

Gareloch RDA Safeguarding Code of Conduct and Policies

This policy should be shown to all new volunteers and employee. It should also be displayed at all venues so that it is readily available for all.

Code of Conduct

The aim of this code of conduct is to create a safe and enjoyable environment for everyone involved in RDA

Treat everyone equally, with respect and dignity and never engage in deliberately hurtful behaviour. Bullying will not be tolerated in any form.

Everyone associated with RDA has a duty of care towards each other. Never abuse any position of trust you may hold and always act within appropriate boundaries, even in difficult circumstances.

Set an example you wish others to follow and remember everybody is a role model at all times, inside and outside of RDA.

Physical contact should only be made with a child, young person or adult at risk in response to their needs at the time, and this should be appropriate to their age, gender, ethnicity and ability. Always explain your actions first and ensure you have consent.

Never allow or engage in rough, physical or sexually provocative games, and refrain from making sexually suggestive remarks, even in fun.

Inappropriate language should always be challenged.

Ensure that wherever possible parents/carers are responsible for an individual's personal care, such as using the toilet. Never do things of a personal nature that someone can do for themselves.

Other than parents or guardians, never be alone with a child, young person or adult at risk when not in sight and hearing of others.

Other than parents or guardians, never take a child, young person or vulnerable adult to your house where they will be alone with you, or transport them from one location to another by yourself.

Always ensure an appropriate level of supervision. Children, young people and adults at risk should always have a responsible adult supervising their activity.

Dress in a safe and appropriate manner for your time within RDA.

No one should be under the influence of alcohol/illegal substances whilst active within an RDA environment or acting in a capacity for RDA.

GRDA accepts that the use of the internet, electronic communications and social media is an intrinsic part of everyday life and can present challenges in terms of how it is used responsibly. RDA recognises that through misuse, all forms of electronic communications can be actually or potentially harmful to others.

GRDA recognises its responsibility to safeguard the welfare of all children, young people and adults at risk, by protecting them from all forms of abuse which can occur through the use of electronic communications.

Always inform your Safeguarding Officer immediately if:

You have any allegations made to you or any concerns yourself – it is unacceptable to not act upon a genuine concern. This includes those involving you directly.

You feel someone else has misinterpreted what you have said or done. You have had to restrain or accidentally hurt a child, young person or adult at risk. You think you may have breached the code of conduct.

You should never plan to be in a situation where you are alone with one child, young person or adult at risk. Should an emergency occur, you must consider what action you are able to take, to ensure the situation is as safe as possible for everyone involved.

Safeguarding officer

At all times, there must be a designated safeguarding officer for the group. The appointed person can be a trustee or a delegated volunteer. They have the main responsibility for coordination child and adult at risk protection issues within the group.

Their name and contact details must be clearly displayed and available to all volunteers and participants.

Their duties include:

- To monitor and review the implementation of the relevant safeguarding policies and procedures within the Group and to ensure they are adhered to.
- To handle allegations and complaints or suspicions of abuse should they occur and liaise with Group Trustees and RDA National Office to agree an action plan.
- To ensure a safe recruitment process is in place for volunteers. This must include:
 - Completion and checking of appropriate volunteer application form
 - Collection of two references
 - Photo identity check (driving license or passport)
 - Disclosure Scotland PVG check
- To promote safeguarding best practice to all staff, volunteers and participants involved with the Group.
- To raise awareness of the Safeguarding Officer role to participants, parents and carers.

Reporting procedure

If you suspect a child or adult at risk is being abused, they confide in you or someone has a concern, complaint or allegation about a member of staff, a volunteer or about you, **it is your duty to report it**. This is also the case if declarations are made to an RDA volunteer/ staff member about possible poor practice or abuse, even if there is no connection with RDA.

If an individual is at immediate risk to life call 999 and request the police, or if the individual is at risk of significant harm phone Social Services.

If a child or adult at risk has told you they are being abused, you must:

- Allow the individual to speak without interruption, accepting what is said.
- Explain that you cannot keep the information secret and must pass it on. If the disclosure is made by an adult, you must ask their consent to pass the information on.

- Inform the Group Safeguarding Officer immediately; disclosures are confidential and should only be shared by exception.
- Should the Group Safeguarding Officer not be available, the person who received the disclosure should contact the RDA Safeguarding Lead at RDA National Office directly or speak to their Group Chair.
- Write down what was said as soon as you can, using the actual words spoken to you. This includes the date & time, and then sign the document. The RDA Incident reporting form should be used for this if available (form included at the end of this document).

If you are concerned about the welfare of an RDA participant or volunteer, or you have concerns about the conduct/poor practise of an adult involved in RDA, including yourself, you must:

- Inform your Group Safeguarding Officer immediately. Contact details for the Safeguarding Officer are posted on Notices around both Colgrain and Ardencaple Yards.
- If possible, write down what you have witnessed; include the date & time, and sign the document. Pass any notes you have made to the Group Safeguarding Officer

If you need further support or are not sure what you should do, you can contact:

RDA National Office: 01926 492915

RDA Safeguarding Out of hours: 07599 236036

NSPCC: 0808 800 5000

You can also contact the local police or council offices.

Action for Safeguarding officer

If a potential safeguarding issue is reported to you.

- Request or make a written report, using the exact words given. Make sure the notes are signed & dated, including the time the disclosure was made.
- Do not try to investigate the matter yourself. Your role is to make sure the information is passed to the correct place.
- Contact the RDA National Safeguarding Lead for further advice.
- The RDA Safeguarding Lead will be able to advise the next steps, and what action, if any, you need to take.

If you are concerned about the welfare of an RDA participant or volunteer, or you have concerns about the conduct/poor practise of an adult involved in RDA, including yourself, you must:

- Write down what you have witnessed. Include the date & time, and sign the document
- Contact RDA National Safeguarding Lead for further advice
- The RDA Safeguarding Lead will be able to advise the next steps, and what action, if any, you need to take.
- If you need further support or are not sure what you should do, you can contact:

RDA National Office: 01926 492915

NSPCC: 0808 800 5000

Safe-guarding Training

It is recommended that all volunteers should undertake a safeguarding course. The RDA offer an on-line course available at:

<https://rda-learning.org.uk/courses/safeguarding/>

Even if the course is not undertaken, all volunteers must be shown this policy and asked to confirm that they have read it.

Coaches and safe-guarding officer must attend a recognised face-to-face or Zoom safeguarding workshop training, with refresher training every three years.

Safeguarding Adults at Risk Policy

As defined by the 1997 Consultation "Who Cares" an adult at risk is someone "who is, or may be, in need of community care services by reason of disability, age or illness; and is or may be unable to take care, or unable to protect him or herself against significant harm or exploitation". This definition of an adult covers all people over 18 years of age.

Abuse is a violation of an individual's human and civil rights; it can take many forms. Gareloch RDA is committed to practices which promote the welfare of Adults at Risk and safeguard them from harm. We recognise our responsibilities to develop awareness of the issues that cause an Adult at Risk harm, and to establish and maintain a safe environment for them. We will not tolerate any form of abuse wherever it occurs, or whoever is responsible. We are committed to promoting an atmosphere of inclusion, transparency and openness and are open to feedback from the people who use our services, carers, advocates and our volunteers with a view to how we may continuously improve our services/activities.

In pursuit of this, Gareloch RDA is committed to ensuring that:

- There is adherence to our safeguarding adults at risk policy and that it is supported by robust procedures
- There is implementation of clear procedures for raising awareness of, and responding to, abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and Adults at Risk appropriately
- General safety and risk management procedures are adhered to.
- There is a clear procedure for raising awareness of, and responding to, abuse within the organisation and for reporting concerns to statutory agencies that need to know, while involving carers and Adults at Risk appropriately
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately,
- All trustees and volunteers report any concerns with regards to the protection of Adults at Risk.

It is the responsibility of experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns

- There is an appointed Safeguarding Officer who's contact details are widely available
- Appropriate safeguarding training is attended by Safeguarding Officers and other relevant staff or volunteers

The policy applies to everyone within RDA, whether in a paid or voluntary capacity, including trustees, committee members and designated medical and veterinary staff. Everyone should be aware of safeguarding procedures and best practices.

Safeguarding Children Policy

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered a child.

There has been an increasing awareness over recent years that some individuals who want to harm and abuse children will use charitable organisations, such as Riding for the Disabled, as a vehicle to gain access to children.

Gareloch RDA fully accepts its legal and moral obligation to protect children in the course of its work and it is our policy to make every reasonable safeguard to protect those who are involved in any aspect of our work.

In pursuit of this, Gareloch RDA is committed to ensuring that:

- The welfare of children is paramount,
 - All children are able to participate in a fun and safe environment,
 - All children have the right to protection from physical, sexual and emotional harm and from neglect and bullying,
 - All reasonable and practical steps are taken to protect children from harm, discrimination and degrading treatment; respecting children's rights, wishes and feelings,
 - There is a clear and robust procedure for responding and reporting to indicators or allegations of abuse or poor practice
 - All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately,
 - All trustees, employees and volunteers have a responsibility to report any concerns with regards to child protection matters.
- It is the responsibility of experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns,***
- There is an appointed Safeguarding Officer who's contact details are widely available
 - Appropriate safeguarding training is attended by Safeguarding Officers and other relevant staff or volunteers

The policy applies to everyone within RDA, whether in a paid or voluntary capacity, including trustees, committee members and designated medical and veterinary staff. Everyone should be aware of safeguarding procedures and best practices.

Gareloch RDA E-Safety Code of Conduct for Volunteers

Gareloch RDA understands the importance of emerging technologies for education, personal development and social interaction. However, we also recognise that safeguards need to be in place to ensure everyone using these electronic communications is kept safe at all times.

Gareloch RDA seeks to promote e-safety by:

- Supporting and encouraging the use of electronic communications in a way that keeps everyone safe and shows respect to others.
- Supporting and encouraging parents and carers to do what they can to keep their children or vulnerable people safe when on-line or using their mobile phone.
- Informing parents and carers of incidents of concern as appropriate, dealing firmly, fairly and decisively with any examples of inappropriate use.

- Ensuring that images of children, adults at risk or vulnerable people and families are used only after permission has been obtained and for the purpose for which consent was given.

Whilst much can be gained from using electronic communications, Gareloch RDA requests the following guidance be followed during or involving RDA activities:-

Always

- Accept that there is a duty of care to all children and vulnerable people.
- Use electronic communications in an open and honest manner and conduct yourself as you would in face-to-face communications.
- Separate your personal and RDA social networking identities, by setting up a separate RDA account.
- Ensure your personal networking profile is set to private or friends only.
- Choose your profile picture with care.
- Ensure you have the required permissions when uploading photos and videos online.
- Copy in a colleague when communicating with any RDA participant or anyone under the age of 18.
- Report any concerns to your Group Safeguarding Officer

Never

- Accept electronic communications with anyone under the age of 13.
- Accept friend requests on your personal account from anyone over whom you hold a position of trust.
- Use your personal social network account to communicate with anyone over whom you hold a position of trust.
- Post derogatory or malicious comments or use inappropriate language.
- Engage in a one-on-one conversation via chat or instant messaging facilities.
- Deliberately browse, download or upload material that could be offensive or illegal.
- Give out details such as address, phone number or location unless they are separate professional contact details.

Legal and Procedural Framework

These policies and procedures are based on those of the Riding for the Disabled Association which in turn are based on the principles contained within the UK and International legislation and Government guidance and take into account:

England

- Mental Capacity Act 2005
- The Police Act 1997
- The Human Rights Act 1998
- Data Protection Act 1994, 1998 and 2018
- Safeguarding Vulnerable Groups Act 2006
- Sexual Offences (Amendment) Act 2003
- The Protection of Freedoms Act 2012
- The Care Act 2014, - implemented March 2015
- Information Sharing Advice - March 2015
- The Equality Act 2010
- Disability Discrimination Act 2005
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Procedures set out by the local Safeguarding adult Boards
- Children Acts 1989 & 2004
- The United Nations Convention on the Rights of the Child (UNCRC) 1989
- The European Convention on Human Rights 1950
- Freedom of Information Act 2000
- Working Together to Safeguard Children (DfE, 2018)
- What to do if you're worried a child is being abused. - March 2015
- Procedures set out by the local Safeguarding Children Boards

Scotland

- Children (Scotland) Act 1995
- Protection from Abuse (Scotland) Act 2001
- Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005
- Protection of Vulnerable Groups (Scotland) Act 2007
- Children and Young People (Scotland) 2014
- The Adult Support and Protection (Scotland) Act 2007
- Adults with Incapacity (Scotland) Act 2000

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.	

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

the abuser? If so, give details	
Have you consulted anybody else? Give details. Your name and position and contact telephone number.	
To whom reported and date of reporting.	
Detail what action, if any, has been taken following receipt of this information	
Signature	
	Time and date

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.