

# Redbridge Rainbow Community Safeguarding Policy

Policy agreed: **30/10/2023**

Review date: **29/10/2024**

## Contents

1. Introductory statement.....	1
2. Definitions.....	2
2.1 Children and adults at risk .....	2
2.2 Types of abuse .....	2
2.3 Designated person .....	2
3. Identifying abuse and disclosure .....	3
4. Safer recruitment of staff and volunteers.....	4
5. Online safety .....	4
6. Reporting a Safeguarding Concern in Redbridge .....	4
6.1 Immediate danger.....	5
6.2 Reporting concerns.....	5
7. Alleged abuse by Redbridge Rainbow Community staff or volunteers .....	6
8. Records and confidentiality .....	7
9. Safeguarding our community.....	7
10. Communications and training .....	8
10.1 Communications .....	8
10.2 Training.....	9

## 1. Introductory statement

Everyone has a right to feel safe and to live without fear of abuse, neglect or exploitation. Our approach to the protection of children and adults at risk works to these principles:

- The welfare of children and adults at risk is paramount
- Everyone that we work with should be able to participate in and contribute to activities in a safe environment
- We will establish and maintain an environment where children and adults at risk feel safe, secure, are encouraged to talk and are listened to if they are worried or concerned about something
- We take all reasonable steps to protect children and adults at risk from physical, emotional and sexual abuse or harm, discrimination, degrading treatment; and to respect their rights, wishes and feelings

# Redbridge Rainbow Community Safeguarding Policy

- We will take all suspicions and allegations of poor practice or abuse seriously and respond swiftly and appropriately
- All staff, trustees and volunteers who work routinely with children and /or adults at risk will be recruited with regard to their suitability for that responsibility
- Having a criminal record will not necessarily prevent a person from being employed by or undertaking voluntary work with Redbridge Rainbow Community. This will depend on the nature of the role an individual is applying for and the circumstances and background of the offences.
- Anyone who has a current or previous conviction for offences related to physical, sexual or mental abuse of children or adults at risk will be automatically excluded from working with children or adults at risk.

## 2. Definitions

### 2.1 Children and adults at risk

- Children refers to anyone under the age of 18.
- An adult at risk is someone 18 or over who may need care and support because of a disability or illness, experiencing or is at risk of abuse or neglect and as a result unable to protect themselves.

### 2.2 Types of abuse

The Care and Support guidance identifies ten types of abuse:

- Discriminatory abuse
- Domestic violence and abuse
- Emotional or psychological abuse
- Financial or material abuse
- Modern slavery
- Neglect
- Organisational or institutional abuse
- Physical abuse
- Self-neglect
- Sexual abuse.

Please read the further information provided by SCIE.<sup>1</sup>

### 2.3 Designated person

The designated person is the member of staff responsible for child protection and safeguarding of adults at risk. For Redbridge Rainbow Community this is the Chief Executive

---

<sup>1</sup> <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

# Redbridge Rainbow Community Safeguarding Policy

or, if unavailable, the chair or lead trustee. At the date of policy review the contact details are:

Simon Shaw, Chief Executive

[simon@redbridgerainbowcommunity.org.uk](mailto:simon@redbridgerainbowcommunity.org.uk)

020 3336 3766

Rita Chadha, Chair

[chair@redbridgerainbowcommunity.org.uk](mailto:chair@redbridgerainbowcommunity.org.uk)

## 3. Identifying abuse and disclosure

Signs of abuse can often be difficult to detect. Indicators of abuse can include:

- Being withdrawn or overly loud
- Appearing fretful around specific people
- Unexplained bruising or secrecy around their body
- Appearing unkempt or malnourished
- Using inappropriate language or behaving inappropriately
- Appearing not to have control of their own money

SCIE provides further advice on the ways to identify abuse and possible indicators.<sup>2</sup>

A disclosure is when someone tells another person about an instance of abuse. Someone is more likely to disclose this to someone else when they feel comfortable with and trust that person.

It is therefore important to:

- Listen and trust that what being said is correct
- Repeat back what has been said to check understanding
- Offer support and reassurance
- Record an account of what was said
- Report this to the designated person

It is also important to **not**:

- Promise to keep the disclosure secret
- Panic, overreact, be judgemental or make assumptions
- Investigate or ask the person to repeat the allegations
- Discuss the disclosure with people who do not need to know

---

<sup>2</sup> <https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

# Redbridge Rainbow Community Safeguarding Policy

## 4. Safer recruitment of staff and volunteers

When we create a paid or volunteer role where someone will come into contact with children or adults at risk, we consider how to ensure proper safeguarding. This includes:

- Signalling to recruits through the application process whether a role will require criminal record checks
- Requiring a declaration on the job application form relating to the person's criminal record
- Appointing staff or accepting volunteers is conditional on satisfactory completion of the criminal records check
- Conducting an enhanced criminal record check under the Disclosure and Barring Service for roles that come into contact with children and adults at risk
- Conducting employment checks, asking for references, or exploring any gaps in people's employment or education history
- Asking staff and volunteers to sign up for the DBS updates service so that this can be checked annually at a minimum.<sup>3</sup>

## 5. Online safety

Staff should keep their personal online activities separate from communications in their role at Redbridge Rainbow Community. Staff should **not**:

- Use their personal social networking accounts to communicate with community members
- Share their personal contact details with service users
- Accept friend requests or follows from service users on their personal social networking accounts
- Use their personal social networking accounts to comment on or like service users' posts.

Even with stringent privacy settings, it is hard to avoid contact or seeing the content of service users. Staff or volunteers are invited to discuss any issues with the Chief Executive/Chair. The Charity Commission provides further advice on safeguarding when operating online.<sup>4</sup>

## 6. Reporting a Safeguarding Concern in Redbridge

It is not the responsibility of anyone working or volunteering at Redbridge Rainbow Community to decide whether abuse has taken place. However, everyone has a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child or adult at risk in question. This applies both to any allegations/suspicions of abuse occurring in relation

---

<sup>3</sup> <https://secure.crbonline.gov.uk/crsc/check?execution=e5s1>

<sup>4</sup> <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#operating-online>

# Redbridge Rainbow Community Safeguarding Policy

to Redbridge Rainbow Community activities, and to allegations/suspicions that abuse is taking place elsewhere. Any member of staff or volunteer who receives a notification or allegation of abuse or suspects that abuse may have occurred must report it immediately to the designated person or if they are unavailable, to the alternative contact.

Our duty is to report these to the relevant contacts so that they can investigate or assess. Staff members or volunteers should **not** seek to interview the alleged victim of abuse – this is a matter for professional services. However, such staff or volunteers should report on anything they have seen or heard that may be material to the case, lodge a statement as soon as practicable with the designated person and be prepared to give a witness statement or other evidence at a later date.

The designated person should record:

- The name, age and date of birth of the child or adult at risk
- The home address and telephone number of the child or adult at risk
- Name/s and address of parent/s or carer/s with parental responsibility
- What was said or seen, and by whom
- What has prompted the concerns, including the date, time and location of any specific incidents
- The contact details of the referrer the date of the record
- If they are making the report expressing their own concerns, or passing on those of somebody else
- Whether the child or young person been spoken to
- If anybody been alleged to be the abuser
- Who this information been passed on to, in order that appropriate action is taken?
- If anyone else been consulted.

All records, information and confidential notes should be kept in separate files that can be accessed only by designated senior staff. The designated person/s will inform the relevant outside organisation of the incident.

## 6.1 Immediate danger

If a child or adult at risk is in immediate danger, any staff member or volunteer should call the Police on 999. In a non-emergency situation call 101.

## 6.2 Reporting concerns

The designated person, or chair or lead trustee will report concerns as swiftly as possible to the relevant contacts below.

### Children

Any concerns a child (anyone under 18) should be reported by contacting Children's Social Care:

- Monday to Friday office hours: 020 8708 3885

# Redbridge Rainbow Community Safeguarding Policy

- [CPAT.referrals@redbridge.gov.uk](mailto:CPAT.referrals@redbridge.gov.uk)
- Emergency Duty Team (evening or at weekends): 020 8708 5897

## Adults

The Redbridge Safeguarding Adult Board (RSAB)'s London Borough of Redbridge Safeguarding Adults Local Protocol<sup>5</sup> sets out how to report concerns to the Local Authority's Adult Health and Social Care Services through:

- First Contact Team (Monday to Friday 09:00 – 17:00): 020 8708 7333
- Out of hours (after 17:00, weekends and public holidays): 020 8553 5825
- [Adults.alert@redbridge.gov.uk](mailto:Adults.alert@redbridge.gov.uk)
- Online referral form.<sup>6</sup>

If someone is not 'out' to their family or networks, we will ask services to only share where the referral has come from on a confidential and need-to-know basis.

## 7. Alleged abuse by Redbridge Rainbow Community staff or volunteers

When an allegation is made against a member of staff or volunteer, the allegation must be passed to the Chief Executive, or if unavailable, the alternative delegated person, as quickly as possible. If the allegation relates to the Chief Executive or alternative delegated person then they will not be responsible for handling the allegation. If the allegation relates to both the chief executive and alternative delegated person, then any other suitable trustee can take responsibility.

The relevant designated person will then take responsibility for suspending all activities undertaken by the member of staff or volunteer that involve direct contact with children or adult at risk. Immediate suspension of other activities may also take place, at our discretion. The designated person for child protection should contact the local authority officer for consultation.

Where there is a complaint of this nature against an employee or volunteer, there may be three types of investigation:

- Criminal, in which case the police are immediately involved
- Child protection, in which case the social services (and possibly) the police will be involved
- Disciplinary or misconduct process.

Should the relevant authorities deem that sexual, physical or mental abuse has taken place, this will be considered by Redbridge Rainbow Community as gross misconduct and be

---

<sup>5</sup> <https://www.redbridgesab.org.uk/wp-content/uploads/2016/04/Redbridge-SAB-Safeguarding-Adults-Local-Protocol-June-2023-Final.pdf>

<sup>6</sup> <https://eforms.redbridge.gov.uk/redbridge-safeguarding-adults-referral-form/>

# Redbridge Rainbow Community Safeguarding Policy

grounds for dismissal of staff or termination of a volunteer's involvement with the organisation.

Allegations against staff will also be referred to the Local Authority Designated Officer (LADO) for children and the Person in a Position of Trust (PiPOT) process for adults.

## 8. Records and confidentiality

All information is confidential and must be managed in line with our Data Protection policy. However, if there is a safeguarding concern information can be shared with Social Services, the Police and where appropriate the Care Quality Commission. All information relating to a safeguarding concern given to the designated person over the telephone must be confirmed in writing, either in a printed document, secure email, or handwritten but in ink, signed and dated by the person with the concern.

At all stages of the process described above, every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need-to-know basis only. This includes the following people:

- the Chief Executive and trustees
- The parents of a child and/or carer of a child or adult at risk
- The person making the allegation
- Social Services/ the police
- The alleged abuser (where this is a staff member or volunteer).

Any information recorded will be kept in a separate named file, in a secure cabinet. These files are the responsibility of the designated person and information will only be shared within Redbridge Rainbow Community on a need-to-know basis.

## 9. Safeguarding our community

We primarily work with LGBTQ+ adults in group settings. This helps to reduce some safeguarding risks. In the table below we set out some of the possible risks in our work and how we aim to reduce risk. While we pay particular attention to safeguarding children and adults at risk, we also take action to safeguard our LGBTQ+ community as a whole. Identified risk and mitigations include:

<b>Risk</b>	<b>Mitigation</b>
Staff or volunteers work 1-1 with community members	1-1 contact is kept to a minimum. Unless conducting a confidential meeting, doors to any room should be left open. We will keep a record of instances where a staff member or volunteer has had significant 1-1 contact with someone either face-to-face or online.
An event attendee has significant mental or physical health needs above the threshold of support	We ask that the attendee is accompanied by an appropriate carer or worker.

## Redbridge Rainbow Community Safeguarding Policy

that can be provided by staff or volunteers, including personal care needs	
People attending our events (whether LGBTQ+ people, allies or others) behave in an exclusionary way.	We communicate our ground rules to all event attendees and act where someone appears to have breached these expectations.
Our events could be targeted for harassment or hate crime.	Where possible, keeping the exact location of our events private to confirmed attendees only
Other organisations may not provide LGBTQ+ inclusive events and activities which could have a serious impact on LGBTQ+ attendees.	Asking other organisations how their events or activities are LGBTQ+ inclusive before publicising them to our network
People we are in contact with may not be 'out' to family, friend, colleagues etc.	Never assuming someone is 'out' even when they attend our events and not naming anyone when discussing who attended our events or is engaged with us in other ways. We will formally ask all event attendees if they consent to their photo being taken and shared by us. Any photos will only be shared via the organisation's official communication channels. Ensuring anyone taking photos on our behalf is aware of who has or hasn't given their consent. We will also take photos that showcase our activities without identifying people.
People we are in touch with may need referral onto other support, including specialist or crisis support.	Signposting people to relevant and inclusive support services, as well as providing links to support organisations on our Resources webpage. <sup>7</sup>

### 10. Communications and training

#### 10.1 Communications

All staff, trustees and volunteers should understand our safeguarding policy and feel confident to report concerns. All staff, trustees and volunteers are required to read the policy on their first day as part of their induction and they are asked to confirm by email they have read it. This written confirmation is saved on file. The policy is also publicly available on our website.

---

<sup>7</sup> <https://www.redbridgerainbowcommunity.org.uk/resources>

# Redbridge Rainbow Community Safeguarding Policy

We ensure that all our staff and volunteers engaged in work that brings them into direct contact with children or adults at risk:

- Understand the importance of safeguarding and their role in safeguarding children and adults at risk
- Recognise a child or adult at risk potentially in need of safeguarding and know what action to take
- Can recognise a disclosure from a child or adult at risk and react appropriately
- Are aware of the different forms of abuse and neglect
- Understand dignity and respect when working with individuals
- Know how to report a safeguarding concern relating to a child or adult at risk

## 10.2 Training

All staff and the trustee safeguarding lead are required to attend the training sessions below as soon as possible. Where possible, we will book training places for new staff so that they can attend the earliest session after their start date. Volunteers are also encouraged to attend relevant training. We keep a record of training that has been booked in and once it has been attended by staff and volunteers. After the training staff will discuss the training with their line manager at their next supervision meeting. Training options include:

- Higher level designated person training
- RSAB Multi-Agency Briefings 'Introduction to Safeguarding Adults'<sup>8</sup> briefings
- Redbridge CVS's safeguarding training sessions<sup>9</sup>
- Thrive Suicide Awareness training (online)<sup>10</sup>
- Mental Health First Aid training.

---

<sup>8</sup> <https://www.redbridgesab.org.uk/>

<sup>9</sup> <https://www.redbridgecvs.net/what-we-do/training/redbridgecvs-training>

<sup>10</sup> <https://thrivedn.co.uk/communications/campaign/zerosuicideln/>