



## Safeguarding of Children and Adults at Risk - Policy

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This policy 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

## 1. Context

The RSN has a responsibility to take reasonable care of children and adults at risk and will take reasonable steps in relation to their safety and welfare. This duty is both a legislative requirement and within our own operations.

The RSN encounters children and adults at risk in various settings, including but not limited to, teaching activities, organised tours, outreach programmes, online tutorials and seminars and at exhibitions. The RSN has a duty, both in law and care, and as a responsible organisation whether on our premises or remotely.

The term safeguarding is used to define actions taken to protect vulnerable groups from harm. This harm might come from adults or other children and RSN employees and contractors are responsible for identify any instances and taking appropriate action (Ref: Policy Procedure).

The following legislation and policies are relevant to this policy, either because it has influenced its introduction and/or its content:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Children's Act 1989
- The Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- The Human Rights Act 1998
- Sexual Offences Act 2003
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- The Counter-Terrorism and Security Act 2015
- General Data Protection Regulation 2018
- Whistleblowing policy
- Complaints Policy

The Protection of Freedoms Act 2012 is of particular importance to this policy document as all decisions made to bar individuals from working with children or adults are made by the Disclosure and Barring Service (DBS) via this legislation.

As a Higher Education Institution, whilst there is no statutory requirement to adhere to the Department for Education's "[Keeping children safe in education](#)" guidance (last updated 1 September 2022), due regard has been given to its contents for best practice purposes.<sup>1</sup>

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<sup>1</sup> The Royal School of Needlework does not meet the statutory definition of a 'school' or a 'college' as defined within the Education Act 2002, or associated legislation

## **2. Policy**

Our policy on preventing and reducing harm to children and adults at risk is explained through this document. This Procedure should be read in conjunction with the Safeguarding Children and Vulnerable Adults – Procedure and Safeguarding of Children and Vulnerable Adults – Schedule.

The RSN is committed to safeguarding the welfare of all members of its community, students and staff. It is also mindful of the particular safeguarding duties owed to specific vulnerable groups. In all its activities the RSN aspires to promote the safety and wellbeing of all members of its community.

This document states the RSN's policy on preventing and reducing harm to children and adults at risk when they are in contact with RSN staff, workers, contractors, volunteers, apprentices or students.

The policy aims to:

- Promote and prioritise the safety and wellbeing of children and adults at risk;
- Raise awareness that everyone who comes into contact with children/adults at risk (and their families) has a role to play. In order to fulfil this responsibility effectively, all should make sure their approach is centred around the vulnerable individual. This means that they should consider, at all times, what is in the best interests of the child and/or the adult at risk.
- Provide assurance to parents, carers and other parties that the RSN takes reasonable steps to manage risks and keep children and adults at risk safe;
- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- Put in place proportionate safeguards to prevent the employment of individuals who pose a risk in working with children and/or adults at risk.
- Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or adults at risk arising from contact with RSN staff, students, apprentices or volunteers, whether the harm has taken place on RSN premises or not.
- Ensure all staff are able to reassure victims of abuse that they are being taken seriously and will be supported.

The Children and Adults at Risk Safeguarding Policy also seeks to manage effectively the risks associated with activities and events involving children and adults at risk through departments/institutions:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- Ensuring that the appropriate DBS checks, or other appropriate screening checks are conducted, depending on eligibility, for any individuals starting or moving into work which

involves working with children or adults at risk;

- ensuring new employees and individuals involved in working with children or adults at risk to familiarise themselves with the content of this policy and the associated Code of Practice.
- Ensuring appropriate whistleblowing procedures are in place for such safeguarding concerns to be raised with the RSN's senior leadership team.

This policy requires that any suspicions and allegations involving harm to children and/or adults at risk are referred to the designated safeguarding lead, or their deputy, to determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and sensitively.

Appropriate steps are taken as a result of any investigations, which may include contacting the police, social services and/or fulfilling the legal duty to refer information to the DBS as required.

The procedure for managing suspicions and allegations aims to strike a balance between the need to protect children and adults at risk from abuse and the need to protect staff, students, apprentices and volunteers from false or unfounded accusations. Any individual who raises a child protection concern will not be subject to any adverse or detrimental treatment.

The Children and Adults at Risk Safeguarding Policy should be used as the basis of the approach to preventing and reducing harm to children and adults at risk. However, departments/institutions are permitted to develop their own procedures, in line with the overarching policy, to address any safeguarding matters of particular relevance to them.

### **3. Policy Scope**

RSN employees, workers, contractors, volunteers, apprentices and students are subject to this policy.

For the purposes of this policy, a child is defined as any person under the age of 18.

Under the Care Act 2014, an Adult at Risk is a person aged 18 years or over, who may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

The policy covers:

- Recruitment to a new or existing post which involves working directly with children and/or adults at risk;
- The commencement of new activities or events involving or potentially involving children and/or adults at risk; and
- Changes being made to activities or events involving or potentially involving

children and/or adults at risk.

It is expected that external bodies utilising the RSN's premises or facilities for external events will have their own safeguarding policies and procedures in place and will take full responsibility for the safeguarding of individuals involved in any related activities. In addition, whilst on our premises, external bodies are also expected to have due regard to this policy.