

If you have a concern about a child, young person and/or adult at risk of abuse's safety and wellbeing:

- **Record the concerns and any conversations with them and their parents or guardians. The written record must be dated and signed. Use the pro forma in the appendix of this document.**
- **Report the concerns to the RAS Designated Safeguarding Officer (DSO) immediately, who will then deal appropriately with your concern.**

In an emergency (where a child, young person and/or adult at risk of abuse is at immediate risk of harm) contact:

- **the Police (999); or**
- **Westminster Multi Agency Safeguarding Hub (MASH) directly (020 7641 4000) for children; or**
- **Safeguarding Adults Westminster directly (020 7641 2176) for adults.**

Inform the DSO of the action you have taken and why.

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Incident or cause for concern reporting pro forma

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1. Introduction: Our safeguarding policy

The Royal Astronomical Society (RAS) aims to bring astronomy, geophysics and other closely related branches of science to life for a range of audiences, but especially for children and young adults. The RAS via various public engagement and educational activities aims to inspire future generations to do Science, Technology, Engineering and Mathematics (STEM) subjects. This policy applies to all staff, Fellows and representatives of the RAS. This includes senior managers, Council members and trustees, paid staff, unpaid employees, casual workers, volunteers, students, sessional workers, agency staff and anyone working on behalf of the RAS for events either hosted by the RAS, or in which the RAS participate, such as the National Astronomy Meeting.

The purpose of this policy is:

1. To protect children, young people and adults at risk of abuse who receive any RAS services, including the children of adults who use our services.
2. To provide staff, Fellows and volunteers with the overarching principles and procedures that guide our approach to safeguarding and child protection.
3. To provide staff, Fellows and volunteers who have contact with children, young people and adults at risk of abuse with guidance to protect them from potential false allegations or accusations, for example due to the misinterpretation of actions.

These guidelines give information on working with children, young people and adults at risk of abuse, and offer advice on what to do in the event that the RAS suspects a child, young person or adult at risk of abuse may be experiencing harm, or where they reasonably consider a child, young person or adult at risk of abuse may be at risk of harm.

2. Definitions of abuse and scope of this policy

A child is defined as anyone who has not reached their 18th birthday. A young person is between the ages of 16 and 18 years old. 'Children' therefore includes children and young people.

An adult at risk of abuse is someone 18 or over who is unable to care independently for themselves or unable to protect themselves against significant harm or exploitation. In some cases, the vulnerability is not permanent, but they might be at risk of abuse in some circumstances, as per the Care Act 2014. This could be due to a physical or learning disability, illness or injury or mental health issue; old age; substance addiction; self-neglect, domestic violence, domestic slavery or abuse or other reasons. It can be a temporary or a permanent condition.

Child protection is a part of safeguarding and promoting welfare, and refers to the activity that is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm.

The RAS believes that a child, young person or adult at risk of abuse should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults at risk of abuse and to keep them safe. We are committed to practise in a way that protects them.

The RAS has a responsibility to promote the welfare of all the children, young people and adults at risk of abuse with whom it comes into contact and to keep them safe. We are committed to providing educational opportunities in a way that protects them and promotes their welfare. All children, young people and adults at risk of abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm or abuse.

Abuse can occur within many situations including the home, school and other environments. Any RAS staff, Fellow or volunteer who has contact with children, young people or adults at risk of abuse can be an important link in identifying cases where they may need protection. Cases of where there are reasonable grounds to suspect abuse or where abuse is witnessed must be reported to the appropriate authorities.

Abuse can present itself in many forms. There are obvious forms of abuse such as:

- **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness.

- **Sexual abuse and exploitation**

Sexual abuse involves forcing or enticing a child, young person or adult at risk of abuse to take part in sexual activities, whether or not they are aware of what is happening, and in the case of those over 18 years of age, sexual activity that they have not given consent to, are unable to give consent to and/or are pressured into giving consent to. This doesn't have to be physical contact, it can happen online. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can children. Sexual abuse includes female genital mutilation (FGM). As of October 2015, there is a legal duty to report any concerns about female genital mutilation (FGM) in relation to under-18s to the Police or Social Services.

There are less obvious categories of abuse such as:

- **Neglect**

Neglect is the persistent failure to meet basic physical and/or psychological needs of children, young people and adults at risk of abuse, likely to result in the serious impairment of health or development. It may also include neglect of, or unresponsiveness to, basic emotional needs, causing suffering.

- **Emotional/psychological abuse**

Emotional abuse is the persistent emotional maltreatment such as to cause severe and persistent adverse effects on emotional development. It may involve conveying to children, young people or adults at risk of abuse that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving opportunities to express views, deliberately silencing them or 'making fun' of what they say or how they communicate. It includes persistent emotional ill-treatment such as shouting, swearing, humiliation, threatening with punishment, or deliberately denying religious, racial or cultural needs causing children, young people and adults at risk of abuse to feel frightened or in danger, which may make them nervous or withdrawn.

Some level of emotional abuse is involved in all types of maltreatment, although emotional abuse may occur alone. It is fully acknowledged that it may be more difficult to identify emotional or psychological abuse.

- **Discriminatory abuse**

Discrimination demonstrated on any grounds including sex, race, colour, language, culture, religion, politics or sexual orientation; discrimination that is based on a person's age or disability; harassment and slurs that are degrading, or hate crime.

- **Financial abuse**

Where children, young people or adults at risk of abuse are subjected to the theft or misuse of money, possessions, property or other goods.

- **Domestic violence**

Any incident of threatening behaviour, violence or abuse between those aged 16 years and above who are or have been intimate partners, or are family members, regardless of gender or sexuality.

3. Recognising abuse

All abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgement regarding the appropriate action to take. The effects of abuse can be damaging and, if ignored, they may follow a person throughout their life.

Recognising abuse is not always easy and it is not the responsibility of staff, Fellows or volunteers to decide whether or not abuse has taken place or if a child, young person or adult at risk of abuse is at significant risk. However, staff, Fellows and volunteers do have a responsibility to report promptly if they have any concerns.

Indicators of abuse

Indications that a child, young person or adult at risk of abuse may be experiencing abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation by both the child, young person and/or adult at risk and/or their parent or carer seems inconsistent;
- Fear of parents or carers being approached about such injuries;
- Reluctance to get changed, e.g. wearing long sleeves in hot weather;
- Describing what appears to be an abusive act involving themselves;
- Flinching when touched or approached;
- Someone else (a child or adult) expresses concern about the welfare of another child, young person or adult at risk of abuse;
- Fear of being left with a specific person;
- Becoming increasingly dirty/smelly and unkempt;
- Displaying variations in eating patterns including overeating or loss of appetite;
- Losing weight for no apparent reason;
- Being prevented from socialising with other children, young people or adults;
- Engaging in sexually explicit behaviour;
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper);
- Sudden loss of assets, property or money;
- Inappropriate sexual awareness;
- A failure to grow and thrive;
- Difficulty in making friends.

This list is not exhaustive. Many children, young people or adults at risk of abuse will exhibit some of these indicators at some time and the presence of one or more of the indicators is not proof that abuse is actually taking place.

It is crucial to note that this is a process of observation only and that at no point should any person working on behalf of the RAS feel that they should be actively seeking out abuse or an abuser. The responsibility of everyone working on behalf of the RAS is to ensure that if they have concerns about the welfare of a child, young person or adult at risk of abuse, they report it and never assume that others will do it.

4. Policy implementation and checks

The following activities are just some of the events covered by this policy: work experience, voluntary activities undertaken by staff or Fellows in their own time without any recompense from the RAS but while representing the RAS, public lectures, public events such as open days, children on-site accompanied by parents, programmes with children in education, programmes with individuals with additional educational/behavioural needs, STEM ambassadors, school visits, online events, communications involving social media, travelling to events, events held at off-site locations, overnight events, the recruitment process, ad hoc interactions and any other events/interactions that the RAS either hosts, organises or is a participant in.

All RAS staff, Fellows and volunteers should adhere to the practices laid out in this policy when interacting with children, young people or adults at risk of abuse through the RAS.

Safeguarding is a term which is broader than 'protection' and relates to actions that are taken to promote welfare and also protects against harm.

Getting checked

Checks are carried out through the Disclosure and Barring Service (the 'DBS').

Only certain staff/volunteers/Fellows taking part in or organising activities on behalf of the RAS need to be subject to DBS Checks, even where they come into contact with children, young people or adults at risk of abuse. DBS Checks are only required if the work/volunteering involves regular and/or unsupervised contact with children, young people or adults at risk of abuse.

When carrying out activities for the RAS, staff, Fellows and volunteers should:

- Ensure that there is sufficient supervision of everyone involved with running the activity so that no one without a valid DBS check is ever left alone with any child, young person or adult at risk of abuse;
- Even if individuals are known to have had checks, maintain a safeguarding culture so all attendees avoid being left alone with a child, young person or adult at risk of abuse and be vigilant for inappropriate behaviour; and
- At events where STEM Ambassadors are present, ensure that the STEM Ambassadors photo ID card is seen and recorded (name, number and expiry date) as part of the activity risk assessment by the ultimate supervisor and/or evidence of the person's current employment with the RAS where relevant.

Portable checks from other organisations

Where a member or other person involved in running an activity has a DBS check from an organisation other than STEM Learning (e.g. a school at which they teach), then this can only be accepted if it was carried out within the previous three months and proof of identity (e.g. passport) and the results of the DBS check are shown to the nominated member and recorded in the risk assessment. Alternatively, where the member or other person confirms that they have registered for portable updates of their DBS check, consent should be sought from the individual to carry out an online update.

5. Legal framework and national differences

This policy is based on documents written by the NSPCC and Institute of Physics, which have been drawn up on the basis of law and guidance that seeks to protect children, young people and adults at risk of abuse, namely:

- Children Act 1989;
- United Convention of the Rights of the Child 1989;
- Data Protection Act 1998;
- Human Rights Act 1998;
- Sexual Offences Act 2003;
- Children Act 2004;
- Safeguarding Vulnerable Groups Act 2006;
- Protection of Vulnerable Groups (Scotland) 2007;
- The Equality Act 2010;
- Protection of Freedoms Act 2012;
- Children and Families Act 2014;
- The Care Act 2014, Adult safeguarding: sharing information 2014, Care and Support Statutory Guidance 2014, The Care and Support Statutory Guidance;
- Special educational needs and disability (SEND) code of practice: 0-25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014;

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015;
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015;
- The Prevent duty: for schools and childcare providers; HM Government 2015. The Prevent duty highlights protecting children from the risk of radicalisation and should be seen as part of the RAS's wider safeguarding duties;
- Keeping children safe in education; HM Government 2016;
- Grooming within organisations – how to keep children safe; HM Government 2016;
- The Serious Crime Act 2015 (Commencement No. 6) Regulations 2017.

This policy should be read alongside other RAS policies such as the Code of Conduct and the Diversity, Equality and Inclusion policy.

The new DBS Checks only apply to England and Wales. Different rules remain in place for activities taking place in Scotland, Northern Ireland and the Republic of Ireland but in all other respects the RAS's general policy remains the same.

For further information about the national differences within the UK please see:

- *STEM Learning*

For more information on the scheme, and to start the process of becoming a STEM Ambassador, go to <http://www.stemnet.org.uk/content/ambassadors>

- *Scotland*

For more information on applicable checks see <http://www.disclosurescotland.co.uk/>

- *Northern Ireland*

For more information on applicable checks see <http://www.dojni.gov.uk/accessni>

- *Garda Central Vetting Unit*

For more information on obtaining an appropriate check see <http://www.garda.ie/Controller.aspx?Page=1535>

6. Safeguarding: Keeping children, young people and adults at risk of abuse safe

We recognise that:

1. The welfare of the child, young person and/or adult at risk of abuse is paramount, as enshrined in the Acts outlined in section 5.
2. All children, young people and adults at risk of abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
3. Some children, young people and adults at risk of abuse are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
4. Working in partnerships with children, young people and adults at risk of abuse, parents, carers and other agencies is essential in promoting welfare.

We will seek to keep children, young people and adults at risk of abuse safe by:

- Risk assessing all activities involving children, young people and adults at risk of abuse.
- Valuing them, listening to them and respecting them.
- Providing appropriate educational activities.
- Ensuring that the safeguarding policy is communicated to staff/volunteers/Fellows/Trustees/parents/carers and procedure is adhered to.

- Appointing a Designated Safeguarding Officer (DSO) and ensuring they are relevantly trained to undertake that role.
- Adopting child and adult protection and safeguarding practices through procedures and a code of conduct for staff, Fellows and volunteers.
- Ensuring acceptable and professional use of ICT systems and services and social media.
- Developing and implementing effective e-safety policy and related procedures.
- Ensuring that Safety, Health and Environment (SHE) policies are communicated and adhered to.
- Providing effective management for staff, Fellows and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and in line with data protection legislation, and sharing information about safeguarding and best practice with children, young people and adults at risk of abuse, families, staff, Fellows and volunteers via various methods including online and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with appropriate agencies, and involving children, young people and adults at risk of abuse, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff, Fellows and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure in place to help us deal effectively with any bullying that may arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people and adults at risk of abuse, staff, Fellows and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Being open and welcoming.

7. Guidance for RAS staff, Fellows and volunteers involved in interactions with children, young people and adults at risk of abuse

Staff, Fellows and volunteers who do not adhere to this policy will be subject to disciplinary procedures as laid out in the Staff Handbook and the RAS Code of Conduct.

Staff, Fellows and volunteers must inform their employer if they are disqualified from working with children under the Criminal Justice and Court Services Act.

Within the Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) Scheme, checks will not normally be required for members of staff involved in interactions with children, young people and adults at risk of abuse. DBS/PVG checks will be required for the Education, Outreach and Diversity officer. DBS/PVG checks will be required for other staff members if the Education, Outreach and Diversity officer is advised to do so for particular events/activities by the educational bodies involved, owing to particular educational or medical needs, or home of the children, young people and adults at risk of abuse.

It is impossible to describe all behaviours that should either be promoted or avoided. The following are given as some obvious examples. RAS staff, volunteers and Fellows should take a common-sense approach to both aspects. In order to safeguard children, young people and adults at risk of abuse and themselves, staff, Fellows and volunteers involved in an event or activity hosted by the RAS or in which the RAS participates **should**:

- Always put the welfare of each child, young person and adult at risk of abuse first, before the winning or achieving of other goals.
- Avoid being alone with an individual child or groups of children, young people or adults at risk of abuse. If this is not possible, suitable risk assessments must be in place and other staff members should be aware of the work taking place.
- Hold meetings with children, young people and adults at risk of abuse in an open environment. If privacy is needed then the meeting can be held in an office or conference room if that is an agreed practice, but the door should be left open where possible and other staff or volunteers should be aware that such meetings are taking place.

- Avoid any physical contact apart from when the aim is to prevent injury or to treat an injury. This includes well intentioned gestures such as putting a hand on the shoulder. Physical contact, especially if regularly repeated, could be misinterpreted by the recipient or onlookers.
- Demonstrate respect in regard to the individual's dignity.
- Maintain age and culturally appropriate relationships.
- Interact with individuals in a fair, open and honest way.
- Follow the incidents reporting procedure (detailed in this document in section 11) if any concerns are raised.
- Not engage in sexually provocative or rough physical games.
- Not allow the use of inappropriate language to go unchallenged.
- Not make sexually suggestive comments about, or to, them even in fun.
- Not reduce a child to tears as a form of control.
- Not make comments about their appearance.
- Not let any allegations go without being addressed and recorded.
- Not do things of a personal nature that the child / young person / adult at risk of abuse can do themselves.
- Not give out their personal email address, telephone number or social media details, and should not ask children, young people or adults at risk of abuse to provide their personal contact details.
- Not engage in a sexual relationship with children, young people or adults at risk of abuse, even if it is consensual. Furthermore, it is a criminal offence for an adult to engage in sexual activity with a person under the age of 18 when that adult is in a position of trust in relation to that person.
- Not take children, young people or adults at risk of abuse alone on car journeys even for short durations. If this is not possible, suitable risk assessments must be in place and other staff members should be aware of the work taking place.
- Not meet with children, young people or adults at risk of abuse outside of organised activities.
- Not invite or allow children, young people or adults at risk of abuse to stay with you at your home or other venue for 'private' events.
- Not take on a care giving or supervisory role without formal process being put in place first.
- Ensure that if any form of unusual manual or physical support is required, it is provided openly and, where appropriate, according to guidelines provided by the sport or activity's National Governing Body. Care is needed, as it is difficult to maintain hand positions when a child, young person and/or adult at risk of abuse is constantly moving. Children, young people and/or adults at risk of abuse should always be consulted and their agreement gained to such support. Some parents and carers are becoming increasingly sensitive about manual support and their views should always be considered carefully.
- Keep up-to-date with technical skills, qualifications and insurance requirements.
- Involve parents and carers wherever possible (e.g. giving the parents and carers responsibility for their child, young person and/or adult at risk of abuse in changing areas). If groups have to be supervised in places such as changing rooms, staff, Fellows and volunteers should always work in pairs.
- Ensure that if mixed gender groups are taken anywhere, they are always accompanied by a male and female member of staff and/or Fellow and/or volunteer.
- Be an excellent role model – this includes not smoking or drinking alcohol when in charge of a child, young person and/or adult at risk of abuse in any work-related environment.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of a child, young person and/or adult at risk of abuse – avoiding excessive training or competition and not pushing them against their will.
- Secure parental or carer consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with any details of treatment given.
- Keep records in a safe place and conform to the RAS's Data Protection Policy.

Promote good practice by:

- When attending externally organised events (Scouts/Guides groups, etc.) the RAS should always stipulate that the external group itself must provide the DBS checked adults and they must be present at all times.
- Ensuring parents/carers take responsibility for their own children, young people or adults at risk of abuse.
- Always putting the welfare of each child, young person or adult at risk of abuse first.
- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.

- Treating all children, young people or adults at risk of abuse equally with respect and dignity.
- Maintaining a safe and appropriate distance with the child, young person or adult at risk of abuse.
- Building balanced relationships based on mutual trust and empowering children, young people or adults at risk of abuse to share in decision making.
- Making astronomy and geophysics fun and enjoyable.
- Ensuring that if any form of manual/physical support (such as at a telescope) is required, it should be provided openly and the child, young person or adult at risk of abuse and parent/carer must always be consulted and their agreement gained.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children, young people or adults at risk of abuse.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children, young people or adults at risk of abuse and not ‘pushing’ them against their will.
- Keeping a written record of any injury that occurs, along with details of any treatment given.

Non-acceptable practices

The following practices are not acceptable:

- Engaging in rough, physical or sexually provocative games, including horseplay;
- Sleeping in the same room as children, young people or adults at risk of abuse;
- Allowing or engaging in any form of inappropriate touching;
- Allowing children, young people or adults at risk of abuse to use inappropriate language unchallenged;
- Making sexually suggestive comments to children, young people or adults at risk of abuse, even in fun;
- Reducing children, young people or adults at risk of abuse to tears as a form of control;
- Allowing allegations made by children, young people or adults at risk of abuse to go unchallenged, unrecorded or not acted upon;
- Doing things of a personal and intimate nature for children, young people or adults at risk of abuse that they can do for themselves;
- Taking children, young people or adults at risk of abuse to the member of staff/member’s/volunteer’s home unchaperoned;
- Transporting children, young people or adults at risk of abuse unchaperoned;
- Applying sun cream to children, young people or adults at risk of abuse;
- Administering medication to children, young people or adults at risk of abuse unless specifically trained and approved to do so; and
- Taking children, young people or adults at risk of abuse to the toilet unchaperoned.

The above guidance should not be considered exhaustive and more detailed guidance may be required for specific posts/activities. If staff or Fellows have any concerns regarding the appropriateness of any practice/action, they should contact the Designated Safeguarding Officer. Volunteers should consult their volunteer co-ordinator.

It may sometimes be necessary for staff, Fellows or volunteers to do things of a personal nature for children, young people or adults at risk of abuse, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of the parents and carers and, where possible, the children, young people or adults at risk of abuse for whom the task is being carried out.

There is a need to be responsive to a person’s reactions. If a person is fully dependent on a member of staff, Fellow or volunteer, they should talk to the children, young people or adults at risk of abuse about what they are doing and offer choices where possible. This is particularly the case when any dressing or undressing is involved, or where there is physical contact, lifting or assisting of children, young people or adults at risk of abuse to carry out particular activities. Staff, Fellows and volunteers should avoid taking responsibility for tasks for which they are not trained appropriately.

There may be instances where the children, young people or adults at risk of abuse are unable to understand the situation or unable to make choices, particularly in the case of young and/or disabled children, young people or

adults at risk of abuse. In such cases the parents/carers of the children, young people or adults at risk of abuse should be consulted in advance to make them aware of, and gain their consent for, any activities to be carried out.

If any of the following incidents occur, staff, Fellows and volunteers must report them immediately to another colleague and must record the details fully. Where necessary, parents/carers should also be informed of the incident in the following circumstances:

- If a member of staff, Fellow or volunteer hurts a child, young person or adult at risk of abuse accidentally;
- If a child, young person or adult at risk of abuse seems distressed in any way;
- If a child, young person or adult at risk of abuse appears to be sexually aroused by a member of staff's or Fellow's or volunteer's actions; and/or
- If a child, young person or adult at risk of abuse misunderstands or misinterprets something a member of staff or Fellow or volunteer has done.

8. On- and off-site visits and activities

Children on-site

Typically, children are not allowed on-site unless accompanied by a responsible adult (parent/guardian/carer/teacher/group leader).

Use of facilities

Children, young people and adult at risk of abuse will be able to use RAS facilities, including toilets, provided that appropriate site-specific safeguarding procedures are in place. Prior to any events taking place, a risk assessment will be conducted, which includes use of facilities.

It will not always be possible to reserve facilities for the sole use of children, young people and adults at risk of abuse.

Children, young people and adults at risk of abuse will be informed in advance of the facilities that are in shared use. Staff will be encouraged to find alternative facilities for their own use where possible.

First aid

A fully trained First Aider should be able to assess the severity of any situation and make an informed decision regarding the administration of appropriate first aid.

RAS staff, Fellows and volunteers should take a common-sense approach to the administration of first aid to children, young people and adults at risk of abuse. Example: If parents/guardians/carers are present, they could administer the first aid if they are competent/confident to do so – this could be with the guidance of the Society's First Aider. If the parents/carer/guardians do not feel able/willing to do so, then with their agreement, first aid should be administered.

If the parents/carers/guardians are not present, first aid should be given with the agreement of the child, young person or adult at risk of abuse. It is a point of good practice to record what had occurred and what first aid was administered.

In the event of serious injury or life-threatening situations first aid and life saving measures must be given regardless and the Emergency Services called.

In all events above, if parents/carers/guardians were not present, they should be contacted as soon as is practicable and informed of the accident and of the first aid administered.

Protection from harm

It would also be considered appropriate to 'touch' children, young people and adults at risk of abuse when in doing so would prevent harm from occurring to them. It is impossible to describe all circumstances, but an obvious example would be to physically stop a child from running into the path of an oncoming vehicle.

Placement/recruitment of children/young people/adults at risk of abuse including work experience

Before a work-experience placement occurs, the RAS will ensure that a risk assessment is carried out. A health and safety risk assessment will be undertaken for all kinds of work placement including those of an unpaid nature. A copy of this health and safety risk assessment will be provided to the appropriate parent, guardian or carer on request, as well as to the student's school. While on work-experience the student should not be left unsupervised for long periods (30 minutes for under 16s, 60 minutes for 16– to 18-year olds). Consent for the work-experience placement (including emergency medical permission) must be obtained from their parent, guardian or carer. The student will participate in an individual work-experience programme, designed to give the student a flavour of work in the RAS.

Within the Disclosure and Barring Service (DBS) or Protecting Vulnerable Groups (PVG) Scheme, checks will not normally be required for members of staff supervising work-experience students. DBS/PVG checks should be in place for those supervising the scheme. DBS/PVG checks will also be required if the placement involves frequent or prolonged time alone with the student (which will only take place in exceptional circumstances), or if the work-experience co-ordinator is advised to do so by the student's school, owing to the student's particular educational or medical needs, or home circumstances.

The RAS will obtain two emergency contact numbers for the work-experience student's parents (or carer/guardian). These details will be kept confidential. If the designated staff member is unavoidably out of office they will designate a suitable alternative member of staff (with an enhanced DBS/PVG check) and grant them access to emergency contact and medical details of the students, to act on their behalf in case of emergency. All supervisors will be notified of the arrangement.

Work-experience students receive a health and safety induction (either in person or online) at the start of their placement.

The RAS has a duty of care to safeguard children, young people and adults at risk of abuse during any placements/employment. We require all employees that come into contact with these groups of individuals ensure their safety and protection at all times by adhering to this policy and also the relevant SHE codes. This includes, for instance, employees who assume responsibility for work-experience students while the student's primary supervisor is unavailable.

The supervisor must investigate, record and report any concern or incident in line with the incident procedure detailed in this policy.

The DBS check is not compulsory for staff supervising participants aged 16–17. In the case of work experience, a DBS check will only be required if an employee's specific job description includes looking after under-16 work-experience students. Staff requested to assist or provide instruction to, or supervision of, work-experience students should be mindful of any risks associated with 'working' with students if this requires being in a one-to-one situation, either within our offices or outside.

Work-experience placements should only be organised through, or with the full knowledge of, the Executive Director.

Public and school events on-site

Children, young people and adults at risk of abuse remain the responsibility of their accompanying adult at all times throughout the event. In general, children are not allowed on-site unaccompanied by a responsible adult (parent/guardian/carer/teacher/group leader). To allow an unaccompanied child on-site (RAS staff members being formally responsible for the child, *in loco parentis*) there must be significant educational benefit in the child

attending independently, and additional safeguarding measures must be in line with those recommended by government / local authority / NSPCC as appropriate (these should be specified in a risk assessment with specific reference to acting *in loco parentis*). The RAS must obtain written permission from the child's parent/guardian/carer to act *in loco parentis*, and maintain up-to-date records of at least two emergency contact details for the child, as well as any medical or other relevant details. When there is sustained contact with a child *in loco parentis*, wider issues of the child's welfare may come into play. The incident procedure and training (in this policy) cover *in loco parentis* interactions as well.

Visitors are informed of specific health and safety issues prior to the visit – for example vehicle movement on-site, noise, walkways at height or radiation.

A health and safety briefing will be given at the start of every event with a set start time. For drop-in events, Health and Safety information will be made available at the entrance and in advance.

The RAS will request to be informed of any specific health, special or additional needs, including allergies, for the children, young people or adults at risk of abuse from the school/parent/carer that might require additional or alternative provision to be made while they are on-site, and communicate these needs to the appropriate staff. Specific, individual risk assessments for the child, young person or adult at risk of abuse will be produced as necessary.

RAS staff voluntary activities

If carrying out voluntary activities whilst representing the RAS, staff are expected to have the necessary DBS checks and will be covered by RAS Public Liability Insurance. RAS staff sometimes undertake public engagement activities at schools, clubs, etc. in their own time and not as part of the organised RAS education and outreach programme. In this case:

- Staff members should inform STEM Learning of the activity before the activity takes place if they are a registered STEM Ambassador.
- Staff members should inform the school/activity organiser if they are not a STEM Ambassador, and explicitly state they are not covered by RAS insurance and are acting in their own right.

9. Digital and photographic interactions

A RAS Fellow, staff member or volunteer should nominally never directly contact a child under the age of 14 via digital methods.

Photographic interactions

Individuals may be identifiable when a photograph is shared with personal information. This can lead to direct and indirect risks to children, young people and adults at risk of abuse when photographs are shared on websites and in publications.

The highest risks come with inappropriate photographs or recorded images that are shared with identifying information. These images can be used inappropriately when in the public domain. They can be copied, adapted and used by individuals to gain personal access to the individual.

Under this policy, the RAS is committed to the following:

- No image or video footage that shows close up faces or identifiable images of children, young people and adults at risk of abuse will be taken without the awareness of the subject.
- No image or video footage of children, young people and adults at risk of abuse that shows faces or identifiable images of children, young people and adults at risk of abuse will be taken without consultation and consent from the parent or primary carer.

- All children and young people under 16 require consent from a parent or primary carer for their image to be used for promotional purposes. Therefore, written consent must be obtained in order for the RAS to use images or video footage that shows the identifiable faces of children.
- Consent forms must be explained before being signed to ensure that parents and primary carers understand why images are being taken and what they may be used for.
- Many schools and clubs have an acceptable use policy that may not include sharing photos on social media. Therefore, no images of children, young adults or adults at risk of abuse will be used on RAS social media unless we are certain that permission has been granted for use of images on the web and social media from parents or primary carers.
- No image will be used on RAS publicity/website/social media that identifies the full name of the children, young people and adults at risk of abuse – either within a caption or within the image itself. If a name is visible in a photographic image (for example a name badge) this image will either not be used, or the image will be doctored to effectively obscure the name.
- Care will be taken to avoid disclosing any personal information about children, young people and adults at risk of abuse (for example first name plus school name plus age of the child) that makes them identifiable and accessible.
- Care will be taken to avoid disclosing personal information about children, young people and adults at risk of abuse (for example first name plus town plus favourite hobby) that could be used to learn more about children, young people and adults at risk of abuse prior to grooming them for abuse.
- Images or video footage will only be used of children, young people and adults at risk of abuse in suitable clothing. For example, images taken during activities such as swimming or revealing costumes will not be used and will be securely deleted in order to reduce the risk of inappropriate use.
- Images and video recordings of children, young people and adults at risk of abuse will be held securely under the RAS Data Protection Policy. Hard copies of images will be kept in a locked filing cabinet and electronic images will be in a protected folder with restricted access.
- RAS images will not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- RAS staff, Fellows and volunteers will avoid using any personal equipment to take photographs and recordings of children, young people and adults at risk of abuse.
- All professional photographers, the press or third parties taking photographs or video footage on behalf of the RAS will be instructed to follow the guidelines within this document.
- The RAS will ensure that photographers do not have unsupervised access to children, young people or adults at risk of abuse and that photographs are taken in a structured way at defined times.
- The RAS does not sanction photography sessions outside the event or at a child's home.

Digital interactions

Prior to an event, activity or placement involving children, young people and adults at risk of abuse using RAS ICT systems parents, guardians or carers will be informed of the RAS e-safety internet acceptable use agreement. In the case of work-experience students who are of school age it is the school's responsibility to ensure that this agreement is adhered to. This agreement includes a request for consent to be given for their child, young person or adult at risk of abuse to be contacted by various means such as letter, phone, or email by appropriate RAS staff. We ask that this agreement is explained to these individuals. Any copies of correspondence and emails may be sent to the participants and their parents, carers or guardians.

The RAS has official webpages and social media accounts and will use them to publicise and celebrate significant events. These methods of communication will not be used to contact participants about events although the RAS may respond appropriately and publicly to tweets or comments made on Facebook. RAS staff must not use their personal social media accounts to interact with children, young people and adults at risk of abuse for whom they are in a position of trust in any way that would not have occurred prior to the employee and child, young person or adult at risk of abuse meeting via RAS. Similarly, RAS staff should use Twitter in an appropriate manner in a means that does not pose any safeguarding issues to a child, young person, adult at risk of abuse or themselves. If a member of staff, Fellow or volunteer becomes aware of problems or has any concerns about safeguarding and social networking then they should follow the normal procedure for reporting safeguarding issues.

RAS staff must abide by the IT and social media policies as highlighted in the Staff Handbook.

Any official RAS email contact will be made using RAS email addresses and a suitable shared email account (e.g. outreach@ras.org.uk) should be copied in to all correspondence. Personal email addresses should never be disclosed or used when contacting participants. The RAS monitors the use of ICT systems, email and other digital communications. Ensure that any images you send are appropriate and that external hyperlinks you include do not lead to inappropriate content.

If you receive an email from children, young people and adults at risk of abuse that causes you concern, speak to the Designated Safeguarding Officer (DSO). Websites such as Twitter, Instagram, Facebook, YouTube, Tumblr and Skype have their own policies and rules about what is deemed appropriate content. Each website has its own reporting methods. If a child, young person or adult at risk of abuse makes a disclosure regarding inappropriate activity online, you should contact the Designated Safeguarding Officer to report your concerns.

If someone online has acted inappropriately towards you, a child, young person or adult at risk of abuse, or someone you know, you can also report it directly to the Child Exploitation and Online Protection Centre (CEOP) through its online reporting form.

Visit www.ceop.police.uk/safety-centre for more information.

In order to comply with the Data Protection Act, the RAS will ask parents, guardians/carers or teachers to consent in regard to the use of digital/video images taken during the course of an event or activity. Participants should still be offered the chance to 'opt out' of photographs or videos.

The RAS may wish to use digital photos/videos/quotations in printed media, learning activities, promotional activities, on the website and in social media. We will only use images for which we have received consent to do so – at events for the general public we will clearly and prominently indicate that we intend to take photographs, and provide simple 'opt-out' options. We will also obtain consent when re-tweeting or otherwise sharing images of children, young people and adults at risk of abuse that have been sent to us. We will ensure that when the images are published that the individuals cannot be identified by their name without explicit, written consent from the child, young person or adults at risk of abuse's parent or guardian.

Children, young people and adults at risk of abuse will only be named in relation to a quotation/piece of work if specific written permission has been obtained.

10. Special requirements

The teachers, parents, guardians or carers of children, young people or adults at risk of abuse should inform the RAS of any special requirements they have prior to an event or activity taking place. The RAS will endeavour to make sure that any reasonable request is accommodated.

Travelling with children, young people or adults at risk of abuse

The supervisor must gain consent in advance from a parent, guardian or carer if it is necessary for a child, young person or adult at risk of abuse to be taken off-site at any time by any method of transport (including public transport).

Consent from a parent, guardian or carer is required if, exceptionally, it is necessary for children, young people or adults at risk of abuse to travel in any RAS staff's car. However, this method of transport should be avoided. In any event, except in case of emergency, employees should not travel alone in a car with a child, young person or adult at risk of abuse. In an emergency, the child, young person or adults at risk of abuse should ride in the back of the car with any child locks unlocked. If travelling alone in the back of a car without child locks would be inappropriate or unsafe for the child or adult at risk of abuse, then they must not be taken off-site.

If travelling with children, young people or adults at risk of abuse:

- Ensure the transport is safe and suitable for use.
- Ensure the transport holds current MOT and insurance documentation.
- Ensure the transport is insured and correctly licensed for the type of vehicle and for carrying passengers.
- Comply with legal requirements, including the wearing of seat belts and booster seats as appropriate.
- Never use a mobile phone while driving.

Overnight events

Overnight events are not part of the usual programme and must be reviewed on a case-by-case basis to ensure that the educational/engagement benefits are sufficient.

Unless specially trained, RAS staff should not accept responsibility for children, young people or adults at risk of abuse at overnight events when representing the RAS.

If the safeguarding policy of the overnight event arranged by a third party is not compatible with the RAS safeguarding policy, then the RAS should not participate.

External off-site events

If the safeguarding policy of an off-site event arranged by a third party is not compatible with the RAS safeguarding policy, then the RAS should not take part in the event. If a member of staff wishes to take part in the event in a private capacity it should be made clear to the event organiser, and the staff member, that this does not constitute official involvement by the RAS.

11. Training and reporting of incidents or cause for concern

Employees who are responsible for events and interactions with children, young people and adults at risk of abuse will be required to undergo training to ensure that they understand their responsibilities in relation to safeguarding. This includes the Education, Outreach and Diversity officer (who will run the majority of events where there will be interaction with children, young people and adults at risk of abuse) and work-experience supervisors.

All staff members who have contact with children, young people and adults at risk of abuse are encouraged to undergo safeguarding training. An introduction to the policy will be included as part of any induction session and all new RAS staff will be made aware of the existence of this policy.

Records may be kept of who has undertaken safeguarding training and refresher training will be offered as appropriate. Records about DBS/PVG checks will also be maintained. These records will be kept in line with Data Protection Policy, which is available in the Staff Handbook.

What if you suspect abuse or an allegation is made?

The seven main areas of abuse are:

- Physical;
- Neglect;
- Sexual;
- Emotional/psychological;
- Discriminatory;
- Financial; and
- Domestic violence.

These may come to your attention in a number of different ways. Some (non-exhaustive) examples include:

- Unexplained or serious injuries;
- Unexplained changes in behaviour;
- A child, young person and/or adults at risk of abuse describes what appears to be an abusive act;
- Someone else expresses concern about a child, young person and/or adult at risk of abuse.

If a child, young person and/or adults at risk of abuse tells you about abuse then they see you as 'safe'. Listen to them and take what you are told seriously. You should help to reassure them.

If a child, young person and/or adult at risk of abuse speaks to you in confidence:

- React calmly and listen carefully to what they are saying;
- Avoid making promises to keep secrets;
- Reassure them that they were right to tell;
- Allow them to continue at their own pace;
- Make a full and written record of what has been said, heard and/or seen as soon as possible.

Incident procedure

If you suspect abuse, a child, young person and/or adult at risk of abuse confides in you, or a complaint is made about any person or about you, it is your responsibility to report it.

If a child, young person and/or adult at risk of abuse tells you about abuse by someone else:

- React calmly and listen carefully;
- Reassure them that they were right to tell;
- Take the allegation seriously;
- Allow them to recall the events freely;
- Don't over-react;
- Explain that it is likely that the information will need to be shared;
- Ensure their safety;
- Allow them to continue at their own pace;
- Do not interview them or other witnesses;
- Keep questions to an absolute minimum and make sure that they are not leading questions, never interrogate;
- Tell them what you will do next and with whom the information will be shared.

Inform the child, young person or an adult at risk that you will have to pass the information onwards to address the situation and that while the allegation will be treated in a confidential manner, full confidentiality cannot be guaranteed.

- Make a full written record of what has been said, heard and/or seen as soon as possible, which must be signed and dated. Make sure it has full details of the disclosure/concern, including the information provided by the young person, their date of birth, details of any other children or young people who may be at risk based on this information, the date of the disclosure, the response given to the young person and details of any liaison with professionals, parents, etc.
- Relay the information immediately to the Designated Safeguarding Officer (DSO) (if the allegation relates to the DSO, report it instead to the deputy DSO).
- If the report concerns an allegation against a member of staff/Fellow/volunteer by a child, young person or adult at risk, the DSO will report the information to the Local Authority Designated Officer (LADO).
- If the concern is about the welfare of a child or young person, the DSO will report to the Multi Agency Safeguarding Hub (MASH) or Children's Social Care (CSC) who acts as a central point for all safeguarding concerns.
- If the report concerns adults at risk of abuse, the DSO will report the information to Adult's Social Care (ASC).
- Maintain confidentiality and do not discuss with other persons.
- Do not contact the parents or guardians until advice is taken from CSC or ASC.

In an emergency (where a child, young person and/or adult at risk of abuse is at immediate risk of harm) contact the Police or Social Services directly. Inform the DSO of the action you have taken and why.

If you have a concern about a child, young person and/or adult at risk of abuse's safety and wellbeing:

- Record the concerns and any conversations with them and their parents or guardians. The written record must be dated and signed.
- Report the concerns to the DSO immediately.

If you receive a complaint or allegation about any person, including yourself:

- Write careful notes of what you have witnessed, heard or are told. Sign and date them.
- Pass your notes to the DSO immediately.

Anyone working for or on behalf of the RAS has the right to report any concerns or suspicions about any of their colleagues in confidence and free from harassment.

The RAS does not expect its staff, Fellows, volunteers or representatives to be experts at recognising potential abuse nor should you investigate any alleged abuse.

However, you do have a responsibility to act in accordance with the policy if you have any concerns about the behaviour of anyone (adult or child) towards children, young people and/or adults at risk of abuse.

In the event of an incident or allegation under this policy the RAS will keep a dedicated log of all written and oral statements, along with a record of relevant telephone conversations. In the case of a child or young person on work experience or training this information will be immediately passed on to the learner's Educational Institution (through the safeguarding lead) or primary carer as appropriate.

The NSPCC offers a 24-hour protection helpline: 0808 800 5000 and Childline also offers a similar phone counselling service: 0800 1111 for children and young adults. Details of these services should be provided to a child or young person if an allegation of abuse has occurred.

The RAS will comply with the Data Protection Act 1998 for the safe and secure storage of all information relating to children and young people's personal details, or details resulting from any incident or allegation arising within the scope of this policy.

Once you have reported a concern via the Police, the NSPCC, CSC, ASC or LADO (please note that you must also notify the Designated Safeguarding Officer), you may not be informed of the outcome. Please be aware that it is unlikely you will receive any further information about the progress of a referral once this has been passed over to the DSO, who will work with the relevant authorities. While this can cause anxiety, be assured that you have taken all the necessary steps to ensure the safety of a child, young person or adult at risk of abuse.

The role of the Designated Safeguarding Officer (DSO)

- The DSO should help to ensure that their Society is compliant with regulations regarding the protection of children, young people and adults at risk of abuse, as described in these guidelines and act as a point of contact in the event of a child or adult protection issue or query being raised.
- They should ascertain the local contact numbers (Local Authority Children's Services or Police non-emergency number) and place these within the Society's safeguarding policy.
- Ensure that all Society staff, Fellows and volunteers are aware that this policy is in force.
- The DSO/Deputy will ensure that their contact details are available to Society members so that if a concern arises, they are able to give advice, guidance and support to those Society staff, Fellows and volunteers witnessing/reporting the concern.
- They should take the lead responsibility for child protection policy compliance within the RAS including support for other Society staff, Fellows and volunteers in relation to child protection matters.
- They should take the lead responsibility for adult at risk of abuse protection policy compliance within the RAS including support for other Society staff, Fellows and volunteers in relation to adult at risk of abuse protection matters.
- Develop Society practices/policies in relation to children, young people and adults at risk of abuse and ensure the implementation of those practices/policies in relation to safeguarding.
- Train and/or give guidance to Society staff.

- Share information in relation to child protection with other agencies when this becomes necessary. The DSO will report allegations against staff/Fellows/volunteers to the Local Authority Designated Officer (LADO). The DSO will report concerns about the welfare of children or young people to the Multi Agency Safeguarding Hub (MASH) or Children’s Social Care (CSC), who acts as a central point for all safeguarding concerns for children. If the report concerns adults at risk of abuse, the DSO will report the information to Adult Social Care (ASC).
- If a concern is raised, the DSO/Deputy will ensure that those witnessing/reporting are encouraged to record the facts of the situation. The DSO/Deputy will be able to remind the witness/reporter of the alleged abuse that their notes may be used at a later date in a subsequent investigation or legal proceedings.
- The DSO/Deputy will ensure that they have an up-to-date list of contact numbers including the Police and the Local Authority’s Children’s Services – this is for the purpose of reporting a concern or raising a query.

If it is necessary, individuals are perfectly within their rights to report a concern directly to the Local Authority Children’s Services, Adult Services or the Police. As, in these instances, the concern relates to a child, young person or adult at risk of abuse involved in a RAS activity, they should also inform the DSO for the Society of their actions. It is the responsibility of all staff, Fellows and volunteers of the RAS to ensure that any child protection concerns, both minor and serious, are raised with the DSO as soon as is reasonably possible, as the Council may have to make decisions regarding the RAS Fellow.

Reporting a concern

It is paramount that if a child, young person or adult at risk of abuse is being abused in a RAS meeting or event, immediate steps are taken to protect them from further abuse. This may be immediate action by the Society, e.g. separating a person who may be physically abusing a child, young person or adult at risk of abuse or it may be the act of reporting a concern to the relevant authorities.

Immediate care and support may need to be carefully offered to the victim of abuse. Parents or carers (if they are not the abusers) should be called immediately.

It is expected that the RAS DSO/Deputy will ensure that facts are gathered in relation to a child protection issue. These facts should relate to the immediate abuse issue only. If any further detailed information is required, it will be gathered formally by the Police or other relevant authorities.

As previously described, abuse can elicit strong emotions in people and support for the witness(es) may need to be offered.

Advice must be taken from the relevant authorities (especially the Police) before any discussion takes place with the alleged perpetrator.

Next steps

1. In the case of an allegation made *against* staff/Fellows/volunteers, the DSO will report to the LADO. After discussing the situation with the LADO, it may become clear that a referral to Children’s or Adult’s Social Care is not required and the setting is to follow usual RAS complaints and disciplinary procedures. The LADO will advise the appropriate course of action. The incident will be documented, and a clear and honest explanation given to the child, young person or adult at risk of abuse’s parent/carer.

Alternatively, after discussing the situation with the LADO, it may become clear that a referral to Children’s or Adult’s Social Care is required. The DSO is to refer the allegation to MASH/Children or Adult Services and follow this up in writing within 24 hours. The LADO will liaise with MASH/Children or Adult Services and contact the RAS as to how to proceed. A formal strategy meeting will take place between Children/Adult’s Social Care, the setting representative and the Police (as appropriate). At this meeting, it will be agreed what immediate action is required to safeguard and promote the welfare of the child, young person or adult at risk of abuse, and/or to provide interim services and support.

Staff, Fellows and volunteers may be subject to disciplinary procedures as laid out in the Staff Handbook and the RAS Code of Conduct.

In the event of the alleged perpetrator being a RAS Fellow, then until the matter is fully resolved, a temporary ban on their attendance at all RAS events is strongly recommended. If there is the possibility that a child, young person or adult at risk of abuse may attend a Society meeting/event, then the ban is essential. The decision to ban can be reviewed in the light of any further investigation/conclusion by the relevant authorities. It may be of help to discuss the issue of excluding the alleged perpetrator from Society activities with the relevant authorities (LADO) or the Police.

If it is known that the alleged perpetrator is a member of an adjoining Society, then that Society should be informed of the facts and actions taken. Again, discussion of this issue with the relevant authorities (LADO) or the Police may be of help.

2. In the case of reporting a concern *for* a child, young person or adult at risk, or *from* a child, young person or adult at risk, the DSO will report to Child or Adult Social Care who will advise the appropriate course of action, and may inform the LADO and Police if appropriate.

12. Record keeping

The importance of good, clear welfare and protection record keeping has been repeatedly highlighted in many Serious Case Reviews, including the 2013 high profile enquiry into the death of Daniel Pelka. The document 'Keeping Children Safe in Education' most recently published in 2016 highlights the area of record keeping as a key task of the DSO.

Ensuring all staff, Fellows and volunteers know when and how to record concerns for the welfare of a child, young person or adult at risk of abuse, however small or apparently insignificant is an essential part of the DSO role. Good record keeping is an important part of the RAS's accountability to children, young people, adults at risk of abuse, and their families and will assist DSOs in meeting their key responsibility to respond appropriately to welfare concerns. Records should be factually accurate, relevant, up-to-date and auditable. They should support monitoring, risk-assessment and planning and enable informed and timely referrals to be made when necessary. A well-maintained chronology is a fundamental part of good record keeping.

The incident or cause for concern report forms will be kept in a ring binder, locked in a cabinet in possession of the DSO, in chronological order.

The importance of understanding concerns for a child, young person or adult at risk of abuse in the context of history, time-lines and other known information cannot be underestimated. Chronologies are central to this process and it is strongly recommended that these are completed on an ongoing basis as the case progresses. In addition to aiding assessment, a chronology will serve as an important record of actions and may provide evidence for the reason for a referral.

These records must be kept separate from all other records relating to any other RAS business. They should be stored in a locked cabinet within the DSO's office with access only to those with direct protection responsibility. It is essential to ensure that the Executive Director knows the arrangements for access to records in the absence of the DSO. This forms part of the RAS's general safeguarding policy in respect of how welfare concerns for children, young people and adults at risk of abuse will be managed if the DSO is not available.

All information held by the RAS should be shared with Specialist Children's and Adult's Services, Police and health professionals as appropriate, where there is a concern that a child or adult at risk of abuse is at risk of significant harm. Section 47 of the Children Act 1989 authorises all agencies to share information in these circumstances. Early Help is now part of the Kent Safeguarding Children Board Eligibility Criteria and there should be a protocol for sharing information on lower level concerns that is consistent with statutory guidance Working Together to Safeguard Children 2015.

Further guidance is available in the document 'Information sharing – advice for safeguarding practitioners published in March 2015': www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice
Records relating to child protection are exempt information under the Education (School Records) Regulation 1989. They can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984.

Neither the parent/carer nor the child, young person or adult at risk of abuse has an automatic right of access to safeguarding records. It is however best practice to share information written by RAS staff, Fellows and volunteers unless there is a valid reason to withhold it.

Cases of alleged abuse that result in court proceedings may require the RAS to disclose the records, either through the Police or Social Services. Records (suitably anonymised) may also be requested for use in disciplinary proceedings. In all court cases, a requesting solicitor or other third party should be advised that a Witness Summons or Subpoena should be obtained. In these situations, the advice of a Safeguarding Adviser and/or legal department should be sought.

13. Contacts and useful links

Designated Safeguarding Officer (DSO) at the RAS:

Education, Outreach and Diversity officer (NW)

outreach@ras.org.uk

Deputy Designated Safeguarding Officer (Deputy DSO) at the RAS:

Education and Outreach officer (London and the SE)

Child Exploitation and Online Protection Centre (CEOP):

www.ceop.police.uk

NSPCC Helpline:

08088005000

help@nspcc.org.uk

NSPCC CASPAR:

<https://www.nspcc.org.uk/services-and-resources/research-and-resources/sign-up-to-caspar/>

LADO for Westminster:

Kembra Healy

kembra.Healy@lbhf.gov.uk

Kensington Town Hall, Hornton St, Kensington, London W8 7NX

0207 641 7668

or LADO@westminster.gov.uk

London Safeguarding Contacts:

<http://www.londonscb.gov.uk/london-safeguarding-contacts/>

Westminster

Telephone: 020 7641 4000

Out of hours: 020 7641 6000

Fax: 020 7641 7526

accesstohildrensservices@westminster.gov.uk

Local Safeguarding Children Board Westminster:

<https://www.westminster.gov.uk/safeguarding-children>

<https://www.rbkc.gov.uk/sharedservices/lscb/aboutus.aspx>

MASH Westminster:

<https://www.rbkc.gov.uk/sharedservices/lscb/professionals/mash.aspx>

Adult Social Care Westminster:

Adult Social Care

Telephone: 020 7641 1444 or 020 7641 1175

Text: 07944 521615

Email: adultsocialcare@westminster.gov.uk

Designated Adult Safeguarding & Clinical Quality Manager:

Molly Larkin: molly.larkin@nhs.net

Safeguarding Adults:

Tel No: 020 7641 2176

Safe Haven:

Fax : 020 7641 1593

Email: safeguardingadults@westminster.gov.uk

NHS Central London:

<http://www.centrlondonccg.nhs.uk/what-we-do/safeguarding-adults-and-children/safeguarding-adults.aspx>

City of London Police:

<https://www.cityoflondon.police.uk/advice-and-support/protecting-you-and-your-family/Pages/Protecting-adults-at-risk.aspx>

Association of Directors of Adult Social Services (ADASS):

<https://www.adass.org.uk/community/greater-london-region>

London ADASS (Directors of Adult Social Services London Region):

<https://londonadass.org.uk>

<http://londonadass.org.uk/wp-content/uploads/2015/02/LONDON-MULTI-AGENCY-ADULT-SAFEGUARDING-POLICY-AND-PROCEDURES.pdf>

Social Care Institute for Excellence:

<http://www.scie.org.uk/adults/safeguarding/>

Police non-emergency number: 101

In an emergency call the Police on 999.

Appendix 1: Incident or cause for concern reporting pro forma

Part 1 (for use by any staff)

Name of child/young person/adult at risk of abuse:	Date of birth:
Gender:	
Date and time of incident:	Date and time (of writing):
Name: Print Signature Job title:	
Nature of allegation or concern: Record the following factually: What was seen, said or alleged? What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?	
When was this alleged to have happened? Date, time, location. Record as accurately as possible.	
What is the child/young person/adult at risk of abuse’s account/perspective? Do not include assumptions or opinions of others.	
Any other relevant information (distinguish between fact and opinion). Previous concerns, etc.	
Names of those persons alleged to be involved: Note how they were alleged to be involved, e.g. perpetrator, bystander.	

Description of any visible physical injury:

Do not remove any clothes to inspect. Use body map if applicable.

Observation of child/young person/adult at risk of abuse's emotional state:

e.g. crying, trembling, withdrawal

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Designated Safeguarding Officer.

Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

At no time should an individual take photographic evidence of any injuries or marks to a person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services.

When you notice an injury, try to record the following information in respect of each mark identified, e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury – in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury – if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff, etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the individual feel hot?
- Does the individual feel pain?
- Has the individual's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

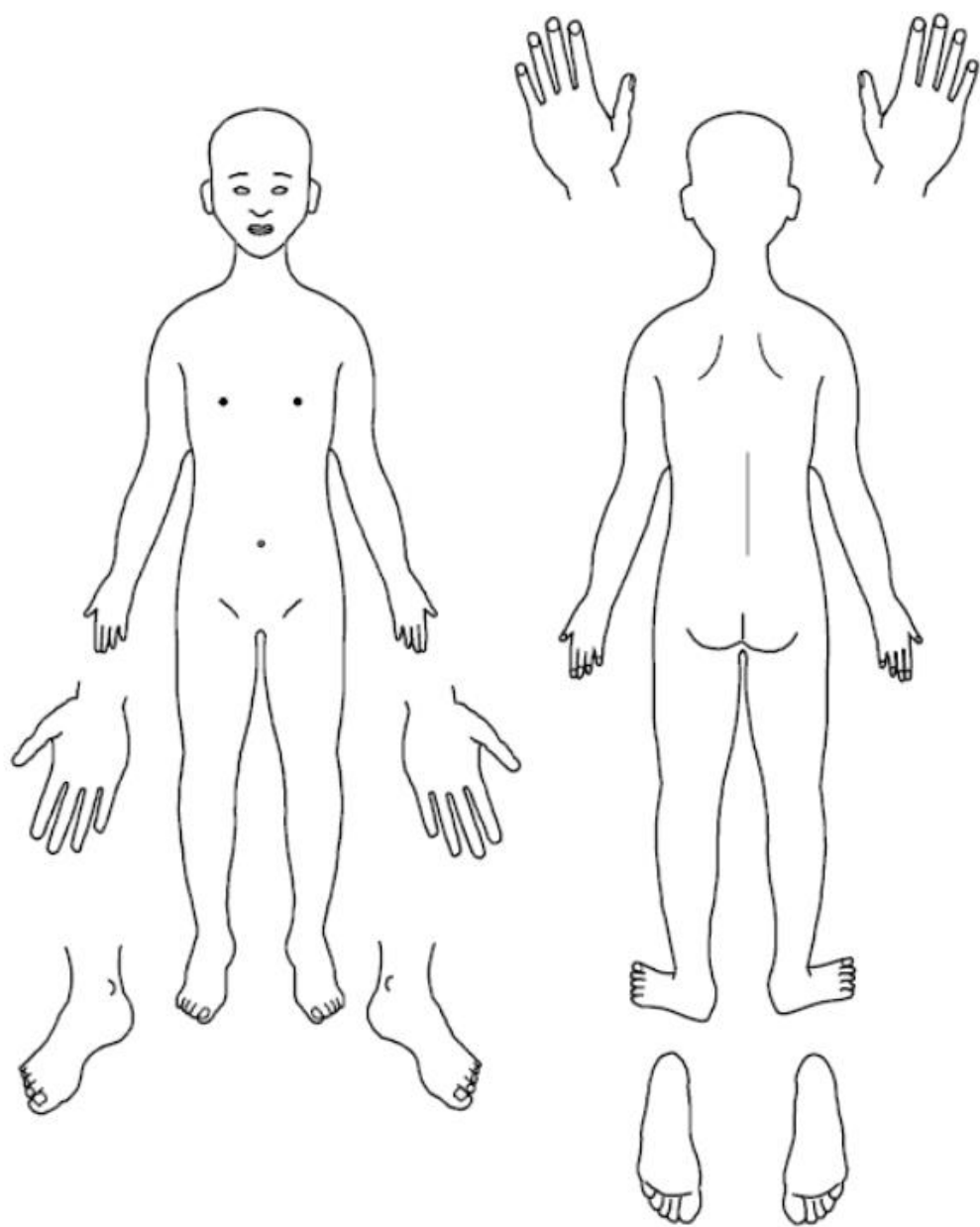
Ensure First Aid is provided where required and record.

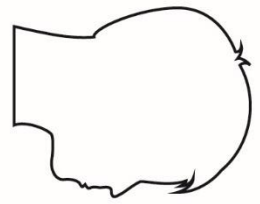
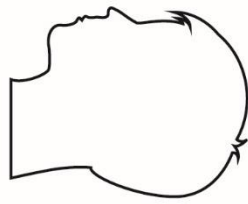
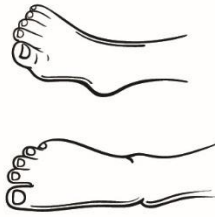
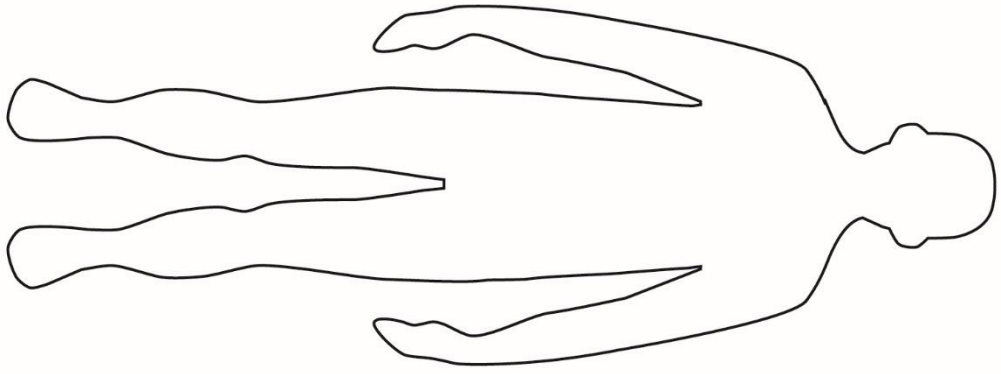
A copy of the body map should be kept on file.

BODY MAP

(This must be completed at time of observation.)

Name of individual:		Date of birth:	
Name of staff:		Job title:	
Date and time of observation:			





Part 2 (for use by DSO)

<p>Time and date information received, and from whom.</p>	
<p><u>Any advice sought</u> – if required (date, time, name, role, organisation and advice given).</p>	
<p><u>Action taken</u> (referral to children’s social care/monitoring advice given to appropriate staff/CAF, etc.) with reasons.</p> <p>Note time, date, names, who information shared with and when, etc.</p>	
<p><u>Parent/guardian/carer informed?</u> Y/N and reasons.</p>	
<p><u>Outcome</u></p> <p>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</p>	
<p><u>Where can additional information regarding individual/incident be found?</u> (e.g. other file, serious incident book)?</p>	

<u>Should a concern/confidential file be commenced if there is not already one? Why?</u>	
Signed	
Printed name	

Appendix 2: Flowchart: What to do if you have a concern

What to do if you're having welfare concerns about a child, young person or adult at risk of abuse

Recognise, Respond, Record, Report

