



Title: Safeguarding Children and Vulnerable Adults	No.: S1	Approved:
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1. Policy

The RSGB is committed to protecting children and vulnerable people from abuse, and supporting affiliated clubs in their endeavours in this respect, as a result of their amateur radio activity. The Society will take all appropriate steps, and will encourage affiliated clubs to do the same, to ensure that children and vulnerable adults can participate in society or club-organised events in a safe and secure environment.

2. Background

2.1 The whole area of safeguarding children and vulnerable adults is currently subject to much change. All clubs are reminded of their responsibility to take all reasonable steps to safeguard the welfare of children and vulnerable adults when they are engaged in club activity and/or on club premises.

2.2 A child is someone under the age of 18.

2.3 A vulnerable adult is someone aged 18 or over:

- who is, or may be, in need of community services due to age, illness or a mental or physical disability and
- who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation (Department of Health 2002).

Where this note refers to children, similar considerations apply throughout to vulnerable adults.

2.4 The Society has the responsibility for ensuring compliance with the regulations as far as its staff and volunteers are concerned. In practice this affects Registered Assessors (i.e. those who carry out practical assessments prior to Foundation and Intermediate examinations).

2.5 Clubs and independent training providers have the responsibility for ensuring compliance for volunteers who teach students or supervise examinations, within the context of their overall duty to protect children and vulnerable adults. This means trainers and examination Invigilators.



- 2.6 The Disclosure & Barring Service (DBS) Checks Guidance for Volunteering, formerly CRB, published in 2008 states that the decision as to whether to make a DBS check is a matter for the employer. Our legal advice is that “Employer” in this context means the RSGB for Registered Assessors, and clubs and independent providers for trainers and examination invigilators. It goes on to state that the decision should be part of an overall risk management process. The decision should, it states, be made “carefully” and “because there is a strong and demonstrable reason for doing so and not just in case”.
- 2.7 The “test” for assessing whether a person is recommended and eligible for a DBS check is if
- a) they engage in a “regulated activity” (in this case, any form of teaching, training or instruction of children and/or vulnerable adults) **AND**
 - b) they carry out this activity **EITHER** frequently (once a week or more) **OR** on more than 3 days in any 30 day period.
- 2.8 After careful consideration of the advice it is clear that
- Some trainers may fall within the definition in 2.7, depending on who they teach and how their teaching time is structured.
 - The role and scope of registered assessors do not fall within the definition in 2.7 and RSGB-sponsored DBS checks will cease. RSGB HQ will continue to take up references before registering assessors. Some registered assessors are also trainers, however, and may qualify for a DBS check depending on 2.7 above.
 - The role and scope of examination invigilators do not fall within the definition of a regulated activity. Some examination invigilators are also trainers, however, and may qualify for a DBS check depending on 2.7 above.
- 2.9 Notwithstanding the above, it may be that some trainers already have CRB/DBS clearance due to their activities outside of the club.

3.0 Procedure

- 3.1 All RSGB Affiliated Clubs should formally adopt and implement the RSGB Child Protection Guidelines whether they teach students or not, and this should be made widely available. A copy is at Appendix 1. The RSGB Guidelines are also available on the website using the following link <http://rsgb.org/main/clubs-training/tutor-resources-2/training-guide/>
- 3.2 All independent clubs and independent training providers should develop a Child Protection Policy whether they teach students or not, and this should be made widely available. Guidance is



available on the RSGB website using the following link <http://rsgb.org/main/clubs-training/tutor-resources-2/training-guide/>

- 3.3 All clubs should review their teaching schedules. If a trainer's teaching commitment falls within the definitions described in 2.7 above then a risk assessment must be undertaken by the club or independent provider to determine whether a DBS check is warranted. There should be consideration of how well the risk is mitigated by the attendance of parents or other responsible adults.
- 3.4 If the risk assessment causes the club or independent provider to decide that a DBS check is warranted then it is their responsibility to initiate the check. The General Manager is available for advice in such cases. Please send a copy of your risk assessment to gm.dept@rsgb.org.uk in the first instance.

If the trainer is an RSGB member, RSGB HQ will organise and fund an agreed check on their behalf. Non-members will need to make their own arrangements.



Appendix 1

Radio Society of Great Britain

CHILD PROTECTION GUIDELINES

INTRODUCTION

The RSGB Child Protection Policy Statement

Every child or young person, defined as any person under the age of 18, who undertakes amateur radio course training or who participates in amateur radio activities, should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in amateur radio.

The RSGB recognises its responsibilities to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying, and to support those radio clubs and organisations who are affiliated to the RSGB in this endeavour.

This policy applies to anyone involved in amateur radio whether in a paid or voluntary capacity. For example, volunteers in clubs, tutors, invigilators and club officials.

WHAT IS CHILD ABUSE?

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers. Often these are people they know and trust. It refers to damage done to a child's or young person's physical, mental or emotional health. Children or young people can be abused within or outside their family, at school, at play and within any environment such as extracurricular activities, participation with youth organisation and the like. Abusive situations arise when adults or peers misuse their power over children or young people.

Types of abuse

Physical where children's bodies are hurt or injured

Emotional where children do not receive love and affection, may be frightened by threats or taunts or are given responsibilities beyond their capabilities.



Sexual where adults (and sometimes other children) use children to satisfy sexual desires.

Neglect where adults fail to care for children and protect them from danger, seriously impairing health and development.

Signs of abuse:

The following *may* indicate abuse, but do not jump to conclusions. There could be other explanations:

Physical unexplained or hidden injuries; lack of medical attention.

Emotional reverting to younger behaviour, nervousness, sudden underachievement, attention-seeking, running away from home stealing, lying.

Sexual pre-occupation with sexual matters evident in words, play, drawings, being sexually provocative with adults, disturbed sleep, nightmares, bed wetting, secretive relationships with adults and children, stomach pains with no apparent cause.

Neglect looking ill-cared for and unhappy, being withdrawn or aggressive, lingering injuries or health problems.

Bullying is not always easy to define; it can take many forms and is usually repeated over a period of time. The three main types are: physical (e.g. hitting, kicking theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards a victim
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments of a sexual nature

Emotional and verbal bullying is more common than physical violence; it can also be difficult to cope with or prove.

Within clubs, the single most important factor in the prevention of bullying is to have a clear policy to which tutors, invigilators, helpers, club members, children and young people and their parents are fully committed. Therefore, it is of paramount importance that clubs who provide amateur radio training at whatever level



develop their own Anti-Bullying Policy to which club members, the children and their parents all subscribe.

If bullying does occur every club or organisation must **take the problem seriously** and **investigate fully every incident**.

Every effort must be made by clubs and organisations to ensure bullying is eradicated. It is important as bullying can result in children or young people becoming vulnerable and isolated. These particular children or young people could then become an easy target for adult abusers.

GENERAL GUIDELINES IN THE CARE OF CHILDREN AND YOUNG PEOPLE

It is possible to reduce situations in which abuse can occur and help to protect volunteers, tutors, invigilators and club members by promoting good practice. The following are more specific examples of care, which should be taken when working within your club or organisation.

- Always be public and open when working with children and young people. Avoid situations where a teacher/instructor/club members, individual child or young person are completely unobserved.

Everyone should also be aware that as a general rule it **does not make sense** to:

- Spend excessive amounts of time alone with a child/young person
- Take children or young people alone on car journeys, however short
- Take children or young people to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and/or the child's/young person's parents.

Adults should never:

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Share a bedroom with a child or young person
- Allow or engage in any form of inappropriate touching
- Allow children or young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or young person, even in fun
- Allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or young people they can do for themselves
- Invite or allow children or young people to visit or stay at your home unsupervised

It may sometimes be necessary for volunteers to do things of a personal nature for children or young people, particularly if they are very young or have a disability. These tasks should only be carried out with the full understanding and prior consent of parents/carers and the children and young people involved. There is a need to be responsive to a child's or young person's reactions – if a child or young person is fully dependent upon you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child or young person to carry out particular activities.



If you accidentally hurt a child or young person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.

WHAT TO DO IF YOU SUSPECT/WITNESS ABUSE

The following action should be taken by anyone who has concerns about the welfare of a child or young person in:

1. The amateur radio environment; e.g. the club premises
2. The home or other settings

Non-action is *not* an option in Child Protection.

Concerns about poor practice and possible abuse

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within amateur radio and may occur within other settings (social activities). Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in amateur radio training are aware of this possibility and that all allegations are treated seriously and appropriate actions taken.

Allegations may also relate to poor practice where an adult's or peers behaviour is inappropriate and may be causing concern to a young person. Poor practice includes any behaviour, which infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable and should be treated seriously and appropriate actions taken.

Actions to take in abuse cases

- React calmly so as not to frighten the child or young person.
- Tell the child or young person he/she is not to blame and that he/she was right to tell.
- Take what the child or young person says seriously
- Ensure the safety of the child or young person – if the child or young person needs immediate medical treatment, take the child or young person to hospital or call an ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.
- Avoid leading the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents and carers should be contacted **ONLY** after advice from Social Services.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report concerns to the person in charge or designated person immediately, unless the concern is about



the person in charge.

- The person in charge should be clearly identified at all times. If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.
- Please remember that it can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism, which may lead them to believe 'white people', including those in authority roles, do not really care about their well-being. They may feel they have good reason to question whether your response will be any different.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care or residence. The abuse may be the only attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices, which block our willingness to believe they may be abused or to use their medical condition to explain away indicators, which in an able bodied child would concern us.
- When working with these groups you need to be extra vigilant and give extra thought as to how to respond.

Recording of information, suspicions or concerns

Information passed to the Social Services Department or the Police must be helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:

- The child's or young person's name, address and date of birth
- The nature of the allegation
- A description of any visible bruising or other injuries
- The child's or young person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and relationship to the child or young person

Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours.

Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom, concerns were passed and record the time and date of the call, in case any follow up is needed.



**Further information can be obtained from the NSPCC Child Protection Helpline
0808 800 5000**

For deaf users Textphone 0800 056 0566

These numbers are available 24 Hrs are free and completely CONFIDENTIAL

**THESE GUIDELINES ARE DESIGNED TO HELP YOU IN WHAT IS A COMPLEX ISSUE.
ALWAYS REMEMBER WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE
COMMONSENSE PREVAILS!**