

# Rusland Reading Room Safeguarding Policy

## Safeguarding Policy

### 1. Policy statement

The Committee of Rusland Reading Room ('the Committee') is committed to prioritising the well-being of all children and adults-at-risk by promoting safeguarding on its premises and during all programmes and events it runs. This Policy strives to minimise risk and respond appropriately to all safeguarding concerns/disclosures.

### 2. Use of terminology

**Child:** a person under the age of eighteen years.

**Adult-at-risk of abuse or neglect:** a person aged eighteen years or over who is, or may be, in need of assistance by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

**The Premises** means Rusland Reading Rooms.

**Safeguarding children:** protecting children from abuse and neglect, preventing the impairment of children's development, ensuring that they grow up in circumstances which are safe.

**Safeguarding adults-at-risk:** protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion.

### 3. Scope

This Policy is applicable to all committee members of the Committee and users of the Premises.

**The Designated Committee Member for Safeguarding is Giles Wingate-Saul (tel. 01229 860 300)**

### 4. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

**SAFEGUARDING IS EVERYONE'S RESPONSIBILITY: NOT RESPONDING TO A SAFEGUARDING CONCERN IS NOT AN OPTION.**

- The Committee has overall accountability for this Policy and its implementation.
- The Designated Committee Member is the point of contact.
- All individuals involved in/present at the Premises are required to adhere to the Policy and Code of Conduct

**Where there is a safeguarding concern/disclosure:**

- The individual who is told about, hears, or is made aware of a concern/disclosure is responsible for reporting the matter. Unless someone is in immediate danger, they should inform the Designated Committee Member.
- Dependent on the concern/disclosure, a report/referral may be made to:
  - The Designated Committee Member - **01229 860 300**
  - Local Authority Children's Services Multi-Agency Safeguarding Hub - **0333 240 1727**
  - Local Authority Adult Services Multi Agency Safeguarding Hub - **0333 240 1727**
  - The police in an emergency (**101 or 999**)

## 5. Breaches of the Safeguarding Policy, Code of Conduct and Reporting Procedure

Actions taken by users or prospective users inside or outside of the Premises which are believed by the Committee to contradict this Policy may be acted upon as a violation of this Policy.

## Codes of Conduct

### All Committee Members and Users agree to:

- Prioritise the well-being of all children and adults-at-risk at all times
- Treat all children and adults-at-risk fairly and with respect
- Help to create a safe and inclusive environment both on and off the Premises
- Report all allegations of abuse or poor practice to the Designated Committee Member
- Have the relevant consent (i) from parents/carers in relation to children and (ii) from adults before taking or using photographs and videos
- Refrain from making physical contact with children or adults-at-risk unless it is needed as part of necessary guidance, an emergency or congratulatory (e.g. handshake / high five)
- Avoid being habitually alone with a child or adult-at-risk
- Not abuse, neglect, harm or discriminate against anyone or act in a way that may be interpreted as such

This Policy will be reviewed every two years (or earlier if there is a change in national legislation).

This Policy is approved by the Committee:

Date 7 January 2019

Review Date

January 2021

## Appendix A: Glossary of Terms

### Safeguarding:

- (i) Protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- (ii) Enabling **adults-at-risk** to achieve the outcomes that matter to them in their life; protecting their right to be safe, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns.

### Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult-at-risk.

Sexual abuse: Involves forcing or enticing (i) a child or young person or (ii) an adult-at-risk to take part in abusive sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. It may also include non-contact activities, such as involving a child or adult-at-risk in looking at, or in the production of, sexual images, or grooming in preparation for abuse.

Emotional abuse: The persistent emotional maltreatment of a child or adult-at-risk such as to cause severe and persistent adverse effects on their emotional development.

Neglect: The persistent failure to meet a child/ adult-at-risk's basic physical and/or psychological needs, likely to result in the significant impairment of their health or development.