

CONTACT INFORMATION



If there is an immediate
threat to life call 999.

GROUP SAFEGUARDING OFFICER

Name Sharon Waldron

Contact safeguarding@rdawoodbridge.org.uk

07752 631108

FOR ADULTS AT RISK

Adults at risk will be handled by your
local **Adult Social Services**

Contact 0800 917 1109 (not 24 hours)

FOR CHILDREN & YOUNG PEOPLE

Call the **NSPCC** on 0808 800 5000

Or email help@nspcc.org.uk

RDA NATIONAL OFFICE

01926 492915

groupsupport@rda.org.uk



IF IN DOUBT SPEAK OUT

If something is
worrying you or
doesn't seem right,
make sure you
tell your Group
Safeguarding
Officer or National
Office. It's really
important that you
pass information
on as soon as
you can.

ONLINE RESOURCES

For further information and access to
RDA's Safeguarding, Whistleblowing,
and E-safety policies & procedures, and
our Code of Conduct go to myrda.org.uk

LEARN MORE

Interested in learning
more about safeguarding?
Take our e-learning course
rda-learning.org.uk



AN INTRODUCTION TO

SAFEGUARDING IN RDA



Safeguarding means protecting adults at risk, children and young people from harm, abuse or neglect. Working together, we can make RDA a safe place – with everyone's wellbeing at the forefront of all we do.

10 GOLDEN RULES OF SAFEGUARDING

1 Safeguarding is for all of us – it's there to keep you and our participants safe.

2 In all areas of life, including RDA, individuals can and do share information about safeguarding issues (a disclosure) which we must act on.

3 Make sure you know who your Group Safeguarding Officer is, and how to contact them.

4 Pass on any concerns you have to your Group Safeguarding Officer, however small they may seem.

5 Ensure you've read and understood your group's Safeguarding Policy.

6 Ensure you are always with someone else or in sight and hearing of others when you are

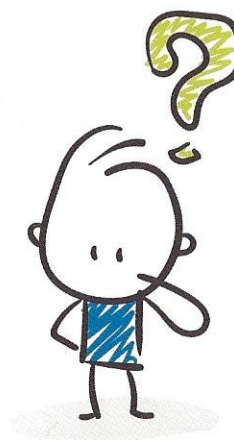
with a child, young person or adult at risk.

7 Only make physical contact with others when absolutely necessary or specifically requested to do so. Always seek permission first.

8 Keep yourself safe online, and make sure all online interactions are appropriate. As an adult it is not appropriate to have social media friendships with a child, young person or adult at risk.

9 If you have to communicate online with a child, young person or adult at risk, make sure a third responsible person is always included in all messages.

10 Treat everyone equally, with respect and dignity.



HOW TO DEAL WITH A SAFEGUARDING CONCERN...

'NO ACTION' IS NOT AN OPTION

You **MUST** act on any concerns, either made directly to you or from things you've noticed. If something seems wrong, pass it on.

• LISTEN

If someone confides in you, let them talk and don't interrupt. Do this in a safe place where you can be seen but not overheard as information is confidential.

• PASS IT ON

Tell them you can't keep it a secret and must pass it on.

• ACT FAST

Don't delay acting on the information or concern. Take immediate action.

• TELL SOMEONE

Tell the Group Safeguarding Officer, or if they're not available choose one responsible adult at the group.

• BE DISCREET

Safeguarding concerns are confidential and should not be discussed between others within the group. Only tell the Group Safeguarding Officer or one responsible adult.

• WRITE IT DOWN

Write down exactly what was said to you in their exact words before you forget, as you'll be asked for a report of the information provided (disclosure). Make sure you sign it and include the date and time.



TERMS WE USE

'Children and young people' are those aged under 18.

'Adults at risk' are over 18 but have additional care or support needs.

'A disclosure' is when someone tells you about something personal that has affected them, such as abuse.

