SAFEGUARDING PROCEDURES

If you suspect a young person or vulnerable adult is being abused, they confide in you or someone has a concern, complaint or allegation about a member of staff, a volunteer or about you, it is your duty to report it. This is also the case if declarations are made to an RDA volunteer/staff member about any adult, even if there is no connection with RDA.

In an emergency (the person is at risk of significant harm) tell the Group Safeguarding Officer immediately; a decision will need to be made whether to contact the Police or Social Services. If you cannot contact the Safeguarding Officer, contact RDA National Office or, if it is out of hours, contact Social Services direct to seek their advice.

If a child, young person or vulnerable adult tells you they are being abused, you should do the following:

Allow the individual to speak without interruption, accepting what is said. Offer reassurance and support.

If the individual is a vulnerable adult, explain the safeguarding procedures and obtain their consent, telling them you must pass this information on.

If the individual is a child or young person under the age of 18, you should explain that you must pass this information on.

Write careful notes of what you witnessed and what was said, using the actual words if possible.

Tell your Group Safeguarding Officer immediately and pass on any notes taken, signed and dated.

The Group Safeguarding Officer will contact RDA National Office for further advice.

If you are concerned about a child, young person or vulnerable adult's safety and well-being or there is a concern, complaint or allegation about an adult or yourself, you should do the following:

Write careful notes on what you have seen, heard or were told.

Tell your Group Safeguarding Officer immediately. Pass on any notes, signed and dated.

The Group Safeguarding Officer will contact RDA National Office for further advice.

BRADBOURNE RDA GROUP SAFEGUARDING OFFICER (interim): **SARAH FENN**. sarahfenn@bradbourne-rda.org.uk

RDA NATIONAL OFFICE: **Izzy Holt** safeguarding@rda.org.uk 01926 492915

KENT COUNTY COUNCIL: 03000 41 61 61 **OUT OF HOURS CONTACT LINE**: 03000 41 91 91

NSPCC 24 EMERGENCY HOTLINE: 0808 800 5000 or via help@nspcc.org.uk