

Safeguarding Policy and Procedures for Clubs

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Introduction

This document is based on the policy produced and circulated by RIBI and its purpose is to give advice, guidance and support to Clubs and Rotarians throughout District 1220 in connection with their dealings with either:

- Children (persons who have not yet attained the age of 18 years)
- Adults who may be considered to be “vulnerable at that particular time”. (For ease of reference, such persons may be referred to in this document as “vulnerable adults”.)

It is imperative that Clubs and Rotarians follow this advice and guidance to ensure that all such activities are covered by the RIBI insurance policy and subsequently have access to legal advice should it be required. Most importantly it will ensure the wellbeing of both children and vulnerable adults we are working with and indeed Rotarians and volunteers who are helping us.

The District Protection Officer (DPO) is available to give additional advice and guidance in relation to any specific project or event where you may have queries. Please contact him either on the mobile number or (preferably) by email – the details of which are shown above should you need any additional information.

The RIBI policy can be found within the “Members” area of the RIBI website. Once you have logged in to the Members area, you will find the required documents under “*Club and District Tools*”. This policy can also be found at the end of the Safeguarding section of this document.

Every Rotary Club within District 1220 should have a “Safeguarding Policy” which must be maintained, updated and approved on a regular (annual) basis.

Every Rotary Club should appoint a Rotarian with responsibility for all matters concerning the safeguarding of children and vulnerable adults. This person will be referred to as “The Club Protection Officer” (CPO).

General Requirements

- The protection and safeguarding of children and adults who may be vulnerable is of paramount importance to every Rotarian.
- Any project or activity planned or carried out by a Club **MUST** have consideration given to the safety and wellbeing of any child or adult who may be vulnerable, who is benefitting from or participating in that project or activity.
- Consideration **MUST** be given as to whether any Rotarian or volunteer participating requires a Disclosure and Barring Service (DBS) check. This should form an integral part of the Risk Assessment of the activity.

Activities with Children

*When a Rotarian or Supporter/Volunteer is to be involved in a regulated activity **or** in a Specified Establishment **or** meets a Time Period condition **AND** has the opportunity to have contact with Children as a result of anything he/she is permitted or required to do in connection with the activity, they must undertake an **Enhanced DBS Check**.*

A **regulated activity** relating to children may be any one of the following:

1. Unsupervised Activities include teaching, training, instructing, caring for or supervising children or providing advice / guidance on well-being, or driving a vehicle only for children.
2. A Specified Establishment is a school or academy providing full time education to under 18's, a Pupil Referral Unit, a Residential Children's Home, Childcare Premises, a Children's Detention Centre or a Family / Children's Centre.
3. Provision of personal care, eg. Washing, dressing, health care by or supervised by a Health Care professional.
4. Registered Childminding or Foster Carers.
5. Day to day management on a regular basis of a person providing a regulated activity.

NB. None of these include any family or personal arrangements.

The term "Time Period condition" relates to an activity that is carried out:

- Once a week
- 4 days or more in a 30-day period
- Overnight between 2am and 6am

Activities with Adults

If Rotarians or Rotary volunteers are to be involved in a Regulated Activity with adults who may be considered to be vulnerable **at that particular time**, they will need to have an Enhanced DBS check. Unlike when dealing with children, there are no Specified Place or Establishment criteria, nor is there a certain number of times that make the activity a Regulated Activity. There are no time or frequency criteria before the activity can become regulated. A one-off activity can be deemed Regulated if the adult concerned is deemed to be vulnerable at that particular time.

Under current legislation, adults are no longer deemed to be "vulnerable" merely because of their age or mental capacity. Instead, the definition identifies the activities which, if the adult requires them, lead to that adult being considered vulnerable **at that particular time**.

The focus is on the activity required, not the settings or personal circumstances of the individual receiving the activity. There are six categories of activity in the definition of a Regulated Activity for Adults:

1. Health Care – provided by any health care professional or under the direction or supervision of one
2. Personal Care – washing, dressing, eating, drinking and toileting
3. Social Work – in connection with health or social services
4. Assistance with household affairs – cash, bills, shopping
5. Assistance with conduct of affairs – Power of Attorney issues

6. Conveying an adult – must be for health, personal or social care due to age, illness or disability.

In real terms only 4 and 6 in this list will normally relate to Rotary involvement.

Disclosure and Barring Service (DBS)

Since 2012 *The Disclosure and Barring Service* has been the sole organisation in England, Wales and Northern Ireland responsible for carrying out: -

- Criminal record checks
- Checks of the Children's Barred List (showing persons **barred from regulated activity** involving children)
- Checks on the Adults Barred List (showing persons **barred from working with vulnerable adults.**)

Three different levels of DBS check are available but current policy is that Rotary will always apply for an Enhanced Check. **It is illegal to apply for a DBS check if the activity does not fit the criteria laid down in the legislation.** Rotary is registered with the DBS as a voluntary organisation and so checks are free.

If it is determined that a Rotarian or Rotary volunteer is to become engaged in a Regulated Activity with either children or vulnerable adults then an Enhanced DBS check must be carried out prior to the activity commencing. The procedure for obtaining such a check is as follows.

The Applicant or the Club Protection Officer (CPO) should speak to the District Protection Officer (DPO) to ensure that a DBS check can legally be requested. The DPO will explain the two alternative methods of requesting a check. They are: - a) On paper direct to the Disclosure and Barring Service. Or, b) an electronic check carried out via a third party organisation recognised by the Disclosure and Barring Service. (There is a small fee for this service, but it is normally quicker and so can be useful if time is short.)

Having confirmed the validity of the proposed check, the DPO will send the CPO an Application Form, A Verification & Identity check form, a Completion Guidelines Form and an Update Service form.

It is essential that the Application form is fully and correctly completed with a black ballpoint pen otherwise the Application will be automatically rejected by the DBS.

A DBS certificate has no official expiry date, but for practical purposes they are generally considered to be valid for three years. Information included on them is only accurate at the time the check was made. It will be up to any new employer to decide if they think a new check is needed.

An Enhanced Certificate will include:

- Details of convictions and cautions recorded on the Police National Computer (PNC)
- Information from Police Records that a chief officer of police considers relevant to the application.
- Information as to whether the applicant is included on one or both of the two lists barring people from working with children or vulnerable adults.

The DBS filters out certain old and minor cautions, convictions, reprimands and warnings and so these will not be shown on the certificate.

Members who have received a DBS Certificate following their application may apply to use the DBS Update Service to keep their certificate up to date or to update its current status. Using this service can reduce the number of times that members need to re-apply for checks if working in different establishments. A request to register for the free Update Service must be made by the applicant within 14 days of receipt of the certificate.

When a check is carried out the resultant certificate is sent by post only to the applicant named within it. The DPO does not receive a copy. The DPO will make arrangements with the applicant to be informed when the certificate has been received.

Use of Photography

Rotary is frequently involved in arranging events or projects for children from less fortunate circumstances. Some of these children may be fostered, adopted, victims of domestic abuse etc. and therefore safeguarding their location and identity is of vital importance. At any Rotary organised event, the organiser has the right to prohibit the taking of photographs by spectators. A notice should be displayed to this effect if relevant.

- The organiser should identify any named photographer(s), who must wear a badge stating their official status.
- No photographs to be taken on a one for one basis without another adult / parent / Rotarian present.
- The written permission of the parent or guardian must be obtained in advance in the case of children, and by the person responsible for a vulnerable adult.
- In sporting and swimming events, the child or adult should be appropriately dressed when photographed. **Photographs must not be taken in a changing area.**
- At School based events, Schools' own policy should be adhered to by the Rotarians present. A notice should be displayed if photographs must not be taken.
- Additional parental permission should be obtained for photographs to be published on a web site, magazine or newspaper & then only the child's first name should be used.
- It is advised that a Consent Form for the taking of photographs, film or video recording of children or vulnerable adults should be used where photos are to be taken. (Contained in the RIBI Protection Policy documents)
- When the event is in the public arena and Rotary is there, e.g. running a stall or publicizing the organization, photos that are taken by Rotarians should not be published if any children or vulnerable adults could be clearly identified.

Personal Use

The Data Protection Act does not apply when a parent takes photographs of their child and friends for family use, or when Grandparents are invited to a school event and wish to video it for personal use.

DBS Advice regarding Christmas Activities

Father Christmas in a Grotto

Santa MUST NOT be placed in an unaccompanied 'one-to-one' contact with a child in a 'private' place such as a 'grotto'. **Santa must always be accompanied by another adult helper.** Parents/guardians must be encouraged to be present or in sight of Santa. He should not invite a child to sit on his lap. Children should be encouraged to stand next to Santa or sit on a chair provided for the child's use.

If a parent/guardian asks if a child can sit on Santa's lap e.g. for a photograph, this is acceptable with the parent/guardian present.

If the child climbs onto Santa's lap of their own accord, the child may remain with the permission of the parent/guardian present.

Parents should be discouraged from placing or forcing a child who is obviously upset - distressed/frightened/crying - to go and see Santa or sit on his lap.

Father Christmas on a Sleigh

Santa should be on his own on the sleigh and children must not be allowed to climb onto it.

If Santa does get off the sleigh to meet with children, then he should be accompanied by another Rotarian/adult/parent/guardian.

Santa should not get off the sleigh to visit the "poorly" child in their home/bedroom except at the invitation of the parent/guardian who must always accompany Santa and within sight of another Rotarian.

Rotarians must be mindful of the Health & Safety Policy and Insurance Policy requirements regarding the use of vehicles, sleighs, trailers for such an event.

Best practice requires that there are no young children near the sleigh whilst it is in motion. Guidance on a safe distance from the sleigh should be given to those collecting as well as the provision of " high visibility" jackets.

Father Christmas at a Children's Party

Santa visiting to distribute presents must always be accompanied by another adult.

Children's Parties

Have enough helpers. All supervisors must be briefed on the details of their role. They can be parents/guardians who should be encouraged to attend where there are young children (under10yrs) or those with a disability. All may require personal assistance with toileting etc. If there are boys and girls present, there should be both male and female adults in attendance at all times. If a parent/guardian is not available and a child requires urgent personal care or assistance, e.g. taken ill or requires the toilet, another adult should assist, if possible, where others can see that all is well. A record should be made of the incident and the parent/guardian informed as soon as possible.

If Rotary has organised the party there must be an appropriate ratio of adults to children maintained for the length of the party., the ratio determined by the age and nature of the children, the experience of the organisers and the location and nature of the event.

Letters to Father Christmas

These should not be sent to an individual's private address but to a central box on display. A team of both genders, chosen by the Rotary Club, should put together an appropriate, simple letter to the Child, in reply to the Child's letter. This reply should be from "Santa's Workshop, Lapland" or some similar non-specific address.

Pantomime outings.

These may be by coach or by private car. If by private car or minibus the driver should drive, and the supervision of the passengers is the responsibility of a second adult.

Kids Out

As a one-off event Kids Out does not meet the criteria for DBS checks – so these are not required. A sole adult should not be alone in a car with children. Ensure parents are aware of the arrangements being made for the safety of their child. Keep a written record of the occasion. As part of the risk assessment consideration must be given to the safety of the vehicle, need and use of seat belts/booster seats, insurance, MOT, and driver's licence.

Car Travel

A sole adult should not carry a single unaccompanied child. If, in an emergency, this is unavoidable the situation must be shared with a third party before the journey is started. An explanation should be given as to why they are going to be alone with the child, the estimated journey time, and destination.

Any Vocational- type Exchange or Friendship Exchange

If members of the outgoing team are to be hosted by a family that has children, they should have an enhanced DBS check when it involves overnight stays with these families.

Youth Exchange – Youth Camps - RYLA

Rotary issued the following statement and is taking action to guarantee the standard of care in the host Clubs and Districts Worldwide: -

“Statement of conduct for working with youth – Rotary International strives to create and maintain a safe environment for all youth who participate in rotary activities. Rotarians, Rotarian’s spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual and emotional abuse.”

The current Rotary GB&I policy has been accepted by R.I and enables Rotary GB&I to be certificated for Youth Exchange.

Home Hosting

All potential hosts must complete an Application Form.

Home Visit and interview regarding suitability to take place and ONLY to be carried out by an independent person i.e. DPO (District Protection Officer) or CPO (Club Protection Officer) from another club, or another Youth Exchange Officer.

Accommodation – own room

Record of visit made. All records to be kept indefinitely.

When a family is home hosting young people for a Youth exchange visit or Youth Camp ALL those aged 16 years and over living (providing care) in the house **at the time of the exchange/camp** are required to have an Enhanced DBS check (except another exchange student).

Before the exchange can be approved, a home visit has to be undertaken by an independent person i.e. Youth Exchange Officer, DPO or CPO (from another club). Approval of the hosts also must include initial guidance and preparation for the young person’s arrival and during their stay. This should include house rules, routines, expected behavior and consequences of actions. **An independent person must also be identified who will be constantly available to share any concerns the young person has.**

Further Information and Guidance is available in the Youth Exchange Manual.

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ROTARY INTERNATIONAL IN GREAT BRITAIN AND IRELAND (Rotary GB & I)
SAFEGUARDING OF ADULTS AT RISK OF HARM AND CHILDREN POLICY
2023/24

Applicable to all clubs and districts in Rotary GB & I

Policy statement

Clubs and districts recognise that the services they provide are used by children and by adults who may be classed as at risk of harm*or may be vulnerable at certain times.

The clubs and districts have a duty to ensure the welfare of children and adults who may be at risk of harm. This duty involves reporting the risk to an appropriate agency and Rotary GB & I, and by promoting a safe environment within the organisation.

Clubs and districts believe that these groups must be safeguarded from all forms of abuse. Clubs recognise that they must, at all times, protect from the risk of abuse and identify and deal with specific instances of abuse if it occurs.

Clubs and districts will take every possible action to prevent abuse and to deal with it as promptly and effectively as possible if it occurs.

Aim of the policy

The central aim of Rotary GB & I's safeguarding policy is to inform all Rotarians of:

- Rotary GB & I's approach to the safeguarding
- ways in which the clubs and districts do this.
- the steps taken to avoid abuse taking place.
- the actions that will be taken to deal with abuse if it occurs.

Definition of abuse

Abuse may take any of the following forms:

- Emotional
- Discriminatory physical abuse.
- Financial or material abuse.
- Inhuman or degrading treatment psychological abuse.
- Inappropriate or excessive restraint Emotional abuse
- Neglect
- Psychological
- Sexual

Responsibility

The clubs and districts have a duty to report serious concerns relating to abuse to appropriate agencies including the police, social services and the district safeguarding officer as well as the Rotary GB & I Compliance Officer.

The clubs have a duty to ensure that Rotarians or others who may be supporting Rotary activities that include working with adults at risk of harm and children have been carefully interviewed and selected, adopt safe practices, have been appropriately trained and, where required, have had an enhanced DBS check.

The clubs will undertake enhanced DBS (or other state checking body) checks on all new and existing Rotarians as appropriate and will undertake regular education of its members to minimise any danger to adults at risk of harm or children posed by Rotarians.

Rotary GB & I will:

- Set out and inform Rotarians of the procedures for responding to suspicions or evidence of abuse.
- Incorporate material relevant to issues of abuse on the Rotary GB & I website.
- Maintain vigilance concerning the possibility of abuse from whatever source.
- Encourage a climate of openness which enables Rotarians to pass on concerns about behaviour that might be abusive.
- Produce and regularly revise policies and procedures to minimise the risk of abuse.
- Investigate any allegations of abuse quickly and thoroughly.
- Implement improvements to procedures if an investigation reveals deficiencies in the way in which Rotary GB & I operates.
- Collaborate with other relevant agencies in combating abuse and improving the protection of our service users.

Districts and clubs will:

Appoint a Rotarian as the district safeguarding officer and a Rotarian to be the club safeguarding officer. These officers will have suitable experience, training and expertise. There are role descriptions in the Rotary GB& I Safeguarding manual which is available in the compliance section of the members area in the Rotary GB&I website:

[Safeguarding - Rotary GB&I Members Area \(rotarygbi.org\)](http://rotarygbi.org)

The district safeguarding officer will ensure that all club safeguarding officers within their district receive regular education to minimise any risks posed by Rotarians in their district.

The clubs expect its members to:

- Refrain from any abusive action.
- Report to the club anything they witness which is or might be abusive.
- Co-operate in any investigation into alleged abuse.

Rotarians should be aware of who they may turn to for advice if they become aware or suspect that abuse is occurring.

Failure by Rotarians to report incidents or suspicions of abuse may lead to disciplinary action and possibly legal action e.g. police prosecution.

Rotary GB & I
Compliance@rotarygbi.org