



SAFEGUARDING POLICY

Aims and Objectives.

The aims of the Royal Institute of Navigation's Safeguarding Policy are:

1. To provide a safe and secure environment for young people when involved in activities in connection with RIN.
2. To provide training in child protection procedures as laid down within Working Together 2013.
3. To develop and demonstrate the best practice within the area of child protection.
4. To promote and achieve the highest child protection standards throughout the organisation.

The key principles relating to the above.

The young person's welfare is, and must always be, of paramount importance.

1. It must be determined that young people of all ages, gender, culture, disability, racial origin or religion are protected from abuse.
2. Any suspicion or allegation of abuse will be taken seriously and responded to accordingly.

Promoting good practice with children and young people.

All members who will have significant contact with youth members and those accountable to the RIN will be encouraged to demonstrate proper and correct behaviour in order to protect themselves from false allegations. They should:

- Always work in an open environment (e.g. avoiding private or unobserved situations).
- Treat young people equally, with respect and dignity
- Put the welfare of each child or young person first.
- Build balanced relationships based on mutual trust which empower children and young people to share in the decision making process.
- Promote fair play.
- Ensure that if any manual/physical support is required, it should be provided openly and according to guidelines provided.
- Involve the full understanding of parents/guardians wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Secure parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.

- Request written parental consent if RIN staff are required to transport young people in their cars.

Practices to be avoided.

The following should be avoided except in EMERGENCIES. If cases arise where these situations are unavoidable they should occur with the full knowledge of someone in authority:

- Avoid spending excessive amounts of time alone with young people away from other adults. Never meet alone with a young person behind a closed door.
- Avoid taking children or young people to their homes where they will be alone with the child or young person.

Practices never to be sanctioned.

Staff or volunteers will never:

- Engage in rough, physical activities with young people including horseplay.
- Share a room with a child or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child or young person, even in so-called fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged or unrecorded.
- Do things of a personal nature for a child that they can do for themselves.
- Invite or allow children or young people to stay with you at your home unsupervised.

If any of the following occur it will be reported immediately to the RIN Child Protection Officer and recorded and the child or young person's parents or guardian will be informed:

- i. A child is accidentally hurt.
- ii. A child seems distressed in any way.
- iii. A child misunderstands or misinterprets an action.

Recruitment.

RIN recognises the need to make every endeavour to ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with young people.

- Members who will have significant contact with youth group members will submit to a DBS check. Sign an agreement with RIN confirming awareness of the above procedures and undergo appropriate training.

Responding to suspicions or allegations.

RIN will assure all staff and volunteers that it will fully support and protect anyone who, in

good faith, reports his/her concerns that a colleague /volunteer may be abusing a child or young person.

The following actions will be taken if there are concerns:

- Any suspicions that a young person has been abused by a member of staff or volunteer should be reported to the Child Protection Officer.
- No investigation should be undertaken within RIN - the matter should be recorded and immediately reported to the Social Services Child Protection Team or the Police in line with the protocols contained within Working Together 2013.
- The parent/guardian of the child will be informed as soon as possible following advice from the Social Services Department. The Local Authority LADO will also be informed as will The Child Protection Officer - Manager/Directors of RIN.
- If the Child Protection Officer is the subject of the allegation, the report must be made to the appropriate manager.

Confidentiality.

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a **need to know basis** only. This will include the following people.

- The Child Protection Officer.
- The parents/guardians of the child or young person alleged to have been abused.
- The person making the allegation.
- Social Services/Police/LADO.
- The Directors & Senior Management of RIN.
- The alleged abuser (and parents if it is a child).
- Information will be stored in a secure place with limited access to designated people, in line with data protection protocols.

Action if bullying is suspected.

RIN staff or volunteers will:

- Take all signs of bullying very seriously.
- Encourage all young people to speak and share their concerns with someone in authority.
- Investigate all allegations and take action to ensure victims are safe.
- Speak with the alleged victim and bullies separately.
- Reassure the alleged victim that they will be helped.
- Document what is said.
- Report concerns to the Child Protection Officer.
- Talk with the alleged bully/ies and aim to get them to understand the consequences of their actions.
- Seek an apology once proven.

- Inform all parents/guardians.
- Document all information.

Royal Institute Of Navigation Safeguarding Adults Policy and Procedures.

The below should be read in conjunction with HM Government 'No Secrets' policy document.

The procedures aim to make sure that:

- The needs and interests of adults at risk of harm are always respected and upheld.
- The human rights of adults at risk of harm are respected and upheld.
- The primary aim for all agencies shall be to prevent harm.
- A proportionate, timely, professional and ethical response is made to any adult at risk of harm.
- All decisions and actions are taken in line with the Mental Capacity Act 2005.

The procedures also aim to make sure that each adult at risk maintains:

- Choice and control.
- Safety.
- Health.
- Quality of life.
- Dignity and respect.
- Rights and access to justice.

Definitions of Adult Abuse

- Psychological abuse, including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
 - Financial or material abuse, including theft, fraud, exploitation, pressure in connection with Wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
 - Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or education services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
 - Institutional abuse involves the collective failure of an organisation to provide safe, appropriate and acceptable standards of service to adults at risk.
 - Discriminatory abuse, including racist, sexist, that based on a person's disability and other forms of harassment, slurs or similar treatment.
 - Physical Abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
 - Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

Taking immediate action

- Make an immediate evaluation of the risk and take reasonable and practical steps to ensure that the adult is in no immediate danger.
- Inform the Safeguarding Officer immediately.

- Notify Adult Social Services.
- Do not try to question the alleged victim, except in relation to immediate needs.
 - Where appropriate, dial 999 for an ambulance if there is need for emergency medical treatment, in line with information-sharing considerations.
- Contact the Police if a crime has been or may have been committed.
- If you suspect a crime has been committed but it does not require immediate police attendance, discuss with your Adult Social Services who should contact the Police and whether basic questions may be asked to establish initial information.
 - Do not disturb or move articles that could be used in evidence, and secure the scene, for example, by locking the door to a room.
- Contact Children's Social Care if a child/children are also at risk.
- If possible, make sure that other service users are not at risk.

Responding to an adult at risk who is making a disclosure

- Assure them they are being taken seriously.
- Listen carefully to what they are saying, stay calm, get as clear a picture possible but avoid asking questions at this stage. It could compromise any future investigation.
- Do not give promises of complete confidentiality.
- Explain there is a duty to tell the manager or other designated person and that their concerns may be shared with others who could have a part to play in protecting them.
 - Reassure them that they will be involved in decisions about what will happen.
- Explain that everything possible will be done to protect them from further harm or neglect.
- If they have specific communication needs, provide support and information in a way that is most appropriate to them.
- Do not be judgemental or jump to conclusions.
 - Do not discuss the allegation / incident with the person alleged to have caused harm.
- Do not discuss the disclosure with other employees.

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Safeguarding and Child Protection Officer

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