



Safeguarding Children & Adults at Risk Policy

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RVF/SCARP/01

RESIGHT VISION FOUNDATION, JALANDHAR, PUNJAB

Safeguarding Children & Adults at Risk Policy



Approved By	DR.AMANDEEP SINGH ARORA	PRESIDENT	
Issued By	Ms. SAPNA THAKUR	SECRETARY	



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Our purpose is to advance and promote learning, helping to create a fairer, more inclusive society. This extends to all sectors of society including the most vulnerable learners, including children and adults.

The Safeguarding Children and Adults at Risk Policy and Procedures support the safeguarding of those most vulnerable learners and colleagues we work with.

At RVF, we have a duty of care to ensure we have measures in place that safeguard:

- Children up to the age of 18
- Adults aged 18+ who may be in need of care services by reason of mental or other disability, age, or illness.

Our commitment to safeguarding is reflected in our values and behaviours. Where we have concerns, we will be respectful and considerate, particularly when making decisions that impact others. We will choose the most appropriate method in which to raise issues, we will collaborate with external agencies and the organisations we work with, proactively forging and maintaining productive working relationships to help protect those most vulnerable.

We will ensure that our colleagues are fully aware of potential risks to learners, colleagues and RVF and are able to raise concerns to ensure we protect and support the most vulnerable groups we work with and provide services for.

1. Purpose

The Safeguarding policy helps us ensure that all safeguarding matters are dealt with promptly, consistently and in line with appropriate procedures.

2. Scope

This policy is to protect and safeguard children and vulnerable adults who are in contact with RVF's operations and programmes against risks of or actual abuse, neglect, violence, exploitation, and sexual exploitation abuse and harassment. The policy applies to RVF staff, volunteers, consultants and partners. The areas where children and vulnerable adults may be affected:

3. Definitions, responsibilities, and accountabilities

- a) **Safeguarding** means protecting the health, wellbeing and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect.

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- b) **Executive team** has overall accountability for ensuring that all employees, workers and suppliers understand what safeguarding means and how to report any concerns of abuse, harm or neglect in the course of their work.
- c) **Heads of Department and Managers** are responsible for ensuring that they, and the employees that they supervise, are aware of our safeguarding policy and procedure and can access relevant training. They should promote the discussion of safeguarding at team meetings and as part of supervision or one-to-one meetings. They may be required to make decisions relating to complex or serious safeguarding concerns and can seek advice from the Chief Regulatory Officer / Responsible Officer, in relations to learners, or employees, workers, contractors and suppliers.
- d) **Management teams** are responsible and accountable for identifying safeguarding issues and following safeguarding procedures without deviation.
- e) **People Services Team** are responsible and accountable for providing guidance and advice to managers and colleagues on the application of this policy and procedure in relation to employees and workers and the provision of training to new employees.
- f) **All employees, workers, contractors, and suppliers** have a responsibility to understand their role in safeguarding children and vulnerable adults and a duty to report actual or suspected abuse, harm, or neglect to their line manager immediately.

4. What is Safeguarding?

Safeguarding means protecting the health, well being and human rights of children and adults at risk, enabling them to live safely, free from abuse and neglect. It is about people and organizations working together to prevent and reduce both the risks and experience of abuse or neglect.

Through developing knowledge and awareness to understand various types of abuse and neglect, knowing what to look for and being able to identify the signs, and by working in partnership with other organisations, we are able to take appropriate action to reduce the risk and prevent abuse and neglect.

It is important to see these as wider issues outside of the school / college or workplace environment, which could be a threat to the child's / adult's safety or welfare. This includes multiple forms of external factors such as:

- showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- being at risk of modern slavery, trafficking, or exploitation

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- being at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child or adult, such as drug and alcohol misuse, mental health issues and domestic abuse
- has returned home to their family from care
- is a privately fostered child.

Safeguarding requires effective measures and procedures in place so that all colleagues understand the procedures that must be followed if they suspect abuse, what to do if a child or a vulnerable adult tells you they are being abused, or if neglect is suspected. Those procedures are detailed within Section Two of this document.

5. Importance of Safeguarding

As a responsible employer RVF must have clear procedures in place to ensure the rapid reporting any concerns colleagues, supplier and contractors have about children and vulnerable adults who are at risk.

We have a clear process to carry out appropriate checks for any potential and new colleagues joining RVF who will encounter children and/or adults at risk as part of their work. This includes contact that is both virtual and face-to-face.

Our Social Investment plans also set out how we can ensure access to the best education for those socially disadvantaged and ensuring we have a clear process for dealing with concerns and recruiting suitable individuals we support the process of ensuring learners from these groups have a safe place to learn and maximise their potential.

6. Breach of this policy

Training will be provided to colleagues on the content of this policy and procedure and all colleagues must familiarise themselves with our Safeguarding Policy and Procedures. Any breach of this policy may result in disciplinary action.

Safeguarding Procedure

- Appendix 1 Safeguarding Reporting Procedure

Abuse and neglect can take many forms and we should not be restricted to an individual's view of what constitutes abuse or neglect. Circumstances of an individual case should always be considered.

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Abuse may be single or repeated acts, opportunistic or a form of serial abuse where the perpetrator seeks out and “grooms” individuals, an act of neglect or failure to act, multiple in form (many situations involve more than one type of abuse); deliberate or the result of negligence or ignorance or it could be a crime.

For the purposes of this procedure abuse is categorised as follows:

- a. **Discrimination** including forms of harassment, bullying, slurs, isolation, neglect, denial of access to services or similar treatment because of race, gender and gender identity, age, disability, religion or because someone is gay, bisexual or transgender. This includes racism, sexism, ageism, homophobia, or any hate crime.
- b. **Domestic abuse** an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse by someone who is or has been a family member. This includes psychological/ emotional, physical, sexual, financial abuse or so call “honour” based violence, forced marriage or Female Genital Mutilation (FGM).
- c. **Financial or material** includes fraud, theft, internet scamming, exploitation, coercion in relation so a vulnerable adult’s financial affairs, including communication with wills, property inheritance, possessions, or benefits.
- d. **Modern slavery** includes slavery, trafficking, forced labour.
- e. **Neglect** includes ignoring medical, emotional, and physical care needs, such as medication, adequate nutrition, or heating.
- f. **Institutional** includes poor care practice within an institution or organisation or care given at home ranging from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes, and practices within an organisation.
- g. **Physical** includes assault, hitting, slapping, misuse of medication, restraint.
- h. **Psychological / Emotional** includes threats of harm, abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable withdrawal of services or support networks.
- i. **Sexual** includes rape, indecent exposure, sexual assault, sexual acts, sexual harassment, inappropriate touching, looking, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts to which they did not consent.
- j. **Self-neglect** includes a person neglecting to care for their own personal hygiene, health or surroundings, or an inability to provide essential food, clothing, shelter, or medical care necessary to maintain their physical and mental health, emotion wellbeing and general safety.
- k. **Radicalisation** includes where an individual has been radicalised by others, which may lead to acts of crime, terrorism, or harm to others.

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2. What you should do if you suspect abuse of a child or a vulnerable adult

- always report this immediately to the Head of Department
- If you believe the individual is at immediate harm, contact the police immediately.

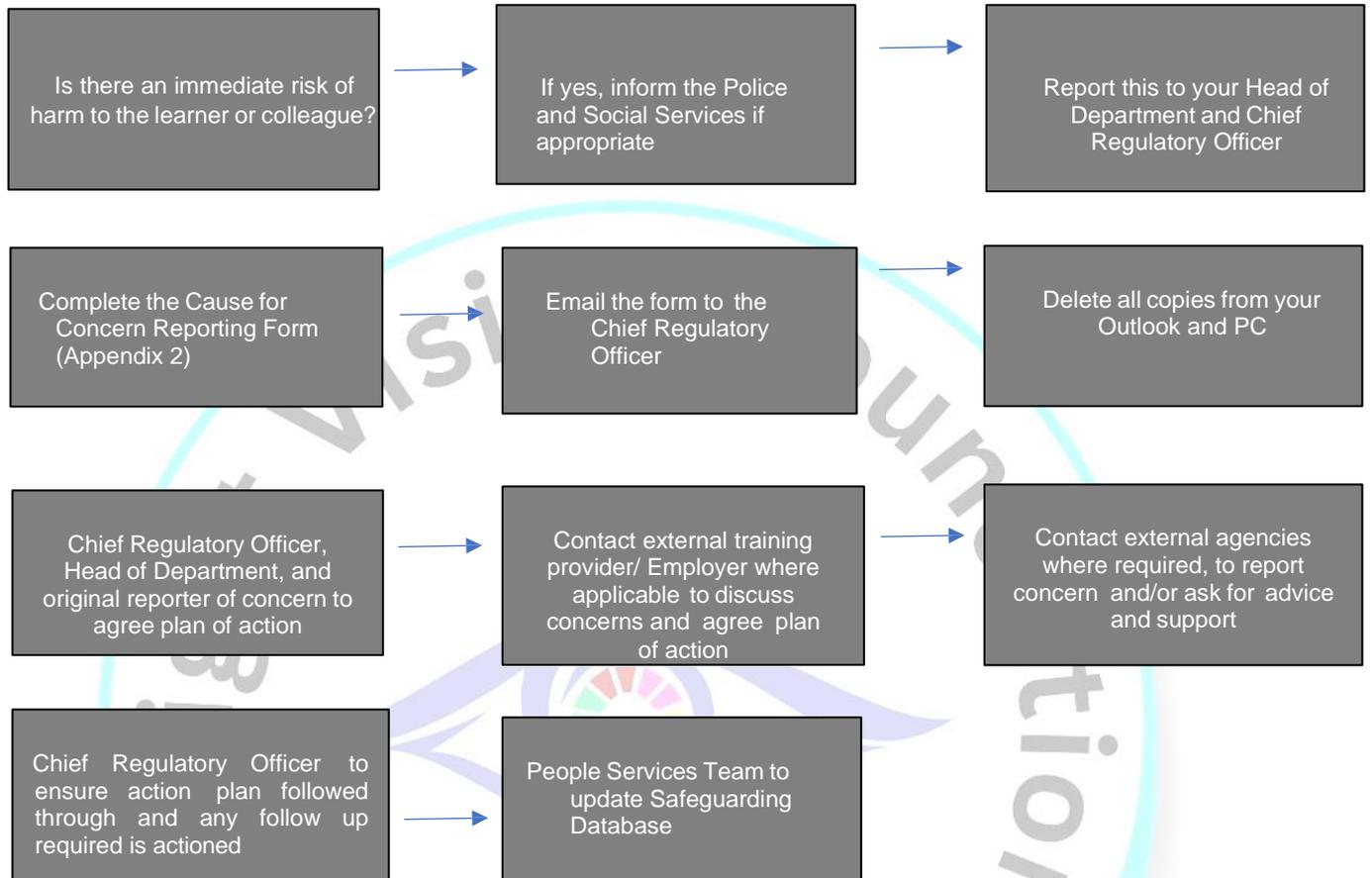
This form should be completed and emailed only to Head of Department. A meeting will be held with your Head of Department and Chief Regulatory Officer / Responsible Officer to discuss and agree a plan of action which may include contacting the relevant external bodies such as:

- the Police
- Social Services, as part of your Local Authority, if appropriate to ask for advice and support <https://www.gov.uk/report-child-abuse-to-local-council>



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Safeguarding – Reporting concerns regarding learners / employees



Details of incident/ abuse (please detail exactly what the victim told you)	
Date took place	
Place of incident	
Date this was reported to you?	
Detail exactly what the victim told you	

Type of abuse (please tick all that apply)					
Financial/material		Physical		Neglect	
Psychological/emotional		Sexual		Discriminatory	
Radicalisation		Organisational		Domestic abuse/violence	
Modern Slavery		Self-neglect		Other	
If other, please specify					
Is the victim at risk of further abuse/neglect?	Yes / No / Unknown				

Details of alleged perpetrator (if known or applicable)			
Name		Relationship to victim	

Have you informed any agencies? (Local social services / police / RVF or anyone else)?
If so, please give details...
Date/ time referred to external organisation: Contact name:
Contact number:
Details of advice given by external organisation

What does the victim say they want to happen? (if applicable)

With the information you hold are you sure the learner/colleague is safe?
With the information you hold are you confident that there is no risk to others in the environment where the individual is at risk?

The following section is to be completed by the Chief Regulatory Officer/Responsible Officer

Date report received		Is a follow up required?	Y / N
Your contact details			
Have you contacted any external agencies / organisations?			
What date did you speak to them?			
Who did you speak to?			
What are their contact details?			
What was their advice?			
Is any further action required by RVF?			
Detail of actions subsequently taken if applicable			
Do you need to follow up? If so, insert date?			
Has this report been added to the Safeguarding Database?			
Signature	Date		

