



Rooley Moor Neighbourhood Forum (RMNF)

PROCEDURE COVER SHEET

Title:	Safeguarding Procedure
Purpose / scope:	This procedure sets out the RMNF approach to safeguarding for volunteers, members, supporters and anyone who attends our meetings, events or activities.
Staff owner:	Lead Trustee for Safeguarding
Related policies:	Whistleblowing policy Complaints policy Code of conduct Social media policy Equality policy Volunteers' policy
Approved by:	Trustees and Members at the 2022 AGM
Date approved:	9 th January 2023
Next review due:	October 2026
Version:	2
Applies to:	Volunteers, members, trustees, supporters, consultants, contractors

Version control

Version	Date	Activity
1	December 2021	New policy, reviewed by the Trustees, changes requested
2	December 2022	Updated version

Rooley Moor Neighbourhood Forum (RMNF) SAFEGUARDING PROCEDURE

This procedure explains what to do when you recognise, receive or refer a safeguarding allegation, concern or disclosure.

Introduction

RMNF is committed to creating and maintaining a safe, welcoming and inclusive environment where everyone is respected and valued. We want to ensure we act in a way that prevents harm, harassment, bullying, abuse and neglect. Everyone in the organisation has a role to play in safeguarding and we need to be ready to respond safely and effectively if there is a problem.

Safeguarding is everyone's responsibility – if you have concerns about anyone's safety or wellbeing you must act on these, do not ignore them.

It is vital to have a clear, easy to understand and consistent process for everyone to follow so that problems can be identified and reported quickly. The Safeguarding procedure applies to everyone involved in RMNF' meetings, activities and events. This procedure is designed to be read alongside the safeguarding policy.

1. Principles

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

- The welfare of adults and children is paramount in all the work, meetings, events and activities carried out as well as the decisions made by RMNF.
- It is important to value, listen to and respect all views and opinions.
- All adults and children, regardless of age, ability or disability, gender, 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 or any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- The rights, dignity and worth of everyone will always be respected.
- We all have a shared responsibility to ensure the safety and well-being of adults and children 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.
- We recognise the role and responsibilities of the statutory agencies in safeguarding and are committed to complying with their procedures.

Adult safeguarding and the wellbeing principle

The concept of wellbeing is used throughout English legislation and relates to personal dignity, support and inclusion. The 'Wellbeing Principles' for England are recorded in **Appendix 1**.

Adult safeguarding should be person led and outcome focussed. The intention is to engage with a person and discuss how best to respond to their safeguarding situation in a way that enhances involvement, choice and control, to improve their quality of life, wellbeing and safety. Wherever possible discuss safeguarding concerns with the adult to get their view of what they would like to happen – involve them in the process and get their consent to share information outside of the organisation where necessary. The adult's views, wishes, feelings and beliefs must be considered when decisions are being made. This is known as 'Making safeguarding personal'.

2. Roles and Responsibilities

Safeguarding is everyone's responsibility and to create a safe environment, it is important that everyone feels respected, knows their rights, feels they can ask questions and tell someone if they are concerned about something.

Key contacts

- Our Safeguarding Lead is the nominated Safeguarding Lead Trustee. See "9. Useful Contacts" below
- The names and contacts are available on the RMNF website Safeguarding page.

Safeguarding Lead- Trustee

There is a lead trustee who is responsible for overseeing safeguarding and helps to ensure the policy is embedded within RMNF.

The responsibilities for this role include:

- Being the central point of contact for all concerns and incidents.
- Coordinating the RMNF approach to safeguarding.
- Producing and circulating guidance and resources to support the policy and procedures.
- The creation of a case management system to deal with issues, manage and review concerns within RMNF.
- We have a written procedure to review the management of concerns every three years and report to the Trustees.
- Establishing appropriate training for volunteers and trustees.
- Managing referrals to statutory agencies (social services or police) of any incidents or allegations of abuse or harm.
- Providing advice and support to volunteers and trustees on safeguarding.

If the concern relates to the Safeguarding Lead, then the issue should be reported to the RMNF Chair.

3. What to do if you have a concern or someone raises a concern with you?

It can be very hard for someone to talk about abuse they have suffered, as they may fear there will be negative consequences. It may take a long time to talk about abuse they have experienced, some never do. Creating an environment in which people feel comfortable talking about any abuse, taking them seriously and acting swiftly upon any information they disclose are all essential to ensuring a culture of openness and vigilance.

Responding to concerns

- It is not your responsibility to decide if there is a safeguarding issue – but it is everyone’s responsibility to respond to and report concerns.
- Is the person in immediate danger or are they injured? Then contact the emergency services as soon as possible. If you think a crime has been committed, then contact the police.
- If a concern or allegation of abuse or poor practice is reported, this must be reported to the Safeguarding Lead Trustee. If the concern relates to the Safeguarding Lead Trustee, then it should be reported the RMNF Chair.
- Tell the person involved what you are going to do about the concern, note any views they may have regarding how they wish the matter to be dealt with and seek their consent.
- If you feel that they do not have capacity to consent, you can act without consent, but you must record your decision. Always consider the balance between listening to someone’s wishes and needing to refer information where others may be at risk.

Reporting concerns

- If you are concerned someone is in immediate danger, contact the police by ringing 999 immediately.
- Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns, or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this as soon as possible to the Safeguarding Lead Trustee.

Recording concerns

- Make a note of your concerns.
- Record what the person said using their own words as soon as possible.
- Complete a safeguarding incident form (Appendix 4) and email it to the Safeguarding Lead Trustee.
- Describe the circumstances of the disclosure and how it came about.
- Take care to distinguish between fact, observation, allegation and opinion – it is important that the information you have is accurate.

- Be aware of the need for confidentiality at all times – this information must only be shared with the Safeguarding Lead Trustee and others on a need-to-know basis.
- All incident forms will be stored securely and confidentially. Electronic records will be password protected.

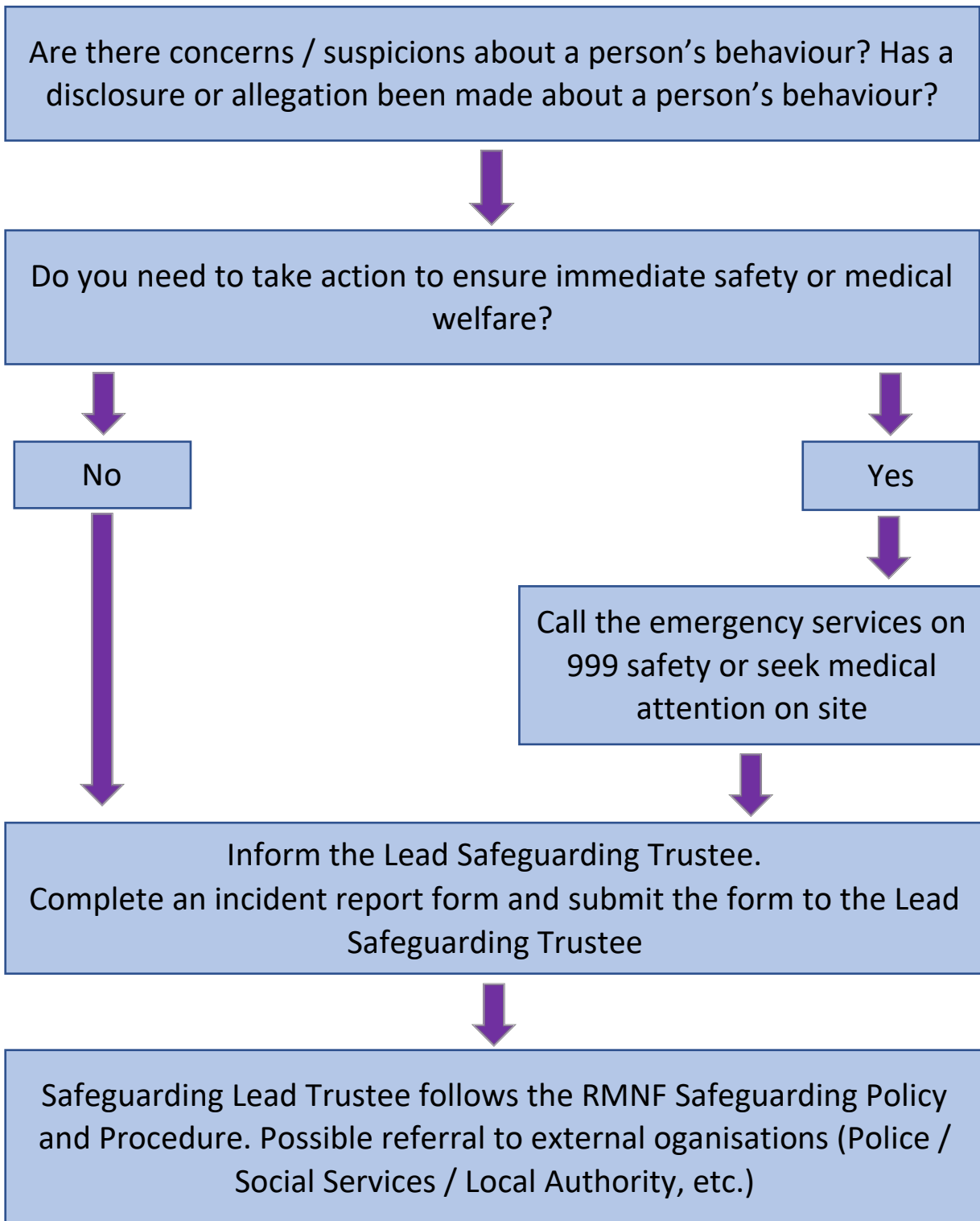
Referring concerns

Everyone working, volunteering and taking part in RMNF' activities has a duty of care to be aware and respond appropriately to suspicions of poor practice, abuse or bullying.

This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns to the safeguarding lead or officer.

If you cannot contact someone within RMNF or feel that your concerns are not being dealt with properly, you can contact the Police, your local authority (who will have specialist teams or will provide details about who to contact), the NSPCC or the Ann Craft Trust.

4. RMNF Safeguarding Process



5. Types of abuse and neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. There are different types and patterns of abuse and neglect and different circumstances in which they may take place. Each Home Nation defines category of abuse and harm slightly differently, see **Appendix 5** for the different types in each country.

There are a variety of different types of abuse or harm - **Appendix 6** outlines the different types and gives definitions.

6. Signs and indicators of abuse and neglect

Abuse can take place anywhere and be inflicted by anyone. There are many signs and indicators that may suggest someone is being abused or neglected – including but not limited to:

- unexplained bruises or injuries – or lack of medical attention when an injury is present
- person's belongings or money goes missing
- person not attending / no longer enjoying taking part in activities/events
- someone losing or gaining weight / an untidy appearance or a deterioration in hygiene
- a change in the behaviour or confidence of a person – they may be quieter and withdrawn
- they may self-harm
- they may have a fear of a particular group or individual
- they may tell you / another person they are being abused i.e. a disclosure
- harassment of a member because they are or are perceived to have protected characteristics
- not meeting everyone's needs – having regular breaks
- sending unwanted sexually explicit text messages to a person with learning disabilities
- threatening someone with physical harm.

7. Storing and sharing records

Records can be kept up to six years following The Data Protection Act 2018 - which implements the General Data Protection Regulations (GDPR) guidance. When records are being kept for more than the six-year period, files will be clearly marked and the reasons for the extension period clearly identified.

To keep adults and children safe, information needs to be shared so that decisions can be made about how to protect them. The law recognises that sharing information is a part of day-to-day safeguarding practice. Sharing information is an important part of RMNF safeguarding procedure when it is required.

8. Training

Everyone at RMNF will have access to the Safeguarding Policy and Safeguarding Procedure and is expected to implement this across the charity.

All volunteers are required to undertake some form of safeguarding learning opportunities that is relevant to their role.

9. Useful contacts

Rooley Moor Neighbourhood Forum (RMNF) trustees and officers are accountable for ensuring contact details are reviewed at least once a year.

Organisation	Rooley Moor Neighbourhood Forum		
Completed by	Alan Rawsterne	Date	December 2022
Reviewed by		Date	December 2023

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

Emergency References

Emergency reporting details

(the authority you should contact in an emergency, and how to contact them)

National Society for the Prevention of Cruelty to Children (NSPCC)

24-hour helpline: 0808 800 5000

Email: help@nspcc.org.uk

Police

If someone is in immediate danger, call the Police (999)

Greater Manchester Police: 0161 872 5000.

Local Authority

Emergency Social Work Team (out of hours): 0300 303 8875.

Childline

Phone: 0800 1111

Website: www.childline.org.uk

Ann Craft Trust - Safeguarding Adults in Sport and Activity

Phone: 0115 951 5400

Email: ann-craft-trust@nottingham.ac.uk

Charity Commission

Phone: 0300 066 9197

Website:

www.gov.uk/government/organisations/charity-commission

NCVO

Phone: 020 7713 6161

Email: ncvo@ncvo.org.uk

Information Sources	
<p>Further guidance</p> <p><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: info@RMNF.org.uk</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 https://safeguarding.culture.gov.uk</p>
<p>Referral services</p> <p><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 & 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: https://www.thesurvivorstrust.org/find-support</p>
<p>Legal advice</p> <p><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: ehash@rochdale.gov.uk</p> <p>Phone: 0300 303 0440 Monday-Friday 8.30am-4.45pm</p>
<p>Investigation support</p> <p><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: lado@rochdale.gov.uk to report an adult who works with children</p> <p>Report adult abuse – email: adult.care@rochdale.gov.uk or ring 0300 303 8886</p>
<p>Psychological support</p> <p><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:</p> <p>http://www.rochdale.gov.uk/health-and-wellbeing/coronavirus/Pages/mental-health-support.aspx</p>

Appendices

Appendix 1 – Wellbeing Principles for England

Appendix 2 – Principles of adult safeguarding

Appendix 3 – Capacity: guidance on making decisions

Appendix 4 – Safeguarding incident form

Appendix 5 – Categories of abuse and harm

Appendix 6 – Definitions of the different types of abuse and harm

Appendix 1 – ‘Wellbeing Principles’ for England

England

Personal dignity (including treating the individual with respect)

Physical and mental health and emotional wellbeing

Protection from abuse and neglect

Control by the individual over their day-to-day life (including over care and support provided and the way they are provided)

Participation in work, education, training or recreation

Social and economic wellbeing

Domestic, family and personal domains Suitability of the individual’s living accommodation

The individual’s contribution to society.

Appendix 2 - Principles of adult & Children safeguarding

England – Care Act 2014 The Act's principles are:

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

Prevention – It is better to take action before harm occurs.

Proportionality – The least intrusive response appropriate to the risk presented.

Protection – Support and representation for those in greatest need.

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

Accountability – Accountability and transparency in delivering safeguarding.

Appendix 3 – Capacity: guidance on making decisions

[The Mental Capacity Act 2005 England and Wales](#). Does not generally apply to people under the age of 16. It covers people in England and Wales who can't make some or all decisions for themselves. The ability to understand and make a decision when it needs to be made is called 'mental capacity'.

The issue of capacity or decision-making is a key one in safeguarding adults across all legislatures.

It is useful to have an overview of the concept of capacity. The ability to make decisions is often taken for granted. But some people are only able to make some decisions, and a small number of people cannot make any decisions. Being unable to make a decision is called "lacking capacity".

To make a decision we need to:

- understand information
- remember it for long enough
- think about the information
- communicate our decision

The various legislations set out the principles for working with adults who lack capacity to make decisions. A person's ability to do this may be affected by things like learning disability, dementia, mental health needs, acquired brain injury and physical ill health.

Good practice states that every individual has the right to make their own decisions and legislation provides the framework for this to happen. The legislations are designed to ensure that people have the support they need to make as many decisions as possible. The legislations also protect people who need family, friends or paid support staff to make decisions for them because they lack capacity to make specific decisions.

Any intervention in the affairs of an adult should:

- benefit the adult;
- take account of the adult's wishes, so far as these can be ascertained;
- take account of the views of relevant others, as far as it is reasonable and practical to do so; and
- restrict the adult's freedom as little as possible while still achieving the desired benefit.

An individual's ability to make decisions can change over the course of a day. Here are some examples that demonstrate how the timing of a question can affect the response:

- a person with epilepsy may not be able to make a decision following a seizure.
- someone who is anxious may not be able to make a decision at that point; or
- a person may not be able to respond as quickly if they have just taken some medication that causes fatigue.

In each of these examples, it may appear as though the person cannot make a decision. But

later in the day, presented with the same decision, they may be able to at least be involved or to make an informed and measured decision.

Legislation recognises that capacity is decision-specific, so no one will be labelled as entirely lacking capacity. The legislation also recognises that decisions can be about big life-changing events, such as where to live, but equally about small events, such as what to wear on a cold day.

To help understand this concept further, consider the following five points:

- assume that people can make decisions, unless it is shown that they are not. If you have concerns about a person's level of understanding, you should check this with them, and if applicable, with the people supporting them;
- give people as much support as they need to make decisions. Be involved in this –think about the way to communicate or provide information and be aware that they may ask for an opinion.
- people have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimized;
- if someone is not able to make a decision, then the person helping them must only make decisions in their "best interests". This means that the decision must be what is best for the person, not for anyone else; and
- find the least restrictive way of doing what needs to be done.

Remember:

Do not discriminate or make assumptions about someone's ability to make decisions, and do not pre-empt a best interest's decision merely based on a person's age, appearance, condition or behaviour.

As an organisation, when it comes to decision-making, you could be involved in a minor way, or asked to provide more detail. The way information is provided might influence a person's ultimate decision. A person may be receiving support that is not in line with the principles of the legislation - be prepared to address this.

Appendix 4 – Safeguarding incident form

Please complete this as fully as possible if you have any concerns. This form will be used by volunteers to record concerns or suspicions of abuse. The form should be sent to the RMNF safeguarding Lead Trustee within 24 hours of the incident.

If you want some assistance, please phone (see 9. Useful contacts) and ask to speak to the Safeguarding Lead Trustee.

Form Completed by	
Your name:	Your role or position:
Location:	Contact phone number:
The person at risk's details	
Name:	
Address/phone number:	
Details of the concerns/ allegations	
Are you recording: <ul style="list-style-type: none">• Disclosure made directly to you by the person?• Disclosure or suspicions from a third party?• Your suspicions or concerns?	
Date and time of disclosure:	
How did the alert arise?	

Name/ address/ phone number of person reporting the concerns, if different to the person completing the form:
Who is aware of the allegations/ concerns?
Date and time of incident:
Details of the allegation/suspicions. State exactly what you were told/ observed and what was said. Use the persons own words as much as possible. Include: Name of perpetrator
Address (if known) Phone number/ email (if known)
Action taken so far:
Any additional information or comments:
Date submitted:

Once completed, please return this form immediately ideally by email to info@RMNF.org.uk

Or phone the Safeguarding Lead Trustee (see 9. Useful contacts)

Appendix 5 – Categories of abuse and harm

England - Care Act 2014
Physical
Sexual
Emotional/Psychological/Mental
Neglect and acts of Omission
Financial or material abuse
Discriminatory
Organisational / Institutional
Self-neglect
Domestic Abuse (including coercive control)
Modern slavery

Appendix 6 - Definitions of the different types of abuse and harm

Self-neglect – this covers a wide range of behaviour including neglecting to care for one's personal hygiene, health or surroundings and behaviour such as hoarding.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude.

Domestic abuse and coercive control – including psychological, physical, sexual, financial and emotional abuse. It also includes so-called 'honour' based violence, which can occur between any family members.

Discriminatory abuse – this centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home.

Physical abuse – including hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the person has not consented or was pressured into consenting.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to a person's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or psychological abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

The following are also relevant:

Cyber bullying – when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person.

Forced marriage – used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry. The forced marriage of adults with learning disabilities occurs when the adult does not have the capacity to consent to the marriage.

Mate crime – a ‘mate crime’ as defined by the Safety Net Project as ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’

Radicalisation – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause.