



**Royal Association for Deaf people**

# Safeguarding Children Procedures

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Version number	Date	Author	Purpose
001	January 2021	Director of Operations	Policy review
002	May 2021	Director of Operations	2021 final approved version
003	October 2022	Director of Operations/Safeguarding and Wellbeing Officer	Policy review 2022

## Purpose and scope [\\*\\*click here for BSL\\*\\*](#)

Royal Association for Deaf people abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

The purpose of the procedures detailed within this document are:

- To protect children and young people who receive RAD's services from harm. This includes the children of adults who use our services
- To provide colleagues, as well as children and young people and their families, with the overarching principles that guide our approach to child protection

These procedures apply to anyone working with or on behalf of Royal Association for Deaf people.

If colleagues have concerns about somebody who is aged 18 or over they should refer to RAD's safeguarding adults policy and procedures.

The procedures are informed by:

- Government publications [Working Together to Safeguard Children](#)
- [Prevent Duty Guidance](#) for England and Wales Updated June 2019

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- other relevant non-statutory guidance including [‘What to do if you're worried a child is being abused: advice for practitioners 2015’](#)
- We recognise that in providing services across different geographical areas, it is necessary to comply with the requirements of local safeguarding partners and local authorities. We will ensure that all colleagues are aware of the safeguarding children procedures of the relevant safeguarding partners and that local safeguarding arrangements are followed in conjunction with RAD procedures.

Further organisational policies and procedures that inform effective safeguarding practice are listed in **Appendix 1**.

For the purpose of safeguarding and associated policies and procedures:

Responsible Manager = Operations/ Service Manager

Safeguarding Lead = Safeguarding and Wellbeing Officer

Line manager = whoever you report to

Please see [Our Safeguarding Standards](#) for more information:

## Definitions

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### Children at risk

Safeguarding is the action taken to promote the welfare of children and protect them from harm. To prevent harm to children’s health or development and ensuring children grow up with the provision of safe and effective care to enable all children and young people to have the best outcomes. Welfare principles contained within the Children Act 1989 means that the welfare of the child should be at the centre of any decision made in relation to the child. This places obligations on the local authority and partner agencies such as healthcare providers, the police and supporting charities (as well as parents) to ensure that children are safeguarded and protected from harm and their welfare is promoted.

In 2004 a further act was introduced that strengthened the legislation from 1989. The updated legislation was implemented to encourage partnership working between agencies (multi agency approach) and it established greater accountability across those working to safeguard the welfare of children.

## Responding to a disclosure or concern [\\*\\*Click here for BSL\\*\\*](#)

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RAD colleagues are well placed to identify emerging problems and potential unmet needs of individual children and families with whom they are working including those who would benefit from early help or indicate that a child is a 'child in need'. Early help means providing support as soon as a problem emerges, at any point in a child's life, from newborn, foundation years and through to teenage years. Providing early help is more effective in promoting the welfare of children than reacting later and can also prevent further problems arising.

If colleagues have any concerns about a child, including any emerging problems and/or potential unmet need they are expected to follow the reporting procedure below and complete a report via My Concern immediately, so that this can be followed up appropriately.

Colleagues are not expected to be experts in identifying whether child abuse is present, but if you have any concerns that a child may be experiencing abuse or is at risk of harm, it is your duty to raise an alert following the procedures outlined in this document.

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### **A child protection issue may come to the attention of colleagues in several ways:**

- A child may make a direct disclosure
- A child may make a comment that appears to suggest abuse, neglect or radicalisation
- Another person connected to the child might make a comment that alerts to the possibility of abuse/radicalisation
- A child may display signs of abuse, such as an indicative change in behaviour or they may have bruises, marks or a change in their appearance that suggests the possibility of abuse or radicalisation
- Something about an adult's behaviour may suggest that they are not a suitable person to care for children
- Colleagues may identify abuse or inappropriate behaviour online or through social media channels

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### **Responding to a disclosure or concern:**

If colleagues are approached by a child or young person with a disclosure that they are being, or have been harmed, abused or radicalised, or if a colleague is informed of such a disclosure, they must:

- ✓ Listen and take their allegation seriously
- ✓ Create a safe space for the child to speak freely and allow the child the time that they need
- ✓ Explain to the child what action will be taken; reassure them that this action is to keep them safe
- ✓ Do not promise to keep secrets, RAD may need to share the information in order to

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- protect the child
- ✓ Remember that a child may not have the vocabulary to explain clearly what it is that distresses them, take time to support them with this
- ✓ Ensure the child is safe. If it is believed that the child is in immediate danger, act quickly and contact the police – keep your line manager informed
- ✓ Keep the child informed about what action is being taken
- ✓ Make a written record. Colleagues who use BSL may record via video. Do this as soon as possible (see section 'Guidance for making notes')

**RAD staff should not:**

- ✗ Promise to keep secrets but reassure the child that information will only be shared with the relevant person(s) in order to keep them safe and protect them from harm
- ✗ Ask leading questions – it is ok to clarify with the child what has been said but staff should not influence what they say
- ✗ Examine the child
- ✗ Disbelieve the child however extreme or unusual the disclosure
- ✗ Jump to conclusions or accuse the parent/carer

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## Reporting a disclosure or concern

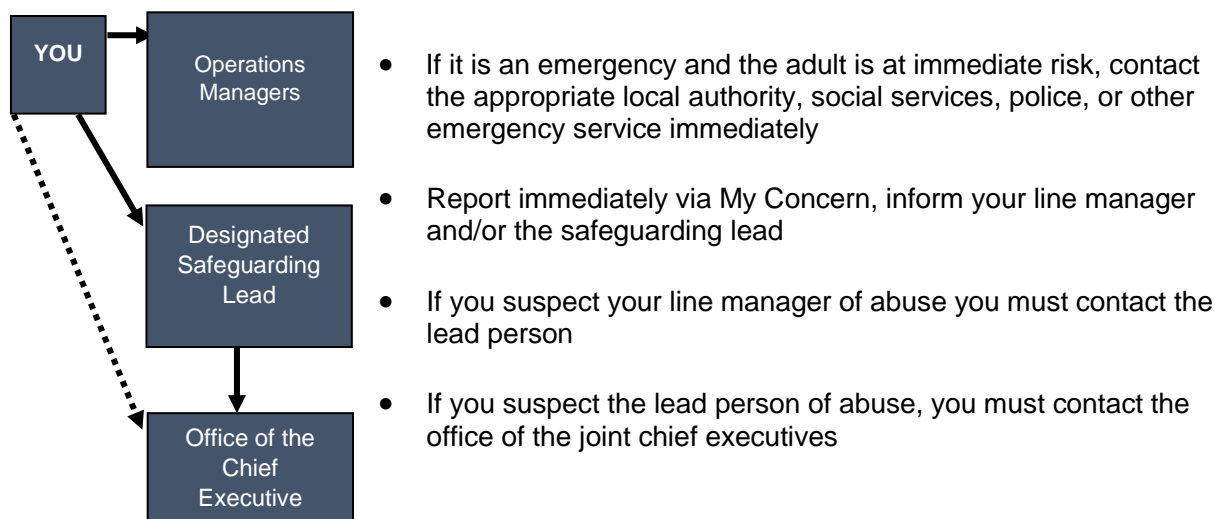
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All child protection concerns and disclosures must be recorded on My Concern using the 'report a concern' function. The recording form must be completed in line with AIS procedures and the AIS flow chart which is available on Cascade and My Concern. Colleagues should inform their line manager and/or the responsible manager of the concern. If the responsible manager is not available or you suspect them to be responsible for the abuse then you must refer to the safeguarding lead.

If the Safeguarding Lead is not available or you suspect that they are responsible for the abuse or you have good reason to believe that they will not respond appropriately, you must report your concerns directly to the office of the chief executive.

The safeguarding lead will advise whether information must be shared with another relevant organisation in line with statutory requirements. RAD staff will seek to gain consent to share information unless there is reason to believe that this would increase risk of harm.

**Escalation process** - If you have followed all steps to discuss with your line manager, safeguarding lead and office of the chief executive and you still feel your concerns are not being appropriately addressed, and that an adult is at immediate risk of harm and required actions have not been taken to protect them; the Whistleblowing Policy should be followed. If your concerns are urgent, then raise a concern under the multi-agency safeguarding adults' policy and procedures. This would involve contacting either the local social services and/ or the police yourself.



**Please also see RAD's whistleblowing policy which can be followed if the report from staff is not being acted upon appropriately, or staff have concerns that need to be dealt with through this policy.**

Where RAD colleagues suspect an adult could be at risk of harm or abuse, they should report this information via My Concern in line with RAD's safeguarding adults policy and procedures.

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## Guidance for making notes

A record must always be made following any disclosure. It is essential notes are accurate, clear and timely.

If you are concerned that your written English may not provide a clear and accurate report, you must inform your line manager who will advise and support you in how to document the disclosure. This may include a face to face meeting, using an interpreter or note taker or providing a time stamped BSL video recording.

All disclosures must be recorded on My Concern using the 'report a concern' function. The recording form must be completed in line with AIS procedures and flow chart which are available on My Concern and Cascade. The report must include the following:

- ✓ Date of the incident
- ✓ Date and time of the record being made
- ✓ Details of the location where the incident took place
- ✓ The source of the information must be recorded e.g. "I witnessed 'NAME'..." or

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“NAME’ told me that...”

- ✓ A factual account of what happened leading up to the disclosure
- ✓ A factual account of the incident or concern. Ensure a precise account
- ✓ If the adult uses BSL, Makaton or other form of visual language record the actual signs/symbols used. Detail what communication method was used
- ✓ Names of any other people involved or witnesses
- ✓ Action you have taken, including all comments, questions and statements you made
- ✓ Include details of the individuals body language, behaviour and non-verbal communications e.g. “NAME was crying, shaking and their face was pale” rather than saying “NAME was upset”
- ✓ Other agencies informed or consulted e.g. Police, medical help, Social Worker (if requested to do so by the Responsible Manager or Lead Person)
- ✓ Distinguish clearly between fact and your professional opinion

**If you are unsure what information to include in a report always ask your line manager for guidance.**

## Data Retention [\\*\\*click here for BSL\\*\\*](#)

RAD recognises the responsibility it has to record and retain safeguarding data, supporting the guidance given in The Data Protection Act (2018). The Data Protection Act categorises the ‘safeguarding of children and individuals at risk’ as Special Category Data. This definition enables Data Controllers to process and store adult and child protection data indefinitely to prevent harm and reduce the risk of abuse. RAD acts in accordance with this legislation, storing safeguarding data indefinitely because there is legitimate interest to do so. This decision is justified by the fact that it is in the public interest to retain this information; deleting safeguarding data may increase the risk of harm or impact future enquiries. Any decisions to delete protection data will be considered, justified, and recorded.

## Appendix 1: Related RAD policies and procedures

Adult safeguarding policy	Learning and development policy
Adults safeguarding procedures	Recruitment policy
Computer use policy	Recruitment of ex-offenders policy
Disclosure and barring checks policy	Safeguarding children policy
Data protection policy	Service guidelines

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Gifts to staff policy	Staff code of conduct
Guidelines on boundaries	Supervision policy
Health & safety policy	Volunteer policy
Induction policy	Whistleblowing policy

## Appendix 2: Types of abuse

For the purpose of these procedures, the term abuse is defined as a violation of a child's human and civil rights by any other person/s. Types of abuse and their descriptions can be found within RAD's safeguarding children's policy.

This will include information about;

- Physical abuse
- Bullying and cyberbullying
- Child trafficking and/ or child exploitation
- Criminal exploitation and gangs
- Domestic abuse
- Emotional abuse
- Female genital mutilation
- Grooming
- Neglect – all types
- Online abuse
- Sexual abuse
- Radicalisation
- Modern slavery
- Organisational abuse
- Mate crime



## Appendix 3: Useful contacts

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**Designated Safeguarding Lead:** Eleanor Martin, Safeguarding and Wellbeing Officer

Mobile: 07554114302

Email: [eleanor.martin@royaldeaf.org.uk](mailto:eleanor.martin@royaldeaf.org.uk)

**Chief Operating Officer:** Julie Ratcliffe

Mobile: 07425 635 500

Email: [julie.ratcliffe@royaldeaf.org.uk](mailto:julie.ratcliffe@royaldeaf.org.uk)

### **RAD's Accident, Incident and Safeguarding (AIS) Team:**

For anyone outside of the organisation that has concerns for a deaf child or young person and feels they are at risk of abuse or neglect, please email: [AIS@royaldeaf.org.uk](mailto:AIS@royaldeaf.org.uk). The AIS operational team will assess your concern and take the appropriate action. All concerns will be treated seriously and with sensitivity.

Organisation	Phone	Available
Police	999	24 hours
999 BSL (app)	999	24 hours
Typetalk emergency number	18000	24 hours

If you are deaf and want to contact emergency services for any reason, you need to first download the 999 BSL app. Once the app is open, click on the red button and you will be connected with a BSL interpreter.

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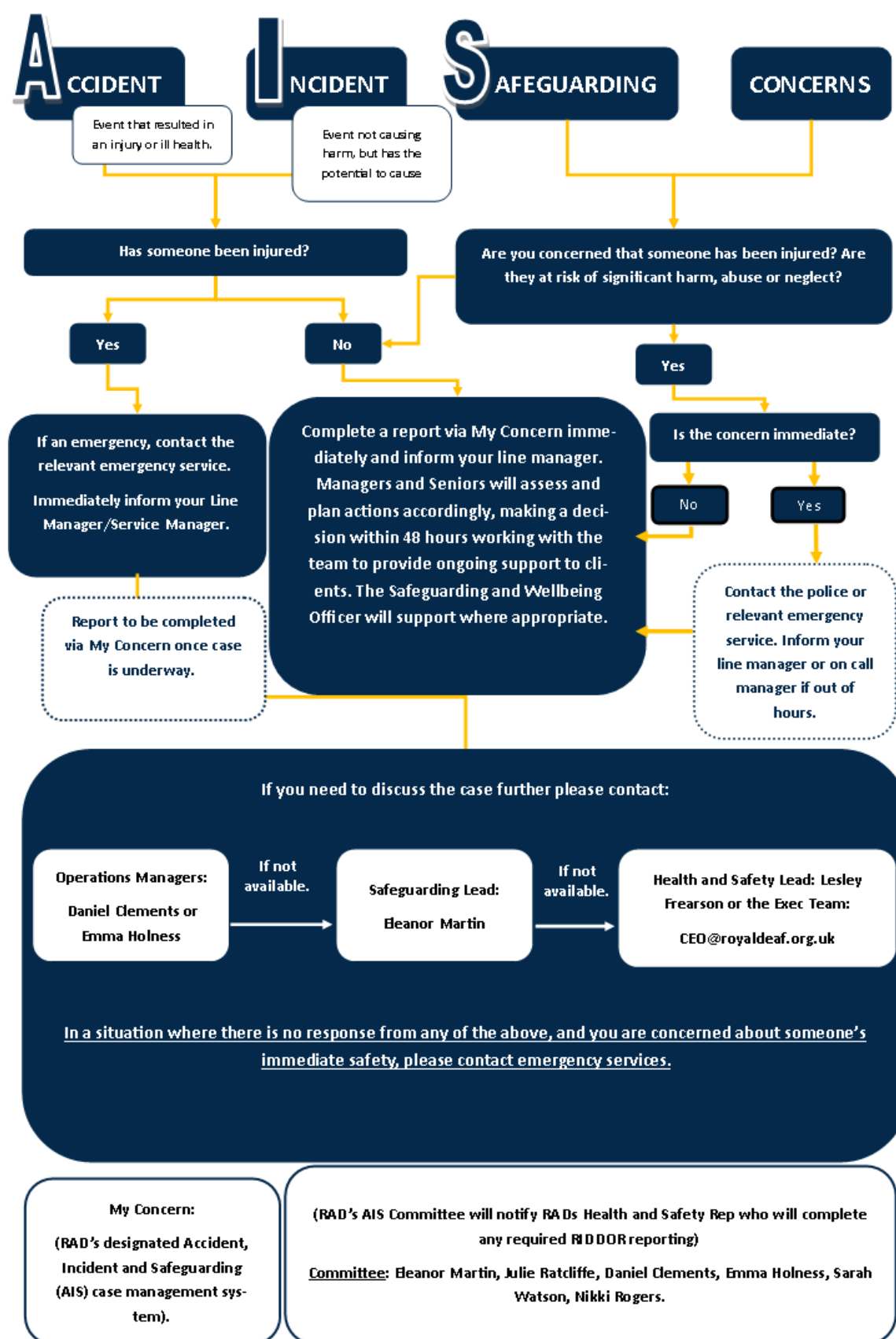
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NSPCC		
Telephone Helpline	0808 800 5000	24 hours
Textphone Helpline	0800 056 0566	24 hours
BSL Sign Video Helpline	via <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	9am-5pm / Mon-Fri

**It is everyone's responsibility to be alert to and report signs of abuse**

## Procedures Flow Chart:



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