



Roseisle Hall

SAFEGUARDING POLICY AND GUIDANCE FOR GROUP LEADERS AND VOLUNTEERS

CONTEXT AND DEFINITIONS

At the time of approving this policy RH does not provide activities or services aimed specifically at children or vulnerable adults and so is not required to become a Registered Body under the terms of the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act). This means that Roseisle Hall does not carry out vetting (disclosure) checks on volunteers or staff. If in the future Roseisle Hall does provide activities and/or services aimed specifically at children or vulnerable adults then it will be necessary to become a registered body and to carry out disclosure checks on any staff and/or volunteers involved.

Roseisle Hall takes the safety of all participants seriously and all staff, group leaders and volunteers likely to come into contact with children and/or vulnerable adults must read, and abide by, this policy.

A child is defined as anyone under the age of 16. Young people between the age of 16 and 18 who are still subject to a supervision requirement by a Children's Hearing can also be viewed as a child. Young people aged 16 or over may still require intervention to protect them.

Vulnerable adults are defined as people over the age of 16 who:

- Are unable to safeguard their own well-being, property, rights or other interests.
- Are at risk of harm.
- Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

The presence of a particular condition does not automatically mean an adult is vulnerable. Someone could have a disability but be able to safeguard their well-being etc. It is important to stress that all three elements of this definition must be met. It is the whole of an adult's particular circumstances that can combine to make them more vulnerable to harm than others.

1. SAFEGUARDING POLICY

We will:

- Ensure all children are supervised throughout all activities by a parent, guardian, support worker/carer or a responsible person designated by a parent or guardian.

- Only undertake activities which include children and protected adults that involve more than one adult being present, or at least within sight and hearing of the children or protected adults.
- Avoid volunteers, helpers or staff being placed in a position where they are providing child care or care/support for a protected adult.
- Treat everyone with respect.
- Remember that some issues are confidential.
- Provide an example we would wish others to follow.
- Be aware that actions and conversations, even if well-intentioned, may be misinterpreted by others.
- Respect the rights of children and protected adults to personal privacy.
- Provide time for children and protected adults to talk to us.
- Encourage children and protected adults to care for others.
- Take action to stop any inappropriate verbal or physical behaviour.
- Remember to REFER not INVESTIGATE any suspicions or allegations about abuse.
- Only share concerns and seek support from the RHT Designated Protection Contact.

2. GUIDANCE FOR GROUP LEADERS AND VOLUNTEERS

Group Leaders and Volunteers must:

- Never make salacious, suggestive or demeaning remarks/gestures towards a child/protected adult.
- Avoid any physical horseplay with a child/protected adult or any actions another adult may misinterpret, no matter how innocent and well intentioned your actions may be.
- Always encourage children/protected adult to feel comfortable and confident to point out to you attitudes or behaviours they do not like (including your own).
- Share your concerns with the RHT Designated Protection Contact if you suspect that a child, young person or protected adult is becoming inappropriately attracted to you (or another volunteer).

One-to-One Situations:

- It may be important for you to be alone with a child/protected adult. In these circumstances try to ensure that others are within earshot and preferably within vision.
- If you are on your own indoors with a child/protected adult NEVER have the door locked.
- Where possible maintain a gap/barrier between you and the child/protected adult.
- Do not isolate yourself from the rest of the group.
- If indoors, try to find a room with a window in the door, or use a ground floor room with windows.
- If possible consider leaving the door open or ajar.
- Ask a colleague to carry out random spot checks.

Behaviour to Avoid:

- Losing your temper.
- Raising your voice unnecessarily.
- Use of inappropriate language or behaviour.

Never:

- Threaten a child/protected adult.
- Hit a child/protected adult.
- Strike or use an implement on a child/protected adult.
- Grab or pull at a child/ protected adult's clothing, for example when attempting to restrain the child or protected adult.
- Have inappropriate touching or contact with a child/protected adult whether 'invited' or not.
- Throw objects at the child or protected adult.
- Use inappropriate verbal communication, including sarcasm or making unfavourable comparisons.
- Withhold praise where this is due.
- Isolate the child or protected adult from the remainder of the group.
- Use threats or intimidation, or berate, scapegoat or unreasonably criticise the child or protected adult.
- Engage in behaviour that could be perceived as sexual, including inappropriate touching, suggestive remarks/gestures/materials, flattery, innuendo or sexual harassment.

Photographing, videoing and filming:

Publications and websites are a great way to promote the achievements of children, however, there is evidence that some people have used activities as an opportunity to take inappropriate photographs or film footage of children. Some children may be subject to statutory Protection measures or may be living with parents or carers who have had to flee domestic abuse or other threatening situations. To reveal their whereabouts may place them at risk. The same may apply to some protected adults.

The following measures are recommended as good practice and will contribute to safe participation:

- Consent should always be obtained from the parent/carer and child/any adult whose picture may be taken or used and, in the case of adults who lack capacity to consent, the guardian.
- Anyone wishing to photograph or film children/adults who lack capacity to consent must obtain permission from the parent(s), carer(s) or RHT Designated Protection Contact.
- No unsupervised access or one-to-one sessions are to be permitted unless this is absolutely necessary and has been approved in advance by the child, parent/adult, guardian and Designated Protection Contact.
- Roseisle Hall reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- Volunteers/attendees are made aware where they can report concerns about the use of photographs and films, i.e. Roseisle Hall Designated Protection Contact and/or the Police.

Publications and Websites:

- Always obtain consent before displaying pictures or information.
- Never include personal information that could identify a child/adult or place them at risk e.g. full name, home address, e-mail address, telephone number, dates, place and times activities take place. Instead give the contact details of a group leader who can deal with requests for information about RHT or the specific Group within RHT.
- Never depict children/protected adults in a provocative, demeaning or tasteless manner

RESPONDING TO SUSPICIONS OR ALLEGATIONS OF ABUSE

