

## Safeguarding policy

The Radyr & Morganstown Association (RMA) adopts the following general policy:

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. We commit ourselves to the safeguarding of all people of any age who may be vulnerable, ensuring their well-being in the activities of the RMA.
3. We commit ourselves to promoting safe practice by those in positions of trust.
4. The RMA commits itself to promoting the inclusion and empowerment of all who may be vulnerable.
5. It is the responsibility of each of us to prevent the physical, psychological, verbal, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
6. We undertake to exercise proper care in the appointment and selection of those who will work with those who may be vulnerable.
7. The RMA is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst those who may be vulnerable.
8. Each person who works with vulnerable people will agree to abide by these policies.

The RMA believes that the safety of children and young people is paramount on all occasions. The RMA will take all reasonable steps to ensure the safety of all children and young people involved in its activities.

### The RMA is committed to protecting children and young people from the following:

**Harm** e.g. Injury, Abduction, Attack, Emotional distress

**Abuse** e.g. Verbal, Physical, Sexual, Bullying and cyber bullying

**Exposure to inappropriate** e.g. Attitudes, Language, Materials, Actions, etc

All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection. The RMA is committed to ensuring all possible situations in which children and young people are involved with them are risk assessed to ascertain the level of risk involved. The RMA will endeavour to establish suitable control measures to reduce risks to acceptable levels. All volunteers of the RMA have a responsibility to be aware of this policy, any risk assessments and control measures in place in any situation in which children and young people are involved.

### Protection from harm and abuse

For the following statements “vulnerable participants” includes all children, young people and vulnerable adults whether singular or in a group.

### Venues

The RMA organises events in both indoor and outdoor locations. All events will have an adequate risk assessment carried out prior to the event and appropriate risk mitigation measures put in place.

Those assessing venue provisions will consider:

- adequate heating, lighting and ventilation;
- access to toilets and running water or other sanitary provision;
- clearly labelled and accessible exits and fire exits;
- a No Smoking/vaping policy during all RMA events that involve children and young people;
- appropriate safety glass, handrails and non-slip floors;
- suitable levels of adult supervision at all times – indicating the expectation that this will be by responsible adults known to participants or by appropriate RMA Volunteers;
- suitable furniture for the age and abilities of the participants present; and
- clear arrangements around children and young people leaving the event

## **Activities**

All activities involving vulnerable participants will have:

- appropriate age guidelines defined for each activity;
- an agreed maximum number of participants simultaneously engaging in an activity or part of an activity, this may be divided by age group or other relevant indicators; and
- appropriate planning and preparations in place to encourage children and young people of all levels of ability to join in their chosen activities in a safe manner.

## **Adult supervision**

The RMA will ensure safe working practices are in place so that:

- volunteers will not be permitted to work with children or young people whilst known or suspected to be under the influence of alcohol or drugs;
- arrangements for dealing with minor First Aid needs and more major injuries are made clear to all volunteers at an event before they start working;
- no single adult will plan to be left in charge of children or young people, individually or as group;
- no child under eight will be left alone at any time; children under the age of 10 should not be left alone except in using the toilet;
- a child or young person will not be allowed to leave the event without the express permission of a parent, guardian or other identified responsible adult;
- all RMA volunteers are made aware that unnecessary touching of children and young people is inappropriate and not permitted;
- all those working with children and young people on behalf of the RMA are briefed on the child protection policy and its implications for their role at each event.

## **Behaviour management of children**

The RMA asserts that:

- corporal sanctions (e.g. smacking, slapping, shaking) are not acceptable in any circumstances;
- sanctions that threaten, intentionally frighten or humiliate young people are also not acceptable;
- bullying and/or threatening behaviour between participants of any age will not be tolerated;
- the RMA will not accept disruptive or unruly behaviour from any participant which spoils, or has the potential to spoil, the enjoyment of others.

## **Protection from sexual abuse**

The RMA is totally committed to protecting participants of all ages from sexual abuse by any adult or other participant.

With regard to RMA work where vulnerable participants are involved the following controls are routinely in place:

- safe recruitment of volunteers for roles that involve working with vulnerable participants will include sight of a satisfactory DBS check;
- safe recruitment will remain valid for a person for three years from the date of their satisfactory DBS check;
- adults who have not undergone safe recruitment cannot be left in charge of any group involving vulnerable participants;
- if any person reports any incident of suspected inappropriate or unacceptable behaviour towards any participant, the RMA is committed to taking immediate and appropriate action to ensure the safety of any vulnerable participants present and, if the behaviour warrants it, to report the matter to the relevant authorities;
- the RMA will plan for at least two safely recruited volunteers to be present at all activities when vulnerable participants are involved. No planned session should commence without the minimum of two safely recruited adults present.

Further controls may be applied as deemed appropriate in the event risk assessment.

## **Protection from inappropriate behaviour, language and materials**

Whilst undertaking a role for the RMA:

- all volunteers will refrain from the use of swear words, lewd actions or making inappropriate references to sexual or illegal activities;
- all volunteers will avoid racist and sexist attitudes and comments;
- when vulnerable participants are involved the use of sarcasm or overt criticism directed at participants will be avoided.

## **Discipline**

Any deviation from the above safeguards must be reported to the RMA Executive no more than 7 days after the event. Any volunteers suspected to be actively deviating from this policy will be dealt with under the relevant Grievance and Discipline Policy of the Association.

## **Review and monitoring of this policy**

The Safeguarding policy is to be discussed by the executive at a meeting prior to the AGM each year, to allow a review and discussion of the working of this policy. Any amendments to the policy will result in a version controlled re-issue to the website and notification of the changes being issued to all volunteers registered to work with children and young people and/or vulnerable adults on behalf of the Association.

## **Responsible Officer**

An officer of the RMA will be appointed annually as 'Safeguarding Officer' with the responsibility of reviewing the policy and recommending changes in the light of legislation, developing good practice, and experience. This officer will also be the first point of contact for internal reporting of breaches of the policy. Where it is not appropriate to report to this officer a formal report can be made to any other officer of the Executive.

## **Adoption**

Version 7 of this Policy last reviewed at the Executive Committee held on 24<sup>th</sup> May 2018 and to be issued as required by the updated policy following that meeting.

This safeguarding policy will be available for all participants and interested parties for inspection both on the Association Website and in hard copy at any event aimed at Children and/or young person participants.

Signed:

Name: David Silver

Role: Chairman

Date: 24<sup>th</sup> May 2018