



Safeguarding of Children and Adults at Risk – Policy - Procedure

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This procedure reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed at the Policy Library

Procedure

This Procedure should be read in conjunction with the Safeguarding Children and Vulnerable Adults - Policy and Schedule

It is not always easy to recognise a situation where abuse may occur or has taken place and RSN employees are not expected to be experts at such recognition. However, each person has a responsibility to act if they have any concerns about someone's behaviour towards a child or adult at risk. It is important that the recipient of any complaint or accusation that a child or adult at risk has been or is being abused listens carefully without making or implying any judgment as to the truth of the complaint or accusation.

The RSN designated safeguarding lead is the Chief Executive of RSN. The Director of Operations, in their HR Management role, is the nominated designated safeguarding deputy.

The CEO can delegate responsibilities as required to trained deputies, however the overall responsibility remains with the designated lead.

The designated safeguarding lead and deputy should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

The designated safeguarding lead, and/or their deputy, is responsible for:

- Promoting the Children and Adult at Risk Safeguarding Policy, both within HR and to departments/institutions.
- Dealing with any reported suspicions and allegations of abuse of children or adults at risk within the RSN.
- Providing appropriate information when making referrals to external agencies (such as Social Services, the DBS or the Police) in all cases of suspected abuse of children or adults at risk.
- Ensuring that appropriate records are kept in relation to the reporting of any safeguarding incidents.
- Familiarising all staff with the Children and Adults at Risk Safeguarding Policy, including the Code of Practice, during their induction;
- Ensuring that relevant staff are familiar with the department/institution's proposed activities and follow the Children and Adult at Risk Safeguarding risk assessment process.

In the event of suspicions or allegations being raised in a non-emergency context, the Section Head is the first point of contact. The matter must be escalated to the Director of Operations at the earliest opportunity.

It is the responsibility of the member of staff leading an activity or event which involves working with Children and Adults at Risk to:

- Identify that the Children and Adults at Risk Safeguarding Procedure is applicable to a particular role, activity or event.
- Assess potential new recruits using a range of different selection methods, probing the candidates' attitudes, values and motivations in relation to working with vulnerable groups.
- Ensure that staff, workers, apprentices, volunteers and students working with children and adults at risk are familiar with the contents of the policy and its application before any new or changed activity/event, including the Code of Practice.
- Complete and update the risk assessment.
- Ensure implementation and review of the actions identified by the risk assessment.
- Identify whether individuals recruited or involved in an activity or event require a DBS check, or other appropriate screening check, and, where applicable, ensure that this is carried out in accordance with HR/Student Registry procedures.