

Rotherham Underground fully recognises its responsibilities in relation to child protection and the safeguarding of children and vulnerable adults.

Our policy applies to all staff, trustees and volunteers working on company premises and in outreach settings. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children and vulnerable adults.
- Raising awareness of child protection issues, safety of vulnerable adults and equipping children and vulnerable adults with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting children and vulnerable adults who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe atmosphere and environment in which children and vulnerable adults can learn and develop.

We recognise that because of the regular contact with children and vulnerable adults, staff are sometimes well placed to observe the outward signs of abuse. The organisation will therefore:

- establish and maintain an atmosphere where children and vulnerable adults feel secure, are encouraged to talk, and are listened to
- ensure that staff undertake safeguarding training at 3 yearly intervals at most

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DfE to:

- ensure we have a designated staff member for safeguarding who has received appropriate training and support for this role (Safeguarding Officer)
- ensure we have a nominated board member/trustee responsible for safeguarding
- ensure every member of staff (including temporary staff and volunteers) and every board member/trustee knows the name of the designated senior person responsible for safeguarding and their role
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person for safeguarding
- keep written records of concerns about children and vulnerable adults, even where there is no need to refer the matter immediately, ensuring that all records are kept securely in locked locations
- immediately inform the safeguarding officer, where an allegation is made against a member of staff or volunteer
- immediately inform the Chair of the Board where an allegation is made against the safeguarding officer
- ensure safe recruitment practices are always followed.

## Policy for **SAFEGUARDING**

We recognise that children and vulnerable adults who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame.

The company will endeavour to support the pupil through:

- the content of its work
- the company's ethos which promotes a positive, supportive and secure atmosphere and gives pupils a sense of being valued

In order to comply with the Children's Act 2002, Children and Families act 2014 and amendments to these, the organisation will do the following:

- Ensure that all staff and volunteers working with children below the age of 9 years have disclosed to the Safeguarding Officer if they may be unsuitable for work with children by association (ie co-habitation or close relationship).
- The Safeguarding Officer and Company Trustees will make the decision based on suitability of the above persons, if any, taking into account any risks associated with the people involved.
- The organisation shall provide DBS numbers for all staff and volunteers working unsupervised with children and vulnerable adults to any agency or organisation with which it is contracted to work with children or vulnerable adults upon asking.
- The organisation shall provide a written statement to any agency or organisation with whom it is contracted to work with children or vulnerable adults that it has checked staff and volunteers for suitability to undertake that work, including by association, as defined in the amendments to the Children's Act 2002 and the Children and Families act 2014.

The Designated Staff Member for safeguarding in Rotherham Underground is:

**Craig Roberts**

The Nominated Board Member for safeguarding in Rotherham Underground is:

XXXXXXXX

December 2017

Review date: December 2018

## Guidance for all staff and volunteers at Rotherham Underground

# Receive Reassure React Record Refer Reflect

## Receive

Listen to what is being said, without shock or disbelief. Accept what is said. Take notes.

## Reassure

Reassure the person, but only so far as is honest and reliable. Don't make promises you may not be able to keep, e.g. "Everything will be alright now".

**Do** reassure and alleviate guilt, if the person refers to it, e.g. "You are not to blame" or "You are not the only young person this has happened to".

However, ensure that you **do not** compromise confidentiality.

## React

React to the person only as far as is necessary for you to be able to refer the matter, don't 'interrogate' for full detail. It is not your duty to investigate.

**Do not** ask leading questions, e.g. "What did he do next?" or "Where did he touch you?"

**Do** ask open questions like "Anything else to tell me?"

**Do not** ask the pupil to repeat it all for another member of staff. Do not criticise the alleged perpetrator; the pupil may love him/ her .

**Do not** promise confidentiality. Explain that you have to tell the Safeguarding Officer, who will decide what to do next.

## Record

Make a record of what is said at the time. Do not destroy any original notes in case the courts require them.

Record the date, place and any non-verbal behaviour, e.g. aggressive, fearful, anxious.

Include the person's name, age and ethnicity.

Note down the position of any bruising.

Record statements and observable things rather than your interpretations or assumptions.

## Refer

Refer **IMMEDIATELY** to Safeguarding Officer. **DO NOT** leave overnight.

## Reflect

Ask yourself if you have done everything you can within your role. Refer any remaining concerns to the Safeguarding Officer, e.g. any knowledge of siblings or previous contacts with parents or other family members.