



Safeguarding Policy and Procedure

Purpose

To ensure Ripon Together CIC is able to keep any children and vulnerable adults with whom it works safe; and to respond appropriately to any allegations, reports or suspicions of abuse.

Scope

This policy applies to all directors and volunteers who come into contact with children and adults at risk through the course of their involvement with Ripon Together CIC.

Policy statements

Ripon Together recognises that all children and vulnerable adults have a right to protection from abuse.

Ripon Together takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults

There are four main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of directors and volunteers to work with children and adults at risk
- Raising awareness of safeguarding issues and equipping directors and volunteers with the information needed to minimise the risks of placing themselves in any vulnerable position where they may be accused of inappropriate behaviour.
- Provision of training and procedures to ensure all directors and volunteers are aware of appropriate and inappropriate conduct with children, young people and vulnerable adults.
- Establishing safe environments where directors and volunteers know who to contact and what to do in an emergency.

Safeguarding Procedure

- There is a designated director for child and vulnerable adult protection who has received appropriate training and support for this role: Helen Mackenzie is the current director.
- Any director or volunteer who has any concerns regarding any of Ripon Together's interaction with children or vulnerable adults can raise this with the designated director.
- Ensure that all records are kept secure and in line with our Data Protection policy
- If action is required we will follow the procedures set out by the North Yorkshire County Council (NYCC) Safeguarding Children Board or North Yorkshire Safeguarding Adults Board and take account of the guidance issued by NYCC and/or central government.
- Follow agreed procedures where an allegation is made against a director or volunteer (see flow chart below).
- We will ensure that all participants in Ripon Together activities understand their responsibilities and obligations for safeguarding.
- Directors and volunteers will not be on their own/ responsible for a child or children or vulnerable adult and should never be in a position where they feel uncomfortable or at risk.
- We will follow agreed procedures where an allegation is made against a director or volunteer.
- Photographic permission must always be confirmed before any photographs of children or vulnerable adults are taken.

Review

Effective Date	11 th June 2019
Date Last Reviewed	New
Scheduled Review Date	June 2021 (review every 2 years)
Supersedes	New
Original Author	Karen Weaver. <i>1st draft based on Ripon Museums policy/with some HARCVS content included</i>
Owned by	Ripon Together CIC Board of Directors
Monitored by	Ripon Together CIC Board of Directors
Approved by	Ripon Together CIC Board of Directors

Ripon Together CIC Safeguarding Procedure

Concern raised, report to designated safeguarding person



Confidential record made of issue/incident



Decision made on referral, consult with North Yorkshire County Council if needed



Complete referral form to Children and Families service or NYCC Health and Adult Social Care



Support volunteer as required

Useful Numbers

To raise a safeguarding concern under the safeguarding adults and children's procedures

North Yorkshire County Council
Customer Services: 01609 780780

(8am – 5:30pm Mon-Fri).

This number will be answered by the Emergency Duty Team outside these hours

NSPCC Helpline
08088005000

Emergency services 999