

Safeguarding means protecting adults at risk, children and young people from harm, abuse or neglect. Working together we can make RDA a safe place - with everyone's wellbeing at the forefront of what we all do.

10 Golden Rules of Safeguarding

1. Safeguarding is for all of us - it is there to keep you and your participants safe.
2. In all areas of life, including RDA, individuals can and do share information about Safeguarding issues (a disclosure) which we must act on.
3. Make sure you know who your [Safeguarding Officer](#) is, and how to contact them.
4. Pass on any concerns you have to your Safeguarding Officer, however small they may seem.
5. Ensure that you read and understand you group's [Safeguarding policy](#)
6. Ensure you are always with someone else or in sight and hearing when you are with a child, young person or adult at risk.
7. Only make physical contact with others when absolutely necessary or specifically requested to do so. Always seek permission first.
8. Keep yourself safe on-line and make sure that all on-line interactions are appropriate. As an adult it is not appropriate to have social media friendships with a child, young person or adult at risk.
9. If you have to communicate with a child, young person or adult at risk, make sure that a 3rd person is always included in all messages.
10. Treat everyone equally with respect and dignity.

How to deal with a Safeguarding concern... NO ACTION IS NOT AN OPTION!

You must act on any concerns, either made directly to you or from things that you have noticed. If something seems wrong, pass it on.

- **Listen** If someone confides in you, let them talk and don't interrupt. Do this in a safe place where you can be seen but not overheard as information is confidential.
- **Pass it on** Tell them you can't keep it a secret and must pass it on.
- **Act fast** Don't delay acting on the information or concern. Take immediate action.
- **Tell someone** Tell the [Group Safeguarding officer](#) or if they are not available choose one responsible adult in the group.
- **Be Discreet** Safeguarding concerns are confidential and should not be discussed between others within the group. Only tell the Group Safeguarding Officer or one responsible adult.
- **Write it down** Write down exactly what was said to you in their exact words before you forget, as you will be asked for a report of the information provided (disclosure). Make sure you sign it and include the date and time.

Your Safeguarding Officer is Alice Summersbee 07843 991608 alicesummersbee@hotmail.co.uk