



ROC Dawlish

Safeguarding Policy

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The Safeguarding Policy

SECTION 1

Details of the places of activity / organisation

Name of Organisation: ROC Dawlish

Address: The Hub Store, 6 The Strand, Dawlish, Devon. EX7 9PS

Tel No: 07729998334 Email address: rocdawlish@gmail.com

A CHARITABLE INCORPORATED ORGANISATION (FOUNDATION MODEL)

The work of many projects and initiatives happens in the community, in schools, and on the streets.

All ROC Dawlish trustees are required to hold a current DBS clearance.

The following is a brief description of the type of activities we undertake with children and adults who have care and support needs:

Schools Work Our volunteers work in schools delivering school assemblies and assisting in some lessons and after-school clubs. All activities take place under the supervision of school staff. This project does not involve lone working at any time. Nevertheless, all team members must undergo DBS enhanced clearance.

Family Mentoring Scheme We mentor families in need of additional support beyond which the school and parents/carers can provide, primarily working with the lead adult in the home. The mentor coordinator and all volunteer mentors are required to hold a current DBS enhanced clearance. This may be in addition to any DBS clearances for the school through which a mentor/mentee relationship is operated. Contact with young people is limited and always in the company of a parent or carer, sometimes in school, but at other times in public venues or, where appropriate, in the family home.

Other areas of activity

We also run a variety of public networking meetings and forums for leaders of local business, charities and public-sector organizations to bring together people of goodwill to work together to build a safer, kinder community. None of these meetings involve vulnerable adults or children.

Our commitment

As trustees we recognize the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As trustees, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by ThirtyOne:Eight (thirtyoneeight.org).

The trustees undertake to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- The trustees agree not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

In order to safeguard those in our places of activity and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse: Appendix 2

Signs and symptoms of abuse: Appendix 3

How to respond to a child wishing to disclose abuse: Appendix 4

ROC Dawlish Safeguarding Policy – most recent amendments dated 16 January 2025

Safeguarding awareness

The trustees are committed to on-going safeguarding training and development opportunities for all workers and volunteers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers and volunteers will receive induction training and undertake recognised safeguarding training on a regular basis **normally provided by ThirtyOne:Eight** (thirtyoneeight.org).

The trustees will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker or volunteer carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Simon Dunn (hereafter the "Safeguarding Coordinator") tel no: 07990 649864 who is nominated by the trustees to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Coordinator or, if the suspicions in any way involve the Safeguarding Coordinator, then the report should be made to Del Knight, (hereafter the "Deputy ") tel. no: 07368 332982. If the suspicions implicate both the Safeguarding Coordinator and the Deputy, then the report should be made in the first instance to the ThirtyOne:Eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 11 11. Website: thirtyoneeight.org. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Coordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from ThirtyOne:Eight as above.
The local Children's Social Services office telephone number (office hours) is 0845 155 1071 or 0345 155 107. The out of hours emergency number is 0345 600 0388

The local Adult Social Services office telephone number (office hours) is 0845 155 1007 or 0345 155 1007. The out of hours emergency number is 0345 600 0388.

- The Safeguarding Coordinator may need to inform others depending on the circumstances and/or nature of the concern (for example the Chair of Trustees to log that a safeguarding concern is being dealt with our insurers) to log that there is a possibility of a serious incident concerning safeguarding or a Designated Officer (formerly LADO) if allegations have been made about a person who has a role with under 18's elsewhere.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Coordinator, the absence of the Safeguarding Coordinator or Deputy should not delay referral to Social Services, the Police or taking advice from ThirtyOne:Eight.
- The trustees will support the Safeguarding Coordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from ThirtyOne:Eight, although the trustees hope that all working with and for ROC Dawlish will use this procedure. If, however, the individual with the concern feels that the Safeguarding Coordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Coordinator / Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Coordinator/Deputy will:

- Contact Children's Social Services (or ThirtyOne:Eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents legal guardians or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/legal guardian/carers to seek help, but not if this places the child at risk of significant harm.
- Where the parent/ legal guardian/carers is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by ThirtyOne:Eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Coordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/ legal guardian/carers or anyone else.
- Seek and follow the advice given by ThirtyOne:Eight if, for any reason they are unsure whether or not to contact Children's Social Services/Police. ThirtyOne:Eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self neglect, forced marriage, modern-day slavery, domestic abuse

If there is concern about any of the above, Safeguarding Coordinator/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, ThirtyOne:Eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formerly called a Local Authority Designated Officer (LADO).

Allegations of abuse against a person who works with adults with care and support needs.

The Care Act places the duty upon **Adult Services** to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide, not ROC Dawlish.

SECTION 3

Prevention

Safer recruitment

The trustees will ensure all workers, paid and volunteers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers and Volunteers – Codes of Conduct

As trustees, we are committed to supporting all workers and volunteers and ensuring they receive support and supervision. All workers and volunteers have been issued with a code of conduct towards children, young people and adults with care and support needs.

SECTION 4

Pastoral Care

Supporting those affected by abuse

Trustees are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

No one who is known to have abused children will be taken into schools with any of our trained schools volunteers.

No one who is known to have abused children will be permitted to be present or play any part in any activity of the mentoring project or the community youth work.

Practice Guidelines

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers and volunteers we also have specific good practice guidelines for every activity we are involved in and these will be developed.

We use parent/guardian consent forms for any off site activities involving children or youth. Contact details and medical issue forms are required for any child/youth taking part in our mentoring project.

We have an E-safety policy in operation. .

A handwritten signature in black ink that reads "Mark Jones". The signature is written in a cursive style with a large, stylized 'M' and 'J'.

Signed by: Dr M A Jones, Trustee

Date: 12 October 2021

Appendix 1

Trustees' Safeguarding Statement

The trustees of ROC Dawlish recognise the importance of its work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the organisation on: 13 September 2018

ROC Dawlish is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the activities/services offered by ROC Dawlish unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work or volunteer with children and adults with care and support needs.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.

- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers and volunteers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding coordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country where we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or adult with care and support needs then speak to one of the following who have been approved as safeguarding coordinators for this organisation.

Simon Dunn - Child Safeguarding Coordinator

ROC Dawlish Safeguarding Policy – most recent amendments dated 16 January 2025

Del Knight - Deputy Child Safeguarding Coordinator

Simon Dunn - Adult Safeguarding Coordinator

Del Knight - Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from ROC Dawlish at The Hub Store, 6 The Strand, Dawlish, Devon. EX7 9PS.

A copy of our safeguarding policy has been lodged with ThirtyOne:Eight.
Signed on behalf of the ROC Dawlish trustees



Signed _____

Date _____12 October 2021_____

Appendix 2

Definitions of Abuse. Physical Abuse. Sexual Abuse. Neglect. Emotional abuse

The Children Act 1989 requires that if the local authority has 'reasonable cause to suspect that a child who lives or is found in their area is suffering or is likely to suffer significant harm*', they must make, or cause to be made, such enquiries as they consider necessary.....' Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institution or community setting, by those known to them or, more rarely, by a stranger. A child may suffer more than one category of abuse. The following definitions of child abuse recommended for registration are as stated in the joint government departments' document, 'Working Together to Safeguard Children' published in 2006. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning and self-poisoning.

Appendix 3

Signs of possible abuse

When considering whether there is evidence to suggest a child or young person has been abused there are a number of possible indicators (listed below). However, there may be other explanations, so it is important not to jump to conclusions but rather seek advice from Children's Services, the Police Child Abuse Investigation Unit or ThirtyOne:Eight. There may not be any signs or symptoms. This does not mean that a report of abuse is false.

Signs Suggesting Physical Abuse

- 1) Any injuries not consistent with the explanation given for them.
- 2) Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.
- 3) Injuries that have not received medical attention.
- 4) Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- 5) Reluctance to change for, or participate in, games or swimming
- 6) Repeated urinary infections or unexplained tummy pains.
- 7) Bruises, bites, burns, fractures etc. that do not have an accidental explanation*
- 8) Cuts/scratches/substance abuse*
- 9) Changes in routine

Signs Suggesting Emotional Abuse

- 1) Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. Also depression/aggression, extreme anxiety.
- 2) Nervousness, frozen watchfulness.
- 3) Obsessions or phobias.
- 4) Sudden under-achievement or lack of concentration.
- 5) Inappropriate relationships with peers and/or adults.
- 6) Attention-seeking behaviour.
- 7) Persistent tiredness.
- 8) Running away/stealing/lying.

Indicators of Possible Sexual Abuse

- 1) Any allegations made by a child concerning sexual abuse.
- 2) Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- 3) Sexual activity through words, play or drawing.
- 4) Child who is sexually provocative or seductive with adults.
- 5) Inappropriate bed-sharing arrangements at home.
- 6) Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- 7) Eating disorders - anorexia, bulimia*.
- 8) Bed wetting and soiling

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

Appendix 4

How to respond to concerns or allegations

It is very important to have someone within the organisation whose role it is to be child protection coordinator, who can immediately record in writing what they have seen or heard that has worried them and/or what they have been told by someone else.

In the case of suspected sexual abuse or deliberate injury, if there are concerns for a child's safety or if a child is afraid to return home, the correct way to respond to an allegation or concern is for the person responsible for child protection matters to phone the local authority's Children's Services or the police child abuse investigation unit to explain what has happened.

Other people who have knowledge of the situation may consider contacting the parents of the child involved. ThirtyOne:Eight would not advise this course of action because it is often not clear who is responsible for the abuse. So, rather than jumping to what might be the wrong conclusions and possibly damaging a police investigation, it is important to speak first to Children's Services or the police and act on their advice. Medical help should be sought in an emergency, and the doctor treating the child should be informed of any concerns.

The relevant phone numbers will be in the local telephone directory, and if not listed, the police child protection unit can be contacted via the main police number. Children's Services and the police are used to dealing with this type of call and will respond sensitively and appropriately. However, if the child protection worker in the organisation is unsure whether or not they need to contact them, they can ring ThirtyOne:Eight on 0303 003 11 11 and talk to someone on their helpline.

Sometimes people are worried about speaking to the police or Children's Services because they are afraid that it might affect their stay in the UK if, say, they are an asylum seeker or refugee. Police officers who work in child abuse investigation are there to find out what has happened to the child and keep them safe, irrespective of their or their family's legal status.

When people commit crimes against children, as in the case of abuse, the authorities should be informed so that justice can be done, those who abuse children are stopped, and children are protected from harm.

Guidelines for responding to a child who may have been abused

- Don't ask questions.
- Don't make promises you may not be able to keep e.g. not telling anyone else.
- Accept what you hear without passing judgment.
- Tell the child what you are going to do.
- Make careful notes (the circumstances, what the child said, what you said etc.) as soon as possible, preferably within an hour. Include dates and times of incident/recording and keep the notes safely.

- Contact the person responsible for child protection concerns or, in their absence, take action yourself without delay.
- Listen and pass on to the organisation's Child Protection Coordinator - do not question or investigate.
- The Child Protection Coordinator should contact Children's Services, the police or ThirtyOne:Eight.