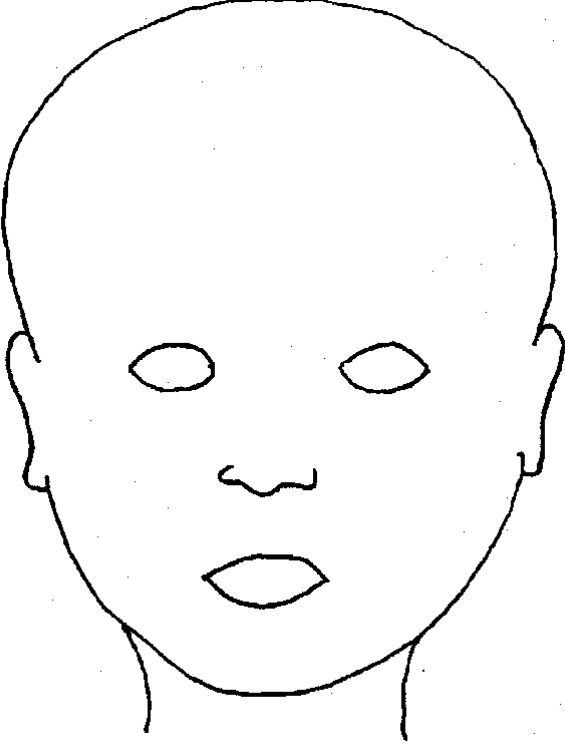
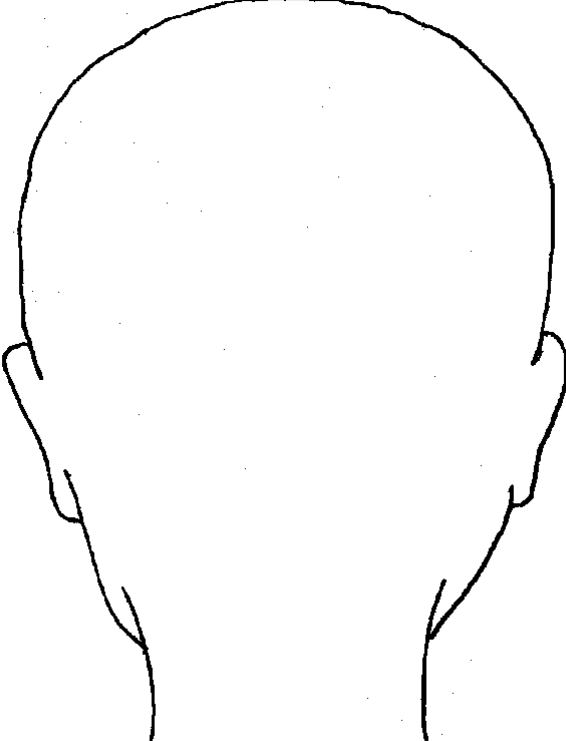
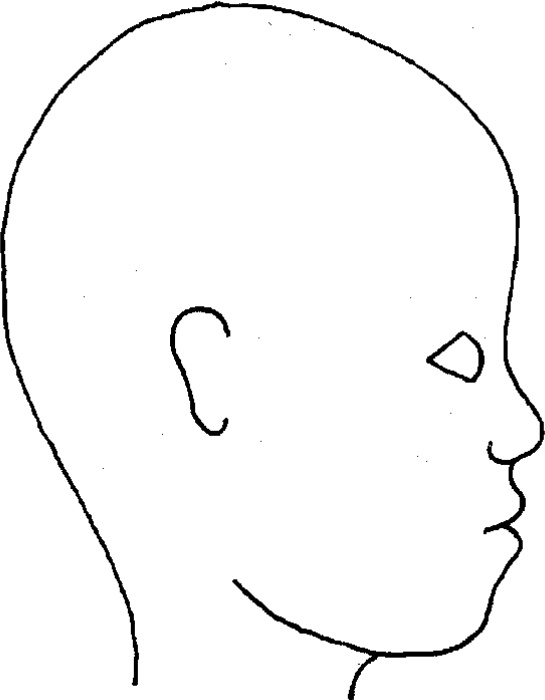
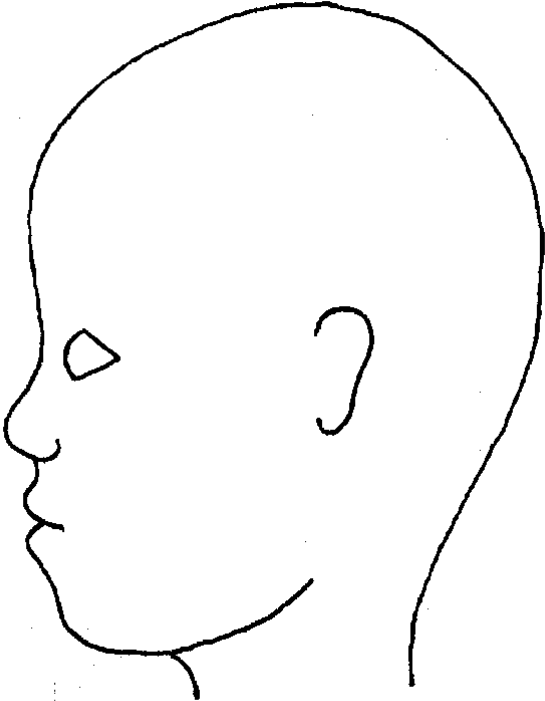


Name of Individual:

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Date and time of observation:

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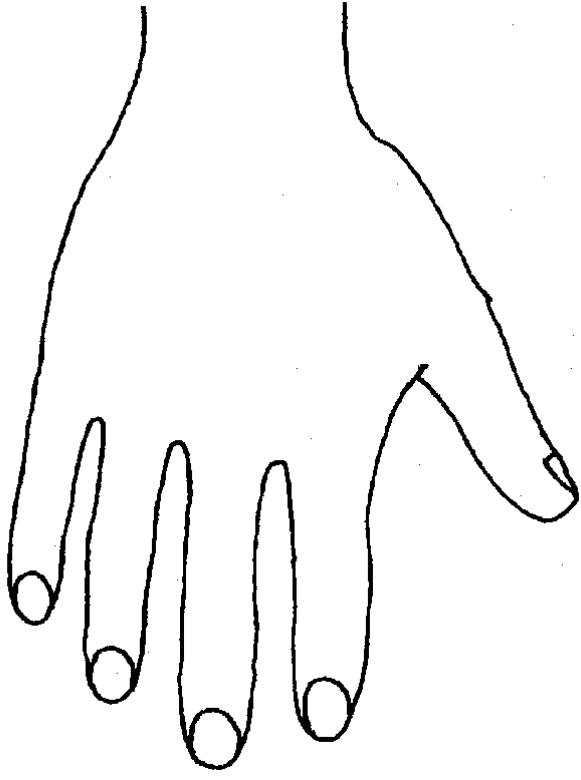
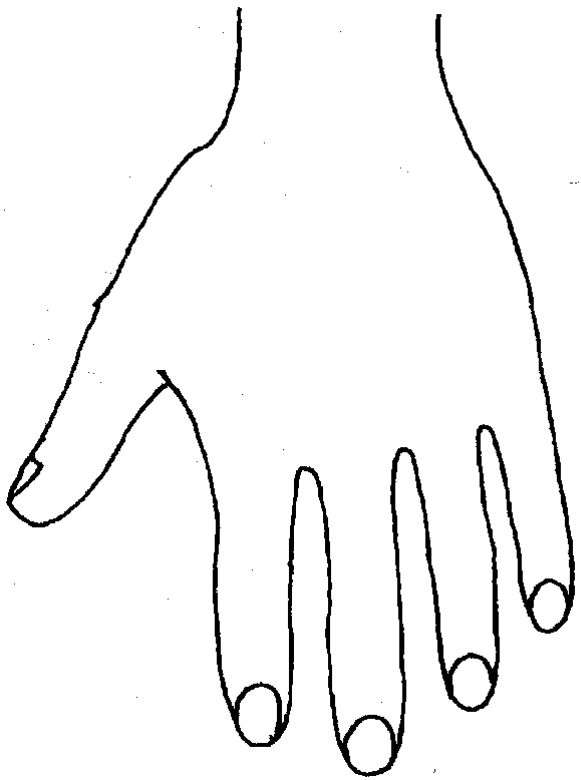
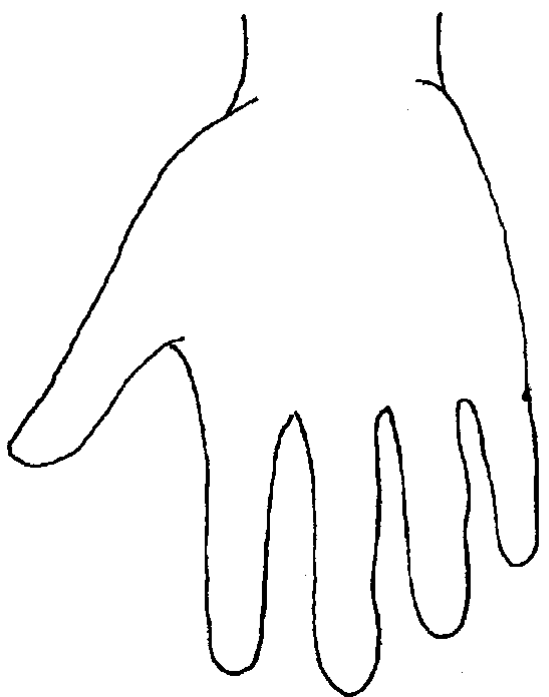

|   |  |
|---|--|
|   |   |
| <p>FRONT</p>  | <p>BACK</p>  |
|  |  |
| <p>RIGHT</p>  | <p>LEFT</p>  |

Name of individual:

.....

Date and time of observation:

.....

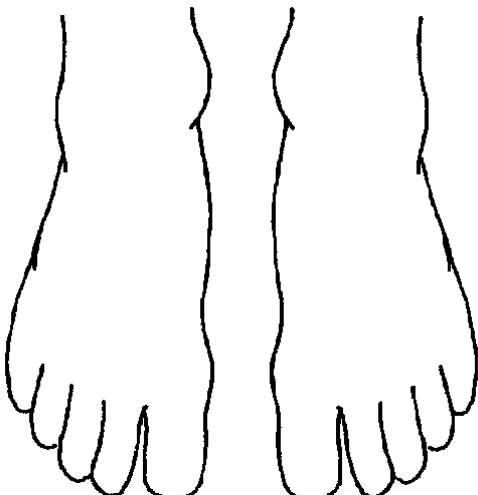
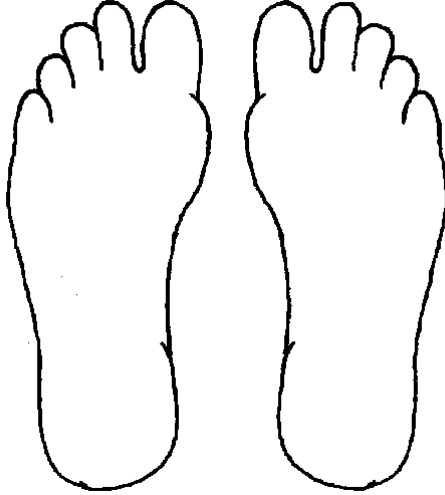
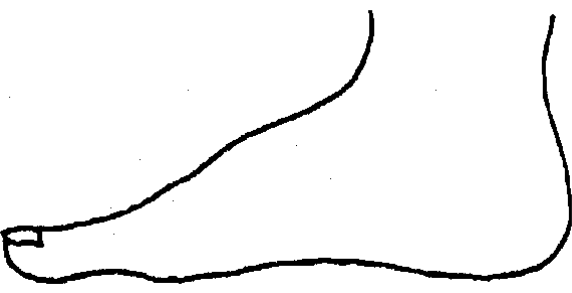
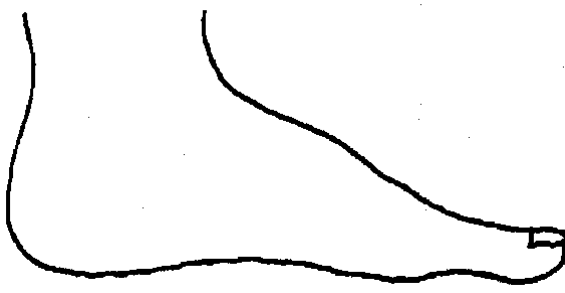


| BACK  |  |
|---|--|
|   |   |
| RIGHT   | LEFT   |
| FRONT   |  |
|  |  |
| RIGHT   | LEFT   |

Name of individual:

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Date and time of observation:

.....

| TOP   |      |  |      |
|---|------|--|------|
|    |      |    |      |
| RIGHT   | LEFT | RIGHT  | LEFT |
| INNER   |      |  |      |
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| RIGHT   |      | LEFT   |      |
| INNER   |      |  |      |
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Name of Staff/Coach:

.....

Job title/role:

.....

Signature:

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Date:

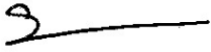
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**Review and Monitoring**

This document will be reviewed annually and updated as necessary, in line with the legal and statutory framework, to ensure it remains current and effective. Feedback from staff, volunteers and stakeholders will be considered in the review process.

**APPROVAL**

|                                 |                              |
|---------------------------------|------------------------------|
| <b>Name:</b> Kelvin Silburn     | <b>Role:</b> Trustee         |
| Signature: <i>Kevin Silburn</i> | <b>Date:</b> 5 December 2025 |

|  |                                   |
|--|-----------------------------------|
| <b>Name:</b> Sharon Waldron  | <b>Role:</b> Safeguarding Officer |
| Signature:  | <b>Date:</b> 5 December 2025      |