



## Rooley Moor Neighbourhood Forum (RMNF)

### SAFEGUARDING POLICY COVER SHEET

|                          |  |
|--------------------------|--|
| <b>Policy title:</b>     | Safeguarding policy  |
| <b>Purpose / scope:</b>  | This policy sets out the RMNF approach to safeguarding for volunteers, members, staff, supporters and anyone who attends our meetings, events or activities. |
| <b>Related policies:</b> | Complaints policy<br>Whistleblowing policy<br>Volunteering policy  |
| <b>Policy owner:</b>     | Fran Healey – Lead Trustee - Safeguarding  |
| <b>Approved by:</b>      | Trustees and members at the 2022 AGM   |
| <b>Date approved:</b>    | 9 <sup>th</sup> January 2023   |
| <b>Next review due:</b>  | October 2026   |
| <b>Version:</b>          | 2  |
| <b>Applies to:</b>       | Staff, volunteers, members, trustees, supporters, consultants, contractors   |

### Version control

| Version | Date          | Activity  |
|---------|---------------|---|
| 1       | December 2021 | 20211204 RMNF Child & Vulnerable Adult Safeguarding Policy - New policy, reviewed by the Board, changes requested |
| 2       | January 2023  | Updated version   |
|         |               |   |
|         |               |   |

## Contact Reference Sheet

*This reference sheet is designed to ensure that relevant local information is available to facilitate the implementation of this policy. Rooley Moor Neighbourhood Forum (RMNF) trustees and officers are accountable for ensuring that it is completed when the policy is issued, and contact details are reviewed at least once a year.*

|                     |  |             |               |
|---------------------|--|-------------|---------------|
| <b>Organisation</b> | <b>Rooley Moor Neighbourhood Forum</b> |             |               |
| <b>Completed by</b> | Alan Rawsterne                         | <b>Date</b> | December 2022 |
| <b>Reviewed by</b>  |  | <b>Date</b> | December 2023 |

| Organisation Details  |   |
|---|---|
| <b>Address</b><br><i>(address, telephone number, etc.)</i>  | Rooley Moor Neighbourhood Forum<br>Owd House<br>Fern Hill Lane<br>Rochdale<br>OL12 6BW  |
| <b>Lead trustee for Safeguarding</b><br><i>(name, position &amp; contact details)</i>   | Frances Healey<br>Trustee<br>Phone: 07869288447<br>Email: <a href="mailto:frances.healey@outlook.com">frances.healey@outlook.com</a>  |
| <b>Chair of Rooley Moor Neighbourhood Forum</b><br><i>(name &amp; contact details)</i>  | Andrew Meek<br>Phone: 07903008562<br>Email: <a href="mailto:andy.meek@yahoo.co.uk">andy.meek@yahoo.co.uk</a>  |
| <b>Information on child and vulnerable adult protection</b><br><i>(references to relevant legislation &amp; reporting requirements)</i> | <p><b>What not to do:</b></p> <ul style="list-style-type: none"> <li>- Don't ignore it</li> <li>- Don't disbelieve them</li> <li>- Don't promise to keep secrets</li> </ul> <p><b>What to do:</b></p> <ul style="list-style-type: none"> <li>- Listen</li> <li>- Make a record of what was said as soon as possible</li> <li>- Pass this on as soon as is possible</li> <li>- Make sure the person is safe</li> </ul> |

| Emergency References  |   |
|---|---|
| <p><b>Emergency reporting details</b><br/> <i>(the authority you should contact in an emergency, and how to contact them)</i></p> | <p><b>National Society for the Prevention of Cruelty to Children (NSPCC)</b><br/>           24-hour helpline: 0808 800 5000<br/>           Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p> <p><b>Police</b><br/>           If someone is in immediate danger, call the Police (999)<br/>           Greater Manchester Police: 0161 872 5000.</p> <p><b>Local Authority</b><br/>           Emergency Social Work Team (out of hours): 0300 303 8875.</p> <p><b>Childline</b><br/>           Phone: 0800 1111<br/>           Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a></p> <p><b>Ann Craft Trust</b> - Safeguarding Adults in Sport and Activity<br/>           Phone: 0115 951 5400<br/>           Email: <a href="mailto:ann-craft-trust@nottingham.ac.uk">ann-craft-trust@nottingham.ac.uk</a></p> <p><b>Charity Commission</b><br/>           Phone: 0300 066 9197<br/>           Website: <a href="http://www.gov.uk/government/organisations/charity-commission">www.gov.uk/government/organisations/charity-commission</a></p> <p><b>NCVO</b><br/>           Phone: 020 7713 6161<br/>           Email: <a href="mailto:ncvo@ncvo.org.uk">ncvo@ncvo.org.uk</a></p> |

| <b>Information Sources</b>   |   |
|--|---|
| <p><b>Further guidance</b><br/><i>(contact details of agencies with expertise in child and vulnerable adult protection)</i></p>  | <p>If you have a concern that someone is being drawn into or supporting terrorism, you should ring the Secretary, Alan Rawsterne on 07970715904, or email: <a href="mailto:info@RMNF.org.uk">info@RMNF.org.uk</a></p> <p>If a child or vulnerable adult is not in immediate danger, but you want to talk to the Police you should ring 101</p> <p>In situations involving the safety and wellbeing of yourself, that you feel you are not able to discuss, please contact an organisation such as The Samaritans on 08457 90 90 90.</p> <p>Guidance on handling safeguarding allegations in a charity can be found at <a href="https://safeguarding.culture.gov.uk">https://safeguarding.culture.gov.uk</a></p> |
| <p><b>Referral services</b><br/><i>(contact details of agencies or services that can provide support or advice to survivors of abuse and exploitation)</i></p>   | <p>The Survivors Trust has 120 member organisations based in the UK &amp; Ireland which provide specialist support for women, men and children who have survived rape, sexual violence or childhood sexual abuse.</p> <p>Free helpline: 08088 010818</p> <p>Website: <a href="https://www.thesurvivorstrust.org/find-support">https://www.thesurvivorstrust.org/find-support</a></p>  |
| <p><b>Legal advice</b><br/><i>(contact details of agencies or service providers that can offer legal advice in relation to child and vulnerable adult protection and case management)</i></p>              | <p>Rochdale Council - Early Help and Safeguarding Hub</p> <p>Email: <a href="mailto:ehash@rochdale.gov.uk">ehash@rochdale.gov.uk</a></p> <p>Phone: 0300 303 0440 Monday-Friday 8.30am-4.45pm</p>  |
| <p><b>Investigation support</b><br/><i>(details of agencies, consultants or service providers that can offer support with internal investigations regarding child and vulnerable adult protection)</i></p> | <p>Rochdale Council - Early Help and Safeguarding Hub</p> <p>Call 0300 303 0440 to report a child at risk of harm</p> <p>Email: <a href="mailto:lado@rochdale.gov.uk">lado@rochdale.gov.uk</a> to report an adult who works with children</p> <p>Report adult abuse – email: <a href="mailto:adult.care@rochdale.gov.uk">adult.care@rochdale.gov.uk</a> or ring 0300 303 8886</p>   |
| <p><b>Psychological support</b><br/><i>(contact details for psychological support services that forum trustees, officers, members and volunteers could access if required)</i></p>                         | <p>See the Rochdale Council website:<br/><a href="http://www.rochdale.gov.uk/health-and-wellbeing/coronavirus/Pages/mental-health-support.aspx">http://www.rochdale.gov.uk/health-and-wellbeing/coronavirus/Pages/mental-health-support.aspx</a></p>  |

# SAFEGUARDING POLICY

## Policy statement

RMNF is committed to following good practice and this includes having clear, consistent policies, procedures and processes for everyone to follow.

RMNF takes its responsibilities for safeguarding extremely seriously. We have a duty of care to our members, volunteers, supporters and members of the public. We are committed to creating and maintaining a safe and positive environment and accept our responsibility to safeguard the welfare of anyone who attends and participates in our meetings, events and activities, in accordance with current legislation.

## Aims and scope

This policy aims to provide everyone involved with RMNF with the fundamental values that guide our approach to safeguarding. It also aims to be proportionate and appropriate to the level of risk involved.

This policy applies to all individuals involved in delivering our charitable aims and goals - volunteers, members, supporters, trustees, consultants and contractors.

RMNF will encourage and support partner organisations and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this policy.

## Principles

### Why do we need safeguarding?

- Abuse, harassment and harm can happen to anyone. It's not always visible and often not spoken about.
- Abuse, harm and neglect are wrong. We have a duty to do something about it.
- When everyone understands safeguarding and their right to be safe, people who have nowhere else to turn are protected.
- An organisation that does safeguarding well is an organisation that is trusted.
- The Charity Commission expects every charity to make safeguarding a priority.

The guidance given in the policy is based on the following principles:

- The welfare of children and adults is paramount in all the work, meetings, events, activities and programmes carried out as well as the decisions made by RMNF.
- It is important to value, listen to and respect all views and opinions.
- All children and adults, regardless of age, ability or disability, gender reassignment, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.

- We will seek to ensure that we are inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of all children and adults will always be respected.
- We recognise that ability and disability can change over time and that some children and adults may be additionally vulnerable to abuse, in particular those with care and support needs.
- We all have a shared responsibility to ensure the safety and well-being of all and will act appropriately and report concerns whether these concerns arise within RMNF or in the wider community.
- All allegations will be taken seriously and responded to quickly in line with our Safeguarding policy and procedure documents.
- RMNF recognises the role and responsibilities of the statutory agencies in safeguarding and is committed to complying with their procedures.

## **Good practice, poor practice and abuse**

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental. It is not the responsibility of any individual involved to make judgements regarding whether or not abuse is taking place, but everyone is responsible for recognising and identifying poor practice and potential abuse, and to act on this if they have concerns.

## **Training**

Everyone at RMNF will have access to the Safeguarding policy and Safeguarding procedure and is expected to help implement this across the charity.

All appropriate volunteers should undertake some form of safeguarding training that is relevant to their role.

## **Accessibility and inclusion**

RMNF is built on the belief that everyone deserves the right to experience the joy of protecting and enhancing our neighbourhood and to make it an area that is vibrant, socially inclusive, and generally the greenest, safest place to live, work and play that it can possibly be. We strive to be diverse, inclusive and accessible in how we offer and promote activities.

## **Legislation**

The practices and procedures within this policy are based on the principles contained within the GB legislation and Government guidance, taking the following into consideration:

- The Care Act 2014
- The Children Act 1989
- The Children Act 2004
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010

- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018
- Children and Young People (Scotland) Act 2014
- Adult Support and Protection (Scotland) Act 2007
- Social Services and Well-being (Wales) Act 2014

## Definitions

**Safeguarding** children means protecting children from abuse and maltreatment, preventing harm to children's health or development, and ensuring children grow up with the provision of safe and effective care.

Safeguarding adults means protecting the rights of adults to live in safety, free from abuse and neglect.

**Abuse** is a violation of an individual's human and civil rights by another person or persons.

**Children and young people:** for this policy document and practice within RMNF, a child is defined as anyone under the age of 18.

**Adult** is anyone aged 18 or over.

**Adult at risk** is a person aged 18 or over who has care and support needs, is experiencing, or is at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from the risk of abuse or neglect.

**Adult in need of care and support** is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors.

**Capacity** means having the ability to make a decision about your own life on your own and is sometimes referred to as 'mental capacity'. This can be affected either temporarily or permanently. Some people have the capacity to make simple decisions but not major ones, for example financial.

## Further information

Related policies, procedures and supporting information are available.

**This policy should be read in conjunction with the Safeguarding procedure.**

**END**