

**Rotary**  
Great Britain & Ireland



**Rotary International  
in Great Britain & Ireland**

# **Safeguarding Guidance**

## **2015/16**

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# The Rotary International in Great Britain & Ireland

## Safeguarding Guidance

### Introduction

#### Compliance

The aim of this guidance document is to support the Rotary International in Great Britain & Ireland (RIBI) Safeguarding Policy (Children) and Safeguarding Policy (Vulnerable Adults) and to give a brief overview of Safeguarding together with information on specific activities. The RIBI Safeguarding Policies are available online and are not part of this supporting guidance document. The Safeguarding Policy is one of three policies under the heading of 'Compliance' which also includes the Health & Safety Policy and the Equality & Diversity Policy.

The Constitution of RIBI provides that every club in the Area (Great Britain, Ireland, the Channel Islands and the Isle of Man) is bound in all things, not contrary to law, by the Constitution and the By-Laws of the Association and shall observe the provisions thereof.

It goes without saying that clubs are also bound by the general law of the jurisdiction within which that club is located. RIBI does not seek to advise clubs on matters of general law, but does try to help clubs to ensure that they comply with certain specific legal frameworks which are likely to apply to the regular activities of all or most clubs and the policies and this guidance document have been compiled with this in mind.

Clubs and districts are recommended to adopt the three Compliance policies. Adherence to these policies should ensure that no club inadvertently finds itself in breach of these areas of general law.

The three Compliance policies should be discussed and adopted at district and club level and the combined [Compliance Statement](#) endorsing this should be signed and returned as appropriate, i.e. the Club Compliance Statement should be signed by the Club President (or Secretary) on behalf of the club and returned to the District Secretary; the District Compliance Statement should be signed by the District Governor and the District Secretary and returned to the RIBI Secretariat office.

### Who are we setting out to protect?

We need to protect three groups of people: children and vulnerable adults from abuse and, to a lesser extent, ourselves from misunderstandings and from failing to follow guidelines.

#### Children

Section 60 of the Safeguarding Vulnerable Groups Act 2006 defines a child as "a person who has not attained the age of 18". (In Scotland for some purposes adulthood is reached at the age of 17; for the purposes of safeguarding the age is 18). It is our duty to ensure that children should be protected while they are in our care. It is our further duty to know what to do if children who come into our care, even if only temporarily, show signs of having been abused (please see Appendix I: Forms and signs of abuse, and Appendix J: Dealing with complaints, accusations and whistleblowing).

#### Vulnerable adults

The term 'vulnerable adult' has been amended as it was felt to be inappropriate to label an adult as vulnerable solely due to their circumstances, age or disability. In general terms, an adult (a person aged 18 or over) is classed as vulnerable when they are receiving one of the following services:

- Health care
- Relevant personal care
- Social care work

- Assistance in relation to general household matters by reason of age, illness or disability
- Relevant assistance in the conduct of their own affairs; or
- Conveying (due to age, illness or disability in prescribed circumstances)

### **Rotarians and their helpers**

Rotarians rely on many friends, family members and other volunteers to help with giving service to others. Such service, particularly with children or with the vulnerable, must be carefully planned; codes of behaviour laid down and all involved should have a clear understanding of their roles responsibilities and duties.

Care should be taken to avoid being alone with a child or a vulnerable adult. Be particularly aware of this in residential situations. The subject is covered comprehensively in Appendix G: Safeguarding requirements for specific Rotary activities – Youth Exchange and related activities.

### **Rights of the child and the vulnerable adult**

Children have rights that should be demonstrated in our work. Every child has the right to:

- Be safe.
- Protect their bodies.
- Say no.
- Get help against bullies.
- Tell what frightens or confuses them.
- Be believed.
- Reveal 'secrets' if those are disturbing to the child.

These universal rights are fundamental to all work with children. They apply equally to work with vulnerable adults.

### **What are we protecting them from?**

Abuse of children or vulnerable adults is often interpreted as being confined to sexual abuse, but that is only one manifestation. It can also take the form of:

#### **Physical abuse**

When a person hurts, injures or bullies a child or vulnerable adult, gives inappropriate drugs or alcohol or fails to act to prevent harm.

#### **Emotional abuse**

Persistent or severe; emotional ill treatment that has or is likely have a serious effect on a child or vulnerable adult's development. This includes negative discrimination such as bullying.

#### **Neglect**

The failure to provide adequate food, health care, clothing, care and education.

#### **Sexual abuse**

When someone exerts power, authority or position to gratify their own sexual needs.

#### **Financial abuse**

May become apparent when working with vulnerable adults. This is where the person is deprived of the money that is rightfully theirs: it may be theft, fraud, forgery or embezzlement.

The effects of abuse are wide-ranging and profound, varying according to the type of abuse and the length of time it has been endured. It can lead to problems of health, behaviour, mental health, education and drug and alcohol misuse. It can lead to self harm, suicide attempts and in extreme cases, death. (Details are given in Appendix I: Forms and signs of abuse).

In activities in which Rotarians are involved, Safeguarding procedures must endeavour to ensure that the possibility of abuse of any kind is risk assessed out. There is also the need to 'know what to do' if Rotarians suspect that abuse is taking place outside a Rotary activity but made evident by the children or the vulnerable with whom we work. There need to be strong arrangements to deal with complaints; expressions of concern; allegations or "whistle-blowing" (see Appendix J: Dealing with complaints, accusations and whistle-blowing).

## **Applicability of this document (England, Wales, Scotland, N. Ireland, Rep. Ireland)**

The general guidance given in this document refers to RIBI as a whole, though the detailed arrangements for criminal record checks differ across the countries within RIBI.

In England and Wales these checks are carried out by the Disclosure and Barring Service (DBS). For simplicity, the term 'DBS' should be understood to include the services provided by [Disclosure Scotland](#), [AccessNI](#) (Northern Ireland) and [Garda Siochana](#) (Eire/Republic of Ireland). Details of procedural differences will be given to clubs direct from the districts concerned. **There is a separate document, available to download from the RIBI website, addressing procedural matters for Scotland together with contact details for clubs in Scotland and this should be read in conjunction with the RIBI Safeguarding Policies and Safeguarding Guidance manual (Appendix N: Safeguarding Guidance Supplement for Scotland).**

## **General background**

Rotary clubs have been providing service to children and vulnerable adults in many settings for over a century, but the climate in society has changed considerably over that time. There is recognition of the moral and legal responsibility to safeguard children and vulnerable adults. There is a need to demonstrate that an organisation such as Rotary is doing everything possible to protect those with whom they work. It is important that Rotarians plan and provide service to the community in such a manner that the reputation and interests of Rotary or of individual Rotarians cannot be brought into question.

### **Criminal record checks**

An aspect of the arrangements for the safeguarding of children and vulnerable adults is the establishment of processes to meet the legal requirement to carry out criminal record checks, also known as 'Disclosures' as part of the selection of people to work with children and the vulnerable (Please see section 'Disclosure & Barring Service checks – Process and procedures'). These are the disclosed results of checks, whether or not a criminal record is found (other than minor road traffic offences). Checks are obligatory for some Rotary activities and projects which provide service to children and vulnerable adults on a regular basis.

### **Safe practice**

All policies and procedures must be seen in the wider context of safe practice. For completeness the full document also includes information on such matters as:

- Risk assessment (Appendix C: Risk assessment).
- Insurance and legal arrangements (Appendix H: Insurance and legal arrangements).
- Working in partnership with parents, carers, children and vulnerable adults (Appendix D: Involving parents, carers, children and vulnerable adults as partners).

Please be aware that planning must also take into account:

- Health & Safety regulations and the [Club/District Health & Safety Policy](#), together with the publication, '[RIBI Health & Safety Guidance](#)'.
- Traffic regulations.
- Food hygiene regulations.

Everyone has the right to have fun, feel secure and be protected when participating in a Rotary event. That is why these matters are important.

## RIBI Safeguarding Policy

This declaration of policy applies to the whole of RIBI although the legislative framework may differ in its constituent parts.

Rotary International in Great Britain and Ireland has adopted this statement of policy in its work with children, the elderly, the vulnerable and those with disability.

- The needs and rights of the child, the elderly, the vulnerable and persons with disability take priority.
- It is the duty of every Rotarian to safeguard to the best of their ability, the welfare and prevent the assault, physical, sexual or emotional abuse and neglect of all children, the elderly, persons with disability or otherwise vulnerable persons with whom they come into contact during their Rotary duties.

RIBI will endeavour to ensure safeguarding by:

- Actively encouraging a climate through which safeguarding issues are regarded as an essential part of Rotary activities and events.
- Actively encouraging the appointment of Rotarians with responsibility for safeguarding issues in each Rotary district and in each Rotary club.
- Adopting safeguarding guidelines that give clear procedures and a code of conduct for Rotary districts, Rotary clubs, Rotarians, staff and other helpers and associated volunteers.
- Planning all events and activities so that safeguarding issues are properly addressed.
- Sharing information on safeguarding and good practice with children, parents and carers, Rotarians, staff, helpers and associated volunteers.
- Issuing guidelines on how to deal with the Disclosure or discovery of abuse and sharing information about concerns with agencies that need to know.
- Providing appropriate training for Rotarians, staff, helpers and associated volunteers in the processes and procedures of child and vulnerable adult safeguarding.
- Following carefully the procedures for the recruitment and selection of Rotarians, staff, helpers and associated volunteers to assist with projects and activities.
- Monitoring and reviewing this policy and the associated procedures on a regular basis, at least annually.

The [Safeguarding Policy for Children](#) and [Safeguarding Policy for Vulnerable Adults](#) for districts and clubs to adopt are available on the website.

# The Safeguarding of Children and Vulnerable Adults

## Creating the right climate

The Safeguarding of Children and Venerable Adults policies are designed to actively encourage a climate through which safeguarding issues are regarded as an essential part of Rotary activities and events.

Although RIBI is not specifically a children's charity, it acknowledges the growing extent of youth activity, development of youth services, children's contact and involvement in the work of Rotary Clubs. It recognises its moral and legal responsibility to safeguard children and vulnerable adults. More than that, it recognises that children have the right to have fun and be protected through the work of Rotary and that parents have a right to feel safe when entrusting their children to the care of Rotary.

There have been incidents of sexual abuse, where abusers have identified and infiltrated organisations where a relative lack of scrutiny has been an attraction. Research has shown that many voluntary groups cover up abuse to protect the organisation's reputation.

Similar concerns apply to dealing with vulnerable adults, when the same principles are relevant.

It is understandably easy to take the view that 'all this regulation is just too much' and give up a particular activity. That may be the considered and sensible decision in a very few instances. However, in the vast majority of cases, an enormous variety of worthwhile activities continue to be offered. There is also a tendency to think that 'this does not apply to Rotary'; that must be resisted.

## Steps taken by RIBI

- Appointing an RIBI Compliance Officer to be responsible for managing compliance issues throughout RIBI.
- Requiring each District or a group of Districts to appoint an officer with responsibility for safeguarding and compliance issues: the District Safeguarding Officer.
- Requiring each Club or group of Clubs to appoint a Club Safeguarding Officer.
- Holding training events for District Safeguarding Officers.
- Including safeguarding issues in the annual RIBI Assembly.
- Regularly updating guidance to Districts and Clubs.

## Practical steps that are expected of each District

- To appoint an officer with responsibility for safeguarding issues, failing which the District Governor will fulfil the role: the District Safeguarding Officer.
- To provide support, training and advice to each Rotary Club.
- To administer the system of criminal record checks on behalf of the Clubs in the District.
- To provide information on recommended speakers for Clubs in the locality.

## Practical steps that are expected of each Club

- To appoint a Rotarian, failing which the Club President will fulfil the role: perhaps assisted by a small group of Rotarians, to assume the responsibility for the examination, implementation and ongoing review of the safeguarding policy and its implementation: the Club Safeguarding Officer.
- To include child and vulnerable adult safeguarding awareness training within the Club's annual programme.
- To attend District training events.

- To invite speakers on these issues. For example on children's issues: National Children's Homes, Children 1st, National Society for the Prevention of Cruelty to Children, local head teacher or a member of the local child safeguarding panel, and on vulnerable adult issues: Age Concern, Mencap, Action for Elder Abuse, the manager of a local nursing home.
- To work in partnership with other organisations.
- To demonstrate mutual respect between Rotarians, volunteers and with those whom we work and to provide a model of appropriate behaviour.



## **Role and responsibilities**

### **RIBI Compliance Officer**

The post holder will have the main responsibility for managing Child and Vulnerable Adult Safeguarding issues throughout RIBI (as well as Health & Safety, and Equality & Diversity), and will:

- Implement and promote RIBI's Child and Vulnerable Adult Safeguarding policies and related guidance and procedures.
- Regularly report to the Executive Committee through the General Secretary.
- Act as the main contact for RIBI for the safeguarding of children and vulnerable adults.
- Provide information and advice on the safeguarding of children and vulnerable adults.
- Support and raise awareness of the safeguarding of children and vulnerable adults.
- Communicate with District Safeguarding Officers and, through them, to Rotarians throughout RIBI on issues of child and vulnerable adult safeguarding.
- Keep abreast of developments and understand the latest information on data safeguarding, confidentiality and other legal issues that impact on the safeguarding of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Establish and maintain contact with relevant statutory agencies.
- Maintain confidential records of reported cases, the action taken and, where necessary, liaise with the statutory agencies involved in any allegation to ensure that they have access to all necessary information.
- Organise training for District Safeguarding Officers.
- Regularly monitor and review RIBI Child and Vulnerable Adult Safeguarding Policies and Procedures, at least annually.

The RIBI Safeguarding Officer is: -

Rotarian Mike Goodridge

2 Chinthurst Lodge,

Wonersh Common,

Wonersh, Surrey

GU5 0PR

Tel: 01483 535108

Email: [michaelgoodridge@ymail.com](mailto:michaelgoodridge@ymail.com)

### **District Safeguarding Officer (DSO)**

Each District should appoint a Safeguarding Officer, failing which the District Governor will fulfil this role. Ideally, that person should have some background and familiarity with child and vulnerable adult safeguarding issues. Additional training, which RIBI General Council has ruled as mandatory, is provided by RIBI.

#### **Role and responsibilities**

- Ensure the District signs the Compliance Confirmation Form
- Implement, promote and manage safeguarding issues throughout the District.
- Report to the District Council and its Executive committee.
- Maintain contact with the RIBI Compliance Officer.
- Maintain contact with the Safeguarding Officer in each Club.
- Provide or enable training for the Safeguarding Officer in each Club.
- Attend RIBI training events.
- Provide information and advice on safeguarding policies and practices to the Clubs in the District.

- Guide the Clubs on matters related to safeguarding.
- Ensure that Clubs are made aware of their responsibilities.
- Be the District's point of reference for all concerns relating to abuse.
- Support Clubs in dealing with any allegations of abuse.
- Report cases and action taken to the RIBI Compliance Officer.
- Establish and maintain contact with relevant statutory and non-statutory agencies.
- Act as a counter-signatory within the RIBI 'registered body' for Disclosures and to maintain records for the purposes of the checks carried out by the Disclosure and Barring Service (DBS) or the Central Registered Body in Scotland (DBSS), or NIPS. (Northern Ireland Police Service) or Garda Siochana (Eire), or to appoint a person to act on his or her behalf.
- Monitor the arrangements within the District.

## **Club Safeguarding Officer (CSO)**

Each Club should appoint a Safeguarding Officer, failing which the Club President will fulfil this role. Ideally, that person should have some background and familiarity with child and vulnerable adult safeguarding issues. Additional training and Club awareness-raising sessions will be provided by District. In metropolitan or other areas where there are several Clubs it may be appropriate for the Clubs to work in partnership and have a single Rotarian to act as liaison and point of reference for this purpose.

### **Role and responsibilities**

- Ensure the Club signs the Compliance Confirmation Form
- Implement, promote and manage safeguarding issues in the Club.
- Report to the Club Council.
- Ensure that everyone who has regular contact with children or vulnerable adults (defined in Appendix A: Definitions of terms) is covered either by the appropriate level of Disclosure or by the terms of the agency for whom they are working: for example, a school, hospital, hospice, uniformed organisation, transport organisation
- Establish contact with the senior member of social services staff responsible for safeguarding issues in the locality of the Club.
- Be familiar with local procedures for safeguarding issues and liaise with local organisations: for example the Area Child Safeguarding Committee.
- Maintain contact with the District Safeguarding Officer and attend District training events.
- Provide information and advice on safeguarding to the Club.
- Provide or enable training for the Club.
- Inform the appropriate authority of relevant concerns about individuals arising out of Rotary projects or activities.
- Deal with allegations of abuse, or appoint a person to act on his or her behalf.
- Keep the President and Council of the Club informed of any action taken and any further action required.
- Maintain secure case records of the action taken by the Club, the liaison with other agencies and the outcome.
- Act as the Club's contact person and maintain any records for the purposes of the checks carried out by the Disclosure and Barring Service (DBS), Central Registered Body in Scotland (DBSS), or NIPS (Northern Ireland Police Service), or Garda Siochana (Eire), or to appoint a person to act on his or her behalf.

## **More about the duties of the Club Safeguarding Officer**

There are four main aspects:

- Provide training appropriate to the events and activities the Club carries out.
- Ensure that the Club plans all events involving children and the vulnerable so that risks are reduced to minimum.
- Select people carefully and where necessary carry out criminal record checks.
- Have arrangements to deal with allegations, complaints and concerns.

## **Establishing and maintaining contact with local organisations**

In an area served by a Rotary Club there will be many services concerned with children and vulnerable adults. Find out who they are, make contact and even arrange to meet. It might even be worthwhile inviting the person to attend a Rotary meeting. If you ever have a problem it is always easier to discuss it with someone that you have already contacted in happier times.

## **Acting as the main contact within the Club for the safeguarding of children and vulnerable adults**

The CSO should look outwards to see what is on the safeguarding horizon and inwards to the Club and its safeguarding needs. A CSO is the main contact in a Club but not the person who can be expected to do or know everything concerned with safeguarding issues. Safeguarding in Club events and activities will succeed only if it is seen as a part of every Rotarian's way of working. It should be part of every event organiser's planning.

The role of the CSO is to provide help, advice and guidance. One way of achieving that is to be available to respond to requests for help from members and event organisers. If the answer is unclear, there is a large network of people able to help: CSOs in each Rotary District; DSOs across RIBI, the RIBI Compliance Officer and the RIBI Secretariat. Resources are also available on the [Disclosure and Barring Service](#) (DSB) website. The wealth of experience and knowledge is considerable and available to each CSO. Do not be afraid to ask. Much of the guidance in this document is the result of people asking questions.

The three things that can make a difference are:

- Dealing efficiently and sensitively with criminal record checks.
- Maintaining contact with your DSO.
- Providing timely advice and, where the answer is not clear, linking the Club into the District and national network.

## Safeguarding guidelines and code of conduct

These apply to everyone acting with or on behalf of Rotary at a Club event or activity. That includes every Rotarian, any paid staff or people working under contract to a Club, as well as any helpers and volunteers. All must act in a way that is in line with and in sympathy with the policy established by the Club. Any person who for any reason finds it impossible to comply should not take part.

- Guidelines should cover: The right of the child or vulnerable adult to be treated with respect and safeguarded from harm. (Rights of the Child and Vulnerable Adult).
- The need for a proper recruitment process for people working with children or vulnerable adults
- A written code of behaviour that outlines good practice (See Appendix B: Code of behaviour).
- The need for a named person to be in charge.
- Arrangements whereby children, vulnerable adults, parents, Rotarians and other workers can voice concerns about the behaviour of others. (See Appendix J: Dealing with complaints, accusations and whistle-blowing).
- The training available.
- If relevant, the arrangements for trips, visits and adventurous activities.
- If relevant, the arrangements for residential activities. (See Appendix G: Safeguarding requirements for specific Rotary activities – Youth Exchange and related activities).
- If relevant, the arrangements for Youth exchange, Rotary Youth Leadership Award (RYLA) and Interact. (See Appendices G 'Safeguarding requirements for specific Rotary activities – Youth Exchange and related activities).
- If relevant, how the Club involves children and vulnerable adults in decisions about projects, activity and safety.
- If relevant, the arrangements for contact with parents or other carers.
- If relevant, the ways in which intimate care needs are handled in the case of the very young or the vulnerable.
- Role/Job descriptions of the various activities in hand.
- How the Club should deal with Health & Safety issues.

This document provides advice on the content of these guidelines.

## Planning events and activities

It is difficult to lay down hard and fast advice on planning events so that safeguarding issues are properly considered. The following headings and their respective appendices provide some guidance based on experience.

When planning any event it is wise to begin early.

- Involve and consult people with expertise: the Internet is an amazing source of information about contacts.
- Carry out a risk assessment (See [H&S Risk Assessment Form](#) on the RIBI website).
- Involve the Club Safeguarding Officer or another person with a background in safeguarding.
- Involve the Club Health & Safety Officer and so ensure that Health & Safety legislation is followed.
- Ensure that mini-bus, coach and other regulations and safety advice are followed.
- Ensure that health and hygiene regulations are followed if food preparation and service is involved.
- Ensure that advice on supervision of children and vulnerable adults on trips and visits is followed.
- Ensure that the advice on photography is followed and taken into account when carrying out risk assessment (See Appendix F: Photography of children and vulnerable adults at Rotary events).

- Check the credentials of all outside contractors and organisations used.
- Give time for proper procedures in the selection of workers and volunteers
- Give time for adequate preparation, induction and training of the persons doing the work.
- Ensure that it is clear who is in overall charge of the event and its constituent parts.
- Check any local by-laws.
- Check insurance.
- Check any rules or guidance issued by RI or RIBI: Youth Exchange for example (see Appendices G 'Safeguarding requirements for specific Rotary activities – Youth Exchange and related activities).
- Be prepared to alter the plans to improve safeguarding.

### **Minimising the possibility of abuse**

Safeguarding procedures should ensure that the possibility of abuse of any kind is ruled out. Every Club will have a Safeguarding Officer. If he or she is not available for an event involving children or vulnerable adults, a Rotarian should be nominated as the point of reference at the event for any complaints, allegations or matters of concern.

If a Rotary Club is the organising body, the person in charge should tell all the participants and workers who that person is. If the participants are children or vulnerable adults the parents or carers should be informed. In any correspondence it is recommended that the name and contact details are given and, if appropriate, they are displayed at a venue.

The written permission of a parent or guardian must be obtained if a child is to take part in any activity organised by a Club. The process of seeking permission should include the details of the activity and give information about the nominated person.

In the case of a vulnerable adult, that person should be made completely aware of what the activity is going to involve and be encouraged to discuss it with any person who has a responsibility for their care. To assist with this, written information should be provided even when the person may not be able to cope with it personally.

### **Reducing the need for obtaining permissions**

Careful planning can obviate the necessity for some of these potentially irksome routines.

#### School events

The need to seek the permission from parents for young people to take part in an event such as a Public Speaking Competition may be unnecessary if the arrangements are conducted through the school and the students are accompanied by members of the school staff. Many schools seek blanket permission from parents for such activities. Never-the-less this should be checked with the school.

#### Events with parents or carers in attendance

Many difficulties of taking children or vulnerable adults on visits can be reduced by taking children with their parents or carers or, in the case of vulnerable adults, taking vulnerable adults with their carers.

### **Sharing information on safeguarding**

A Club should share information on safeguarding and good practice with children, vulnerable adults, parents and carers, Rotarians, staff, helpers and volunteers associated with the Club.

Everyone involved in an event or an activity should be aware of the policies and codes of practice of the organising Rotary Club.

Parents and carers of the children or vulnerable adults taking part have a right to know the details of the arrangements, should be given the opportunity to ask questions and give permission.

## **Ways to share information**

- Use a Club meeting to give a detailed briefing before a Club event.
- Use the Club bulletin.
- Have a de-brief at the end of an activity.

## **Involving parents and carers**

- Make sure that they know who is in charge and who is the contact person is.
- If appropriate, have a pre-activity meeting when questions can be asked of the organisers.
- Provide detailed written information, programme and a contact name and number for questions or concerns.
- Ensure that the way to register complaints and concerns is clear.
- Be willing to give time to discuss and act upon any concerns expressed prior to, during or after the event or activity.
- Be aware that not all parents and carers have English as the first language.
- Involve parents as contributors; perhaps as members of the organising committee, drivers, additional supervisors or as activity leaders, for example.
- Get parental consent for all activities or ensure that it has been given.

## **Dealing with matters of concern**

The Club Safeguarding Officer and the nominated person in charge of an event are the points of contact for the expressions of concern. Those may vary from straightforward complaints about a trip or activity to more serious concerns about the behaviour of an adult towards children, of children towards children, the atypical behaviour or the condition of a child or vulnerable adult. The source may be from within the organising team of adults or from outside.

All persons involved in an activity must know how to respond to a person revealing a complaint, a suspicion, a matter of concern or allegation, who to contact and how. All such Disclosures, however seemingly trivial must be reported to someone.

As an organisation working with children and the vulnerable, a Rotary Club or District must know what to do if a child or vulnerable adult discloses something which is unconnected with the Rotary activity but concerns that individual. Similarly, a Club or District must know what to do if the condition, demeanour or behaviour of a child or a vulnerable person gives an indication that abuse may be occurring.

The ways of dealing with concerns, complaints or allegations and passing on information about suspected abuse are covered in Appendix J: Dealing with complaints, accusations and whistleblowing).

## **Safeguarding training programmes**

Appropriate training can be given to Rotarians, staff, helpers and volunteers associated with the Club, in the processes and procedures of child and vulnerable adult safeguarding. Model training programmes are provided by RIBI for delivery in different contexts: the Rotary Club (Club); the Rotary District (District) or by RIBI (RIBI). They are tailored to the varying needs of Districts, Clubs, Rotarians, employed staff and volunteers.

These are:

- General awareness training for all Rotarians, volunteers and helpers. (Club).
- Detailed training for the District Safeguarding Officer. (RIBI).
- Detailed training for the Club Safeguarding Officer. (District).
- Specific information and written advice for those in charge of occasional activities for children and vulnerable adults. (RIBI).
- Detailed training, information and advice for those in charge of regular Rotary programmes such as Youth Exchange, Summer Camps, Rotary Youth Leadership Award and Interact. (RIBI and District).

## **Recruitment and selection**

A Club will need to recruit and select Rotarians, staff, helpers and volunteers associated with the Club to assist with projects and activities.

Securing people to assist with service projects and activities has never been easy and there is a tendency to 'leap upon' anyone who volunteers to help. Where the work involves children and vulnerable adults, such an unselective approach must be avoided.

A professional approach must be taken. This involves deciding which jobs will involve contact with children, the nature of that contact and its regularity and whether a DBS check is required. Job descriptions need to be compiled and people chosen to carry them out. In this way all involved will know what is expected of them and safeguarding will be assured.

## **Monitoring and reviewing policy and procedures**

### **RIBI procedures**

The RIBI Compliance Officer is accountable to the RIBI Executive and is supported by specialist members of the RIBI staff as well as a specialist firm of solicitors.

### **District procedures**

A District chooses how it organises its affairs but some have found value in attaching the District Safeguarding Officer to a District committee. Whatever structure is chosen it is recommended that the District Safeguarding Officer monitors and the adherence to the policy and procedures each year with the help of the Rotarians in charge of the various service committees. This should be reported to the District Executive Committee and minuted.

### **Club procedures**

It is recommended that the Club Safeguarding Officer monitors the adherence to the policy and procedures each year with the help of the Rotarians in charge of the various service committees. This should be reported to the Club Council and minuted.

## Disclosure & Barring Service checks – Process and procedures

### General Statement

The protection and safeguarding of children and adults who may be vulnerable is a paramount concern for every Rotarian.

Any project or activity planned and carried out by a club MUST give consideration to the safety and well being of any child or vulnerable adult who is benefiting from or participating in that project or activity.

Consideration MUST also be given as to whether any Rotarian or Volunteer participating requires a DBS check. This should be part of the Risk Assessment that must be carried out for all Rotary activities.

### Disclosures and Fees

- The DBS filter certain old and minor cautions and convictions, reprimands and warnings from criminal records certificates.
- Applications through Rotary are classed as ‘volunteer’ applications and there is no fee charged, providing the appropriate ‘volunteer’ has been marked on the application.
- Once certificates are received, it is strongly recommended that Rotarians/supporters subscribe to the Update Service, again, subscription is free of charge for a voluntary position and, with the consent of the applicant, enables an organisation (including Rotary) to go online to carry out a free, **instant** check for the same workforce, where the same type and level of check is required to find out if the information released on the DBS certificate is current and up to date – no forms to fill in or waiting time for applications to be processed.

### When Disclosures are required

For it to be permissible to ask a person to apply for a Disclosure that person must be:

- Involved or chosen to be involved in a position that the law says requires a Disclosure. Examples are a school governor, a trustee of children’s charity and a District Safeguarding Officer who deals with criminal record checks. There are many more.
- Involved or chosen to be involved in a position that gives regular access to children or vulnerable adults. The definition of the term ‘regular’ means carried out by the same person frequently.

It is important to note that the level of Disclosure is entirely dependent on the exact duties and responsibilities of the role. The decision on the level required depends on the exact nature of the duties, for further guidance see the [DBS website](#).

### How long a DBS check is valid

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. The CSO should liaise with the DSO to discuss the specific activity and decide if a new check is needed for someone with an existing DBS certificate.

### Activities with Children

When Rotarians/supporters are to be involved

- in a Regulated Activity with Children,
- in a Specified Establishment,
- meet the Time Period condition,
- and have the opportunity to have contact with Children as a result of anything he/she is permitted or required to do in connection with the activity,

they are required to have an Enhanced DBS check.



## **Regulated Activity relating to children**

### **1. Unsupervised Activities**

Teach, train, instruct, care for or supervise children, provide advice/guidance on well being, drive a vehicle only for children.

### **2. Specified Establishments**

Schools, Academies (provision of full time education to under 18's) pupil referral units children's homes, child care premises, children's detention centres, family/children centres

### **3. Personal Care\* / Health Care\***

For example washing or dressing; or health care by or supervised by a health care professional.

### **4. Registered Childminding\* and Foster-Carers\***

### **5. Day to Day management on a regular basis of person providing a regulated activity.**

### **6. Welsh Offices**

This does not include family or personal arrangements

\* Even if done only once

## **Time Period of Contact**

- Frequently – defined by DBS as 'once a week or more'
- 4 or more days in a 30 day period
- Overnight between 2.00am-6.00am

One of the key changes in legislation from September 2012 is the introduction of **“Supervision”** as part of the criteria for the definition of Regulated Activity.

## **The Statutory guidance: Regulated Activity (children) - supervision of activity with children which is regulated activity when unsupervised.**

In such a case, the law makes three main points:

- there must be supervision by a person who is in Regulated Activity;
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children”.

Supervision is required to be consistent for the duration of the activity regardless of the length of time involved. For example if an activity runs for several weeks the supervision must be constant throughout and not intensive at the beginning and tapering off towards the end of the time.

This clearly defines the definition of the Supervision required for any activity and anything less than the required criteria makes the Activity Unsupervised and therefore Regulated and requiring the Enhanced DBS check.

## **Activities with Adults**

Likewise if Rotarians are to be involved in a Regulated Activity with Adults who may be considered to be Vulnerable at that particular time, they will need to have an Enhanced DBS check. However there are no Specified Place/Establishment criteria nor is there a certain number of times that the activity undertaken becomes Regulated. A one off activity can be deemed Regulated, if the adult is deemed to be Vulnerable at that particular time.

## **Regulated Activity relating to Adults**

The new definition of Regulated Activity relating to adults no longer labels adults as 'vulnerable'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

The six categories within the new definition of Regulated Activity for Adults:

- 1. Health Care**  
Health care provided by any health care professional or under the direction or supervision of one is regulated activity.
- 2. Personal Care**  
Such as washing and dressing, eating, drinking and toileting.
- 3. Social Work**  
In connection with health or social services.
- 4. Assistance with Household Affairs**  
Cash, bills, shopping.
- 5. Assistance with the Conduct of Affairs**  
Power of attorney/deputies appointed under the Mental Capacity Act.
- 6. Conveying an Adult**  
Must be for health, personal or social care due to age, illness or disability.

When a role description has been worked out and the tasks clearly defined, three questions should be answered:

- Is the activity regular? The definition of the term 'regular' means carried out by the same person frequently
- Will the person be in 'sole charge'?
- Will the person have 'unsupervised contact'?

If the answers to any of these questions is 'Yes' and careful planning cannot render it unnecessary, then criminal record checks should be sought as outlined in this document.

#### **Activities not requiring Disclosures**

These are examples of activities that are not regular or do not involve contact with children or vulnerable adults. A Disclosure is unnecessary.

- Occasional meeting with a head teacher in school or leader in a youth Club.
- Brief contact with children when a teacher, parent or leader is present.
- Rotarians, volunteers, contractors or tradesmen effecting repairs, doing gardening or similar jobs. (For Health & Safety reasons children should not come into contact with these people anyway).
- Rotarians, volunteers or parents who accompany teachers, youth leaders or other trained people and children on 'one-off' activities.
- Rotarians or volunteers entering school to sell merchandise or to run stalls as a 'one-off' activity.
- Kids out: Rotarians attending as helpers.
- Father Christmas: Rotarians or parents in attendance.
- Occasional volunteer drivers; not regular drivers.

#### **Positions for which Disclosures may not be sought (Illegal)**

Unless a person is to work with children or with vulnerable adults on a regular basis or legislation demands it, it is illegal to ask a person to seek a Disclosure and also for the person to request one. Consequently, a Disclosure may not be sought for the positions listed below, or any similar ones unless the conditions above apply.

- Rotarian – as a condition of membership.
- President or officer of the Club.
- Club safeguarding officer.
- Any position unless it gives regular access to children or vulnerable adults.

## How to apply for a Disclosure: the RIBI arrangements

### Requirements for using RIBI as a 'registered body'

A Rotary District and a Club must ensure that the following routines and procedures are followed to make use of the service.

### Making decisions on the suitability of individuals

The decision as to the suitability of an individual for a particular position rests with the employing or volunteering body which in the majority of cases is the Rotary Club or District. That judgement will take into account the precise nature of the work, an assessment of the risks, using the Rotary H&S Risk Assessment Form, and the nature and 'age' of any criminal offences. A criminal record does not automatically debar a person from work with children or vulnerable adults (see [DBS website](#) for more information).

### Recording Disclosures

Records must be kept of every Disclosure request. DBS have strict guidelines for handling of DBS certificate information and these should be adhered to at all time. DBS require that RIBI, Districts and Clubs have a written policy on the correct handling and safekeeping of DBS certificate information. See Appendix E: Policy on secure handling, retention and disposal of DBS check information – for adoption by Districts and Clubs for guidelines and sample policy for use by Districts and Clubs.

Only the minimal information will be recorded, this will include the DBS Application Form reference number, date requested, the name, date of birth and address (including post-code) of the subject, the type of Disclosure applied for, the position or role for which it was requested and the decision taken after the disclosure has been issued. Such records should be kept by the District Safeguarding Officer (DSO) and by the Club Safeguarding Officer (CSO). The actual Disclosure Certificate **must not** be photocopied and retained on file, nor should any details on the certificate be recorded.

### Key areas to note regarding the DBS Procedure

A key change to the DBS procedure to note is that the organisation making the request for a disclosure (club/district) is no longer notified of the disclosure information. The disclosure certificate is issued direct to the applicant and the applicant must be requested to show the certificate (originals only, photocopies are not acceptable). It has been agreed that within RIBI, the District Safeguarding Officer will be the person responsible for scrutinising the certificate and will inform the CSO of the outcome, i.e. 'acceptable, OK to proceed' or 'unacceptable, cannot undertake the activity/job role'. The specific Disclosure information contained on the certificate must not be recorded. Should an applicant refuse to show the DSO the certificate, the applicant should not be permitted to engage in the Rotary activity/job role applied for.

The DBS instructions will give details of the current documents that must be used to check the identity of the applicant. [There are 3 routes to check the identity of an applicant](#) – RIBI will only accept the **first route** (routes 2 and 3 involve the use of an outside identity validation agency, including fingerprinting) and the documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first. The DBS also provide instructions on how [check the documentation](#) to ensure they are legal documents before submitting the application. These DBS guidance documents must be followed on each occasion.

### RIBI Disclosure Application process using RIBI as a 'registered body' (as of 1<sup>st</sup> July 2015)

The procedure below is based at club level, the same procedure applies if the activity/job role is at district level and applies for clubs and districts within England and Wales. Different procedures apply for [Scotland](#), [Northern Ireland](#) and [Republic of Ireland](#) and specific procedural guidance and forms will be provided to clubs by the relevant DSO.

1. Clubs risk assess all activities/job roles, using the template [RIBI Risk Assessment Form](#) and take into consideration the Health & Safety Policy, the Safeguarding Policy and Equality & Diversity Policy.
2. Risks are identified in respect of Safeguarding (relating to children or vulnerable adults).
3. CSO discusses risks with activity organisers to see if they can be eliminated by alternative planning arrangements.
4. If a Disclosure is considered as necessary, CSO to contact DSO to discuss appropriateness, level of disclosure and obtain DBS Application Form if agreed from the DSO.
5. DSO records the details and the unique DBS Application Form reference number supplied to the club. See guidance above under 'recording disclosures' and Appendix E: Policy on secure handling, retention and disposal of DBS check information – for adoption by Districts and Clubs.
6. CSO and applicant complete the form.
7. CSO undertakes the Identity Check in accordance with the [DBS instructions](#) available online at that time – see 'Key areas to note regarding the DBS Procedure' above for links to DBS instruction documents. CSO must verify the identity checks have been undertaken by completing the 2 sections for 'registered body use only' on the inside of the form.
8. CSO completes RIBI Verification Form, provided by the DSO with the application form.
9. CSO sends completed Application Form and RIBI Verification Form to DSO to countersign, together with the role description or job description of the post or job for which the Disclosure is sought. The CSO keeps a secure record of the Rotarian/person's name, post applied for, the date when the form was posted to the DSO and the position to which it relates. No other details are kept. No photocopies or abstracts of the form may be made but the applicant may wish to make his/her own copy. See guidance above under 'recording disclosures' and Appendix E: Policy on secure handling, retention and disposal of DBS check information – for adoption by Districts and Clubs.
10. The DSO verifies that there is a need to seek a Disclosure, checks the form has been completed correctly (using the [DBS Completing the Application Form-Guide for Countersignatories](#)). The DSO enters their unique Countersignatory number and countersigns the application form and sends it to the DBS Office. The DSO should keep a secure record of the applicant's name, the details of the CSO making the request and the date the form was sent to the DBS. No photocopies of the form are made.
11. If the job description or job role is not appropriate for a Disclosure check, DSO should communicate with the CSO to explain why.
12. Application is processed by DBS and certificate is sent direct to applicant.
13. CSO requests the applicant to contact the DSO to arrange for the original certificate to be seen by the DSO and confirm that it is permissible for the applicant to go ahead with the activity/job role. At this time, the CSO should also recommend to the applicant to register their certificate with the online DBS Update Service. This will enable organisations, including Rotary, to view the certificate information in future online with immediate results without the need for the applicant completing further application forms, providing the applicant keeps the online registration up to date. **Note: the applicant must register their certificate with the Update Service within 19 calendar days of the certificate being issued, otherwise they forfeit the opportunity to do so. If the application is for a volunteer, registration for the Update Service is free of charge.**
14. DSO views the original certificate provided by the applicant and decides whether the applicant can proceed with the activity/job role applied for. Photocopies of the certificate are not acceptable. The DSO can view the certificate in one of two ways.
  - Via post, with both the applicant and the DSO using a secure method such as Recorded or Registered Delivery.
  - In person, with the DSO arranging to meet with the applicant at a mutually convenient time and location to view the certificate.

The DBS certificates have the following security features to assist in verifying the certificate is genuine:-

  - a 'crown seal' watermark repeated down the right side, visible both on the surface and when held up to the light

- a background design featuring the word 'Disclosure', which appears in a wave-like pattern across both sides of a certificate; the pattern's colour alternates between blue and green on the reverse
- ink and paper that change colour when wet

The certificate will indicate on it if there are any disclosures and the details.

- If there are no disclosures:- The DSO notifies the CSO that the applicant can proceed with the activity/job role applied for and both update their records.
- If there is information disclosed on the certificate, that information may not be discussed by the DSO with any person other than the applicant. It is the responsibility of the DSO to discuss the disclosed information with the applicant and make the decision as to whether there are any negative reasons that would affect the applicant's suitability to do the job (a disclosure of a driving incident at 17 years of age should not affect a 60 year old Rotarian from participating in a mock interview project in a school, but depending on the circumstances, it may be felt that it would affect their ability to be a Rotary club driver). Should there be a negative outcome, the DSO should simply advise the CSO that the applicant is not suitable for that activity/job role without giving any details and update their records accordingly.

As a 'registered body', RIBI is responsible to the registering authorities and must be sure that:

- there a legitimate reason for seeking a Disclosure and
- the arrangements for the use of the information, its security and disposal meet the legislation.

Failure to comply could lead to withdrawal of Registration from RIBI and even criminal prosecution of the end user.

The [Disclosure and Barring Service](#) maintains an excellent website which should be consulted for the latest updates and information of their service. Equivalent website are available for legislation in [Scotland](#), [Northern Ireland](#) and [Republic of Ireland](#).

## Resources and useful links

This list of links will be regularly reviewed and updated so do not forget to revisit this page.

### Links to RIBI website:-

[RIBI Safeguarding Policy – Children](#)

[RIBI Safeguarding Policy – Vulnerable Adults](#)

[RIBI Safeguarding Guidance Manual](#)

[RIBI Safeguarding Guidance Manual - Supplement for Scotland](#)

The Appendices included as part of this Safeguarding Guidance manual (listed below) are also available as individual documents for ease of reference. These may be downloaded from the Safeguarding Compliance section on the RIBI website, [click here](#).

Appendix A: Definition of terms

Appendix B: Code of behaviour

Appendix C: Risk assessment

Appendix D: Involving parents, carers, children and vulnerable adults as partners

Appendix E: Policy on secure handling, retention and disposal of DBS check information – for adoption by Districts and Clubs

Appendix F: Photography of children and vulnerable adults at Rotary events

Appendix G: Safeguarding requirements for specific Rotary activities – Youth Exchange and related activities

Appendix H: Insurance and legal arrangements

Appendix I: Forms and signs of abuse

Appendix J: Dealing with complaints, accusations and whistle-blowing

Appendix K: District safeguarding check list

Appendix L: Club safeguarding check list

Appendix M: FAQs regarding compliance forms and popular myths regarding abuse

Appendix N: Safeguarding Guidance Supplement for Scotland

Appendix O: Useful contact names, addresses and other details

### Useful Disclosure and Barring Service (DBS) webpage links:-

[DBS website](#) – a great deal of the website terminology is phrased towards ‘employers’ and ‘umbrella bodies’ and should be read in the correct context of the Rotary Club/District being the ‘employer’ of the person seeking the application. Rotary International in Great Britain & Ireland is a Registered Umbrella Body.

[DBS update service](#) – all applicants should be encouraged to register their DBS certification with the update service within 19 days of receiving the certificate as this may mean they never have to complete another application form!

[List of identity documents applicants must provide when making an application](#) – Rotary International in GB&I have set the standard that only **Route 1** is acceptable, (Routes 2 and 3 involve the use of an outside validation agency, including fingerprinting).

[Guidance to help validate the identity of a DBS check applicant](#) – there is a legal responsibility on the club safeguarding officer/district safeguarding officer to follow the specific and robust identity check procedure as directed by the DBS. It is recommended this document is reviewed on each occasion when checking identity.

[Scenarios to help decide on the best route to establish the identity of a DBS check applicant](#) – practical advice.

[Step by step guidance for Applicants filling in the Disclosure and Barring Service \(DBS\) application form.](#) – guidance to give to applicants with the application form

[E-guide \(online\) guidance for Rotarians checking application forms have been completed correctly](#) – approx. 30 minutes, online interactive presentation. Very informative, must view.

## Appendix A: Definition of terms

### **‘Abuse’**

Abuse of children or vulnerable adults is often seen as sexual but that is only one form of abuse. It can also take the form of:

- Physical abuse when a person hurts, injures or bullies a child or vulnerable adult, gives inappropriate drugs or alcohol or fails to act to prevent harm.
- Emotional abuse that is persistent or severe; emotional ill treatment that has or is likely to have a serious effect on a child or vulnerable adult’s development. This includes negative discrimination such as bullying.
- Neglect is the failure to provide adequate food, health care, clothing, care and education.
- Sexual abuse occurs when someone exerts power, authority or position to gratify their own sexual needs.
- Financial abuse may become apparent when working with vulnerable adults. This is where the person is deprived of the money that is rightfully theirs: it may be theft, fraud, forgery or embezzlement.

The effects of abuse are wide ranging and profound; they vary according to the type of abuse and the length of time it has been endured. They can lead to problems of health, behaviour, mental health, education and drug and alcohol misuse. They can lead to self-harm, suicide attempts and in extreme cases, death.

For more details about the forms and signs of abuse please see Appendix I: Forms and signs of abuse.

### **‘Child’**

Any person under the age of 18 years.

### **‘Vulnerable adult’**

The term ‘vulnerable adult’ has been amended as it was felt to be inappropriate to label an adult as vulnerable solely due to their circumstances, age or disability. In general terms, an adult (a person aged 18 or over) is classed as vulnerable when they are receiving one of the following services:

- Health care;
- Relevant personal care;
- Social care work;
- Assistance in relation to general household matters by reason of age, illness or disability;
- Relevant assistance in the conduct of their own affairs; or
- Conveying (due to age, illness or disability in prescribed circumstances)

A person who is elderly is not necessarily ‘vulnerable’.

### **‘Regulated Activity’**

#### **Activities with Children**

When Rotarians/supporters are to be involved

- in a Regulated Activity with Children,
- in a Specified Establishment,
- meet the Time Period condition,
- and have the opportunity to have contact with Children as a result of anything he/she is permitted or required to do in connection with the activity,

they are required to have an Enhanced DBS check.

## **Regulated Activity relating to children**

### **1. Unsupervised Activities**

Teach, train, instruct, care for or supervise children, provide advice/guidance on well being, drive a vehicle only for children.

### **2. Specified Establishments**

Schools, Academies (provision of full time education to under 18's) pupil referral units children's homes, child care premises, children's detention centres, family/children centres

### **3. Personal Care\* / Health Care\***

For example washing or dressing; or health care by or supervised by a health care professional.

### **4. Registered Childminding\* and Foster-Carers\***

### **5. Day to Day management on a regular basis of person providing a regulated activity.**

### **6. Welsh Offices**

This does not include family or personal arrangements

\* Even if done only once

## **Time Period of Contact**

- Frequently – defined by DBS as 'once a week or more'
- 4 or more days in a 30 day period
- Overnight between 2.00am-6.00am



## Appendix B: Code of behaviour

A Club can reduce the likelihood of abuse and of accusations by making sure that all Rotarians and volunteers are aware of some practical matters when working with children.

### Working with children

#### Positive outlook and actions

- Always treat children with respect.
- Avoid showing favouritism towards an individual.
- Provide a model of good and appropriate behaviour.
- Respect a child's right to privacy.
- Be aware that behaviour can be misinterpreted even when well-intentioned.
- Challenge unacceptable behaviour.
- Operate within the agreed guidelines.

#### Situations to avoid

If any of the following situations are unavoidable, it must be with the knowledge of the parent, carer, the person in charge of the activity or some other responsible person:

- Working with children unless a minimum of one adult is present or, at least in sight during activities.
- Spending excessive amounts of time alone with children, away from others.
- Taking children alone in a car on journeys, however short.
- Taking children to your home unsupervised.
- Meeting children outside organised activities without the knowledge and consent of the parents and of the person in charge of the activity.

#### Unacceptable behaviour

- Engaging in rough physical games or horseplay.
- Engaging in or encouraging sexually provocative games or activities.
- Allowing or engaging in inappropriate touching of any kind.
- Allowing children to use inappropriate language unchallenged.
- Making any sexually suggestive comments, even 'in fun'.
- Sharing a bedroom.
- Inviting a child to stay in a home unsupervised by a parent or carer.
- Letting any allegations a child makes go unrecorded.
- Relying on your 'good name' as safeguarding.
- Doing things of a personal nature for children that they can do themselves.

#### Signs of bullying

Bullying of one child by another should always be checked. This would include:

- Physical pushing, hitting or pinching etc.
- Name-calling, sarcasm, teasing, ridiculing or ignoring.
- Racial taunts, gestures, graffiti.
- Sexual comment.
- Any unwanted physical contact.

#### Occasions needing special care

- Discussion of sensitive issues with groups or individuals and young people.
- Relationships developing between staff and young people.

Genuine relationships do develop between people but no intimate relationship should begin whilst one person is in a position of trust over another. It would be 'an abuse of trust' and in some circumstances could be a criminal offence under the Sexual Offences Act, which applies throughout the UK.

## **Working with children who have special needs or with vulnerable adults**

### **Physical restraint**

Very occasionally it is necessary to restrain a child to prevent injury to the child, to others or to property. It should never be used as a punishment. In the unlikely event that Rotarians work with children who are likely to need restraint it is essential that a person trained in restraint procedures is present.

### **Intimate care needs**

It may be necessary for staff or volunteers to provide for intimate care needs of children, particularly if they are young or are disabled. This must be done with the full understanding and consent of the parents and undertaken with discretion.

## Appendix C: Risk assessment

An assessment of risk should be carried out for every activity organised by a Club, using the approved [RIBI Health & Safety Risk Assessment Form](#) available to download on the RIBI website and in accordance with the Health & Safety Policy Statements signed up to by individual clubs and districts and the [RIBI Health & Safety Guidance](#) document. Additional guidance is available on the RIBI website in the [Compliance area](#) under the heading of Health & Safety or from your District Health & Safety Officer.

### Examples of completed risk assessments

[Examples](#) of completed Risk Assessment Forms are available on the RIBI website.

It would be unusual if at least one Club Rotarian was not familiar with the process as part of his or her normal working practice. The assessment is straight-forward, often common sense, in five stages and best carried out by an individual or a small group.

### The five stages of an assessment

1. Look for anything that might cause harm - the hazards.
2. Decide who might be harmed and how.
3. Evaluate the chance that someone might be harmed – the risk – and decide whether the precautions are adequate.
4. Record the findings.
5. Review the assessment and revise it if necessary.

### Looking for the hazards

This is best done by visiting the location. It should be acknowledged that most activities begin much earlier than the arrival: when travelling from home for example. If those looking are not completely familiar with the proposed activity, the advice of someone with experience should be sought.

### Decide who might be harmed and how

If in doubt, consult those with current, practical experience.

### Evaluate the risk and the precautions

Look at each risk in turn: it may be that the risk can be eliminated altogether. The aim is to make all risks as small as possible. Again, seek help and guidance from those who have experience.

### Record the findings

Not every tiny risk and precaution needs to be written down. Exercise judgement and record the major items.

### Review

At all stages, but particularly after the event, review the adequacy of the arrangements to reduce the risks to see if improvements can be made in future, similar events.

## **Appendix D: Involving parents, carers, children and vulnerable adults as partners**

### **Involving parents and carers**

Parents and carers have a responsibility for the safeguarding of the children and vulnerable adults with whom Rotary works. In Rotary activities it is possible to acknowledge this and to involve parents and carers as partners. The majority of Rotary activities with children and vulnerable adults are less regular but in all cases attempts should be made to include parents and carers as:

- Members of the organising committee.
- Assistants and volunteers to assist with the activity.
- Evaluators of the success of the event or activity through discussion or the completion of a questionnaire.

It is essential that parents and carers:

- Have given permission that is appropriate to the activity and the child or vulnerable adult taking part.
- Know the name and contact details of the person who is in charge.
- Can identify the Rotarians and other persons who are involved in the organisation and delivery.
- Know how to make a complaint or share concerns.
- Have access to the Safeguarding Policy.

The person in charge and the team should:

- Know the parents and carers and have contact details appropriate to the activity.
- Be aware of cultural and language differences.
- Be aware of special needs and learning difficulties: some parents may not be proficient readers for example.

### **Sharing concerns with parents, guardians or carers**

If there are concerns about a child or vulnerable adult there should always be a commitment to work in partnership with parents and carers. In most situations not involving the possibility of the abuse of a child or vulnerable adult, it is important that someone from the organisation talks to parents or carers to clarify any initial concerns. For example, a child who seems withdrawn may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations and advice should be sought from the Club Safeguarding Officer if there is any uncertainty about the appropriate course of action.

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared: the parent may be responsible for the abuse or not able to respond to the situation appropriately. In all cases of suspected or alleged abuse, advice and guidance must first be sought from the appropriate agencies as to who contacts the parents.

### **Involving children and vulnerable adults**

In some Rotary activities it is also possible to involve children or vulnerable adults themselves as partners rather than as passive recipients of the service provided. Examples are in Interact Clubs, Youth Exchange, Summer camps and in RYLA.

The young members should be involved in:

- Planning the programme.
- Taking part in the delivery of the programme.
- Carrying out chores alongside the organisers and providers.
- Making the rules of behaviour that apply to adults and children.
- Agreeing sanctions.
- Reviewing the success of the organisation.

It is important that the adults:

- Listen to and take notice of the young members.
- Treat the young people in a manner appropriate to their age, experience and ability.
- Know who to go to with matters of concern.
- Ensure that the organisation is fair to all.

These same principles should be applied to work with vulnerable adults in a manner that takes into account appropriate to their age, experience, ability and special needs.

## **Appendix E: Policy on secure handling, retention and disposal of DBS check information - for adoption by Districts and Clubs**

District ..... of Rotary International (The District) or The Rotary Club of ..... (The Club)

We will not retain any image or photocopy or any other form of, or extract from, the Disclosure information.

We will however, keep information that complies fully with the Code of Practice and guidance issued in connection with the correct handling, use, storage, retention and disposal of Disclosure information. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

### **Storage and access**

We will only keep Disclosure information in securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

We undertake that Disclosure information will only be used for the purpose for which it has been provided and recognise that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any person who is not entitled to receive it. We, therefore, only pass Disclosure information to those who are entitled to see it in the course of their duties.

### **Usage**

We ensure that Disclosure information is only requested when necessary. We ensure that Disclosure certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

We ensure that Disclosure information will not be kept any longer than is required after the recruitment (or other relevant) decision has been taken. In general, this is for a period of up to 6 months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult with RIBI about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. We will ensure that the same conditions relating to secure storage and access will apply during any such period. Notwithstanding the above, we may keep a record of the date of issue of the certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

### **Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure certificate information is destroyed by secure means, i.e. shredding or burning. While awaiting destruction, we will ensure that Disclosure certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

### **Record keeping**

Notwithstanding the above, we may keep a record of the date of issue of the certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

Date: ..... Signed (\*DSO/CSO): .....

Print Name: ..... \*delete as required

## Appendix F: Photography of children and vulnerable adults at Rotary events

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs, film or video footage of children and vulnerable adults. This has caused some parents and carers to become increasingly sensitive about children being photographed. It can be difficult to control the photography of events by members of the general public. This is particularly difficult when the event takes place in a public area such as a sports ground, park or recreation ground. When the event takes place in a private or hired facility, control is possible.

### Recommended actions

- Whenever possible the event should be held in a private or hired facility so that control of the spectators is possible.
- The organiser should reserve the right to prohibit the use of photography by spectators. Such a prohibition may be considered appropriate if the participants are partially dressed for example.
- Any ban on photography should be made clear by signs posted in the venue, by notices in the programme, by public announcements, by prior information to competitors and supporters and by policing by stewards.
- Anyone wishing to take photographs, video or film must obtain the approval of the organiser, wear a badge or sticker that makes clear his or her official status and operate within the code of practice laid down by the organiser.
- The photograph must not depict a child or vulnerable adult in a provocative pose, in a state of partial undress or in a demeaning or tasteless manner: this is more likely to be an issue in dance or drama festivals than in sports events. 'Candid' photographs should be avoided. Photographs must not be taken in changing rooms.
- When it is planned to take photographs, video or film of groups or individual children, the prior consent of the parents or carers must be sought. A vulnerable adult can give permission but discretion should be exercised and the nature of the disability taken into account.
- No photographer should be allowed one-to-one access to children or vulnerable adults for the purpose of the photography.
- It is common for teams and winning individuals to be photographed. It is recommended that they wear track suits or other outer wear on top of swimming costumes, leotards or athletic clothing.
- No photographs should be published on a website, in a magazine or newspaper without the permission of the parent or carer in the case of a child, or the person in the case of the vulnerable adult.
- When names are published, in a newspaper for example, only the names of the team should be used. Credit for individual achievements should be limited to first names: eg 'Kate was voted player of the year in 2003'. Permission to publish such an individual acknowledgement must be given by a parent or carer; for example, a parent involved in a custody dispute may consider publication inappropriate.
- Particular care is necessary in publishing photographs, film or video of any child or adult with physical, learning, language or communication disabilities as they can be particularly vulnerable to abuse or exploitation.
- Appropriate permission must be sought to make use of photographs, video or film in competitions. This may require the permission of the organiser, the parent or carer, the adult person and in some cases the owners of the venue. See Form B 'Consent form for the use of photography, film or video recordings of children or vulnerable adults'.

## **Appendix G: Safeguarding requirements for specific Rotary activities – Youth Exchange and related activities involving home hosting and residential experience away from home**

### **Introduction**

This section is concerned with Youth Exchange, Camps, Tours, international and multi-District Rotary Youth Leadership Awards, international and multi-District Interact Rallies and any activity involving home hosting and residential experience away from home. For ease of understanding, in the remainder of this document the term used is Youth Exchange and camps. This section should be read in conjunction with the Rotary International in Great Britain & Ireland (RIBI) District Youth Exchange Association (DYEA) [Youth Exchange Manual](#) which contains full guidance on established good practice.

- Reference must be made to the [Health and Safety Policy](#) (Rotary International in Great Britain and Ireland).
- Where the activity is Youth Exchange, as opposed to RYLA or Interact or other activity, then reference should be made to the RI Procedures for the certification of Youth Exchange (issued by RI to District Youth Exchange Officers and District Governors in July of each year).
- Reference may also be made to the RI publication [Youth Exchange handbook](#) - (Rotary International Ref SKU: 746). Available to download from the [RI shop](#).

### **Background**

Youth exchanges are a powerful means of achieving Rotary's international objectives. They provide life-changing experiences for those taking part and are a clear demonstration of Rotary's commitment to vocational service. Everyone has the right to have fun, feel secure and be protected when participating in a Rotary event and every care must be taken to ensure that this applies to participants, Rotarians and helpers alike. Rotary International (RI) requires every District and every Club that is involved in international youth activities to have in place sound policies and procedures that will ensure the safety of all involved.

RIBI is well placed to respond to this requirement: it has in place its agreed [Child Safeguarding policy](#) and has appointed a Compliance Officer. In turn, every District and every Club has adopted the policy and appointed a Safeguarding Officer. The [RIBI Child Safeguarding Policy](#) (with the [Safeguarding Guidance](#) manual) contains much advice that is relevant to Youth Exchange and other related activities: this should be followed.

The guidance in this section supplements and makes reference to the RIBI Child Safeguarding Policy and to RI advice: it does not replace it.

It is important to implement good practice and put in additional checks and balances to ensure that Rotary, the number one service organisation, gives the lead in this important matter of safeguarding in Youth Exchange.

The legal age at which a child becomes an adult varies widely within Great Britain & Ireland and even more so across the world. The framework to ensure that "children" are protected has legal force and the RIBI Safeguarding Policy is based on that legal requirement. However, there is other legislation that necessitates proper procedures. (An example of this is the responsibility of a person who is in a position of trust such as a University lecturer dealing with "adult" students, or a home host for a twenty-two year old visitor, or an instructor in a camp). All incoming students should be considered to be at risk, irrespective of their age, because they may not understand all nuances of our society. As a result, this supplement of the RIBI Child Safeguarding Policy applies to all Youth Exchange students, irrespective of age.

Good practice is the essential feature of Youth Programmes. It must include a clear policy, careful detailed planning, careful selection and induction of personnel and hosts and sound systems to deal with concerns, allegations and whistle blowing. A DBS check is only a small part of the good



practice and not an end in itself; it can assist with the selection of people to do a job. It does not indicate that the person is suitable, or not; that is the job of the organiser.

In cases where, at the planning and selection of personnel stage, the age range of incoming students is not known but could include young people under the age of 18 years, then it is recommended organisers should ask all relevant personnel to apply for an Enhanced DBS check through the District Safeguarding Officer.

Where it is clear that the target group for the activity are defined as 18 years and over then a DBS check is not allowed in law. However, organisers should still ask the person if they have a criminal record that would cast doubt on the person's suitability to do the job.

### **Statement of conduct for working with youth**

Rotary International has issued the following statement and is taking action to guarantee the standard of care in the host Clubs and Districts worldwide.

*“Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. Rotarians, Rotarians’ spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.”*

The RIBI Child Safeguarding Policy underpins this statement.

### **Youth Exchange and Camps: a statement of policy**

To ensure the safeguarding of all those involved in Youth Exchange and camps these essential strands must be in place, regardless of the age of the students participating.

#### **1. Any District or Club that is planning to receive a student must:**

- 1.1. Have approved and implemented a safeguarding policy in line with those recommended by RIBI.
- 1.2. Have appointed a Safeguarding officer.
- 1.3. Have appointed a Rotarian to be the named person in charge of the Youth Exchange programme.
- 1.4. Have notified District Safeguarding Officer and/or Youth Exchange Officer/Chairman.
- 1.5. Appoint an independent counsellor for each student, or group of students.
- 1.6. Check and approve the standard and appropriateness of the accommodation provided for a home-hosted placement.
- 1.7. Check and approve the standard and appropriateness of the accommodation provided for other activities.
- 1.8. Select and carry out appropriate checks of persons involved in providing home-hosting.
- 1.9. Select and carry out appropriate checks of persons involved in supervising camps and activities.
- 1.10. Provide appropriate training and induction for all those involved in delivering the exchange or camp.
- 1.11. Provide appropriate training and induction for all inbound students.
- 1.12. Provide inbound students with a list of sources of local help and services.
- 1.13. Check and confirm the quality and health and safety aspects of programmes provided.
- 1.14. Ensure that there are sound arrangements to deal with the expression of concerns and allegations of abuse or harassment.
- 1.15. Ensure that the alleged victim receives appropriate professional support.
- 1.16. Follow RI Guidelines for Youth Exchange Web Sites and the Usage of Rotary Marks.

By so doing a Club or District will comply with the safeguarding requirements of the RI certification secured by RIBI and the District.

#### **2. Any District or Club that is to send a student must:**

- 2.1. Confirm that the receiving District holds current RI Certification.
- 2.2. Provide appropriate orientation and training for outbound students and their parents.

2.3. Carry out a detailed review on the student's return.

## **Explanatory notes**

### **Receiving Students**

1.1 Have approved and implemented a safeguarding policy in line with those recommended by RIBI

Reference should be made to the policy document, '[RIBI Child Safeguarding Policy](#)' (with the [Safeguarding Guidance](#) manual). The document contains much advice relevant to many aspects of youth programmes.

1.2 Have appointed a Safeguarding officer

The RIBI document details the duties and responsibilities of the District and the Club safeguarding officers. These persons are available to advise and consult with those planning the programmes. The responsibility for ensuring safe practice and the application of the safeguarding policy lies with the 'named person' in charge of the youth activity.

1.3 Have appointed a Rotarian to be the named person in charge of the Youth Exchange programme

This position is essential. Although it is likely that a committee will be involved in the detailed planning there must be one named person who is in overall charge and to whom reference can be made on any matter, including safeguarding issues.

(See Appendix G 'Roles and Responsibilities' below for the duties of the named person).

1.4 Have notified District Safeguarding Officer and/or Youth Exchange Officer/Chairman

Rotary Code of Policies section 41.060.23 'International Travel by Youth' states:-

'No individual Rotarian, club, or district shall assist or cooperate in sending a young person abroad on an international travel activity unless careful plans are made in advance covering every aspect of the proposed trip, including approval from the district youth protection officer and district Youth Exchange chair. In districts without a youth protection officer, the district governor and the district Youth Exchange committee chair must approve the arrangements.' It is a requirement of RI Certification that Club exchanges are arranged within the structure of the District Youth Exchange programme.

1.5 Appoint an independent counsellor for each student, or group of students

In short-term or long-term Youth Exchange it is essential that a student is linked to a named counsellor who arranges regular sessions for discussion about the exchange experience. Counsellors should be selected carefully and checks made that they have appropriate background, skills and experience to do the job. People new to the role should be thoroughly trained. An enhanced DBS check is necessary.

One person may counsel several students but there must always be opportunity for one-to-one discussion so that worries and concerns can be considered.

The counsellor must not be one of the home-hosts.

During camps and similar activities at least two members of the supervising staff, one male and one female, should have time and opportunity to relate to the students and to act as counsellors. The facilities should provide a room where one to one and small group discussion can take place. An enhanced DBS is necessary for the staff members.

Selection of, and the role of, the counsellor is explained in the RIBI Districts Youth Exchange Association Manual

- Long Term - Sections [L8](#) and [L9](#)
- Short Term – Sections [S8](#) and [S9](#)
- Camps & Tours – Sections [C\(I\)8](#) and [C\(I\)9](#)

1.6 Select and carry out appropriate checks of persons involved in providing home-hosting

[Section HC](#) of the Youth Exchange Manual details the procedures for recruiting, screening and selecting any family that is to host a student.

If the age of the student being hosted is under 16 years and the period of hosting is greater than 28 days then, in law, this is considered to be private fostering and Enhanced DBS Disclosures must be sought all persons in the household of 16 years of age or above.

Should the period of hosting be under 28 days or the student being hosted is 16 or 17 years of age then Enhanced DBS Disclosures must be sought for the parents/guardians only.

1.7 Check and approve the standard and appropriateness of the accommodation provided for a home-hosting placement

A visit to the hosting home must be made to check the sleeping and other arrangements. There should be discussion about access to the home when the hosts are absent during the day and how the student's requirements will mesh into the day-to-day running of the home. In the long term programme short notice home visits should take place at least once for each host family.

1.8 Check and approve the standard and appropriateness of the accommodation provided for other activities

Such an assessment is expected as a normal practice within the risk assessment. If accommodation is commercially provided the organisation will normally be able to provide such information and will have carried out such assessments. Nevertheless, the Rotary organisers should also make a risk assessment as detailed in the RIBI [Health and Safety Policy](#) document and the [Child Safeguarding Policy](#).

1.9 Provide appropriate training and induction for all those involved in delivering the exchange or camp

An RIBI training programme for each new District Safeguarding Officer (DSO) is mandatory. Training for Club Safeguarding Officers takes place in each District. Courses for members and volunteers have been developed by RIBI and are available from DSOs.

It is important that each person involved:

- Knows who is in overall charge – The named person – and who is the 'line manager'.
- Is aware of the aims of the programme and understands the methods used in its delivery.
- Is clear about his or her personal role and is able to carry it out.
- Knows the rules and codes of behaviour for participants and other people.
- Is aware that he or she is in a position of trust and what that entails.
- Knows how to act when faced with concerns, allegations and the need for 'whistle blowing'.

1.10 Select and carry out appropriate checks of persons involved in supervising camps and tours and other activities

The [RIBI Child Safeguarding policy](#) (with the [Safeguarding Guidance](#) manual) gives clear advice on this matter. It should be followed.

If the work is with young people under the age of 18 years, or with those considered to be vulnerable as in a 'handicamp', the following key questions should be asked:

- Will the person be teaching, training, instructing, caring for or supervising children and providing advice/guidance on well being?.
- Will the activity be frequent? The term 'frequent' is defined as 'once a week or more', or '4 days or more in a 30 day period' or 'overnight between 2.00am and 6.00am'?
- Will the person have 'unsupervised contact' or be in 'sole charge'?

If 'Yes' is the answers to any of these questions and careful planning cannot render it unnecessary, then DBS checks should be sought as outlined in the [Safeguarding Guidance](#) manual.

### 1.11 Provide appropriate training and induction for all inbound students

It is important that students understand that any form of abuse or harassment is not acceptable in our culture. They must know that no repercussions to them will happen from them whistle blowing on anything with which they are uncomfortable. They must always have more than one line of communication through Counsellor, Club or District Safeguarding Officer and Club or District Youth Exchange Officer.

Students should be made aware of how they can protect themselves in the wider community. Excellent guidelines are produced by [The Suzy Lamplugh Trust](#) and [Child Safe](#).

### 1.12 Check and confirm the quality and safety aspects of programmes provided

This is self-evident. The guidance given in the [RIBI Health and Safety Policy](#) and the [RIBI Child Safeguarding policy](#) must be followed.

As far as possible participating students should be given opportunity to comment on and take a part in the formulation of the programme, the codes of behaviour and day to day routines. They should be active participants and not passive recipients of the activities.

The programme should be formally evaluated by all those involved: that will form a useful basis for future programmes.

Copies of the programme must be widely available. The documentation related to the risk assessments must be available for scrutiny.

### 1.13 Ensure that there are sound arrangements to deal with the expression of concerns and allegations of abuse and/or harassment

In Youth Exchange programmes, the counsellor has a crucial role. It is important that the person is aware of the signs of neglect and abuse and knows who to contact in the event of an incident. The Club Safeguarding Officer (CSO) or the District Safeguarding Officer (DSO) is likely to be the person with whom the concern is shared and action agreed. The [RIBI Child Safeguarding policy](#) (with the [Safeguarding Guidance](#) manual) document provides guidance.

On Rotary camps and tours where a counsellor may be responsible for several students, arrangements for expressing concerns must be made clear to all involved in the programme. The first point of reference is the named person in charge but an individual may choose a different route to express a concern. The person in charge should follow the advice in the [RIBI Child Safeguarding policy](#) (with the [Safeguarding Guidance](#) manual): the CSO or DSO is the person with whom the concern is shared and action agreed. One of the defined responsibilities of a CSO is to liaise with all local services involved in safeguarding.

RI requires that every District and its Clubs that are engaged in Youth Exchange programmes has a safeguarding policy in place.

## **Sending Students**

### 2.1 Confidence that the receiving District holds current RI Certification

Any District or Club that is to send a student on Youth exchange must be confident that the receiving District holds current RI Certification and that the exchange or camp is operating under those arrangements. The [list of uncertified Districts](#) must be checked. A link to the list is also available from the [Youth Exchange](#) section the RI website.

### 2.2 Provide appropriate orientation and training for outbound students and their parents

For outbound students and their parents, a most important means of ensuring a good, safe exchange for everyone involved is the proper provision of training and orientation. If problems arise it is often through a lack of understanding by the student of the rules, of local custom and practise and how to react in any given situation.

For Camps and Tours which involve very short contact with adults and are usually group based, a written guide may be sufficient.

For other outbound short and long term exchanges, comprehensive orientation is required. Part of this should include the parents. Guidelines on how this should be organised are in Section [DY2](#) and [DY2a](#) of the [RIBI Districts Youth Exchange Association manual](#).

### 2.3 Carry out a detailed review on the student's return

A detailed review should be carried out upon all student's return. This is particularly important if a student has been sent home before the end of their exchange.

Reference should be made to the paragraph headed 'Feedback and Student Reporting' in Section [DY2](#) of the [RIBI Districts Youth Exchange Association manual](#).

Post exchange evaluation forms for Camps and Tours can be downloaded from section [C\(O\)16](#) of the manual, and for the short term programme from [S14](#) of the [RIBI Districts Youth Exchange Association manual](#).

## **Roles and Responsibilities**

### **The role and responsibilities of the named person in charge of a youth activity**

It is essential that there is a named person in charge of every youth activity such as a Youth Exchange programme or a Camp/Tour. The name of that person and the ways in which he or she can be contacted must be made available to all those involved in delivering the activity or activities and to those taking part as participants.

The person will have the main responsibility for ensuring that the activity is well run and that all health, welfare, safety and safeguarding matters are properly managed. It is likely that these responsibilities will be discharged through the work of a committee or team. Nevertheless, the named person must be aware of all aspects and ensure that they are properly carried out.

The principle aspects to be considered and put in place are:

- A successful activity or programme.
- Sound financial arrangements.
- Insurance.
- Agreements with other Rotary Districts and/or Clubs.
- Commercial agreements (for example with activity providers).
- Implementation of the Safeguarding policy and other procedures.
- Health and safety policy and risk assessments.
- Role descriptions, which must include the post-holders responsibilities, for every position, whether voluntary or paid.
- Selecting and checking Rotarians and other staff to work on the activity: including DBS checks when required.
- Selecting and communicating with the participants and their parents, guardians and host Rotary Clubs.
- Having in place arrangement to deal with complaints, expressions of concern, whistle-blowing and allegations.
- Having in place a procedure for moving participant/s into temporary housing if a complaint of abuse or harassment is against a member of the hosting family.
- In an exchange programme or camp, ensuring that the receiving District holds RI Certification.
- On completion, review the activity or programme and report appropriately.

## Appendix H: Insurance and legal arrangements

### Insurance

Details of the Association's current insurance arrangements are contained in the booklet "Rotary Club Insurance Guide". The booklet and other related information regarding insurance is available in the Insurance section on the RIBI website.

If you have any doubts after reviewing the insurance resources available on the website prepared by the Associations Insurance Brokers, Bartlett & Company Ltd, please contact Bartlett, who will be happy to advise. Their contact details are:

Bartlett & Company Ltd  
Broadway Hall  
Horsforth  
Leeds. LS18 4RS

Tel: 0113 259 3636  
Email: ribi@bartlettgroup.com

### Public Liability Policy

Common Law, and in some areas statutory legislation, require a very wide range of people to take reasonable care to prevent injury to others. Indeed the law recognises that a higher standard of care exists in matters concerning children. The use of best practice procedures in the management of safeguarding and care of children and vulnerable adults is essential, just as similar obligations rest upon those responsible for health and safety in industry and commerce. The observance of reasonable care is a standard insurance condition.

### How the public liability (third party) insurance protects policyholders

Allegations of child abuse and events arising there from may or may not be a matter for insurance as this will depend on the circumstances of particular incidents, however, subject to the policy terms, the Public Liability insurance will protect the interests of Policyholders (for instance the Rotary organisation or a member Club) where they are found legally liable for such abuse. Generally this is in circumstances where the organisation is held liable due to failure in supervision for instance for the acts of a member or employee - this is often referred to as vicarious liability.

There is no cover provided for the actual perpetrator of abuse for what would constitute a deliberate criminal act.

The policy terms require that all reasonable steps be taken to prevent injury occurring and failure to do so may prejudice the cover. A duty, therefore, exists upon Policyholders to adopt best practice based upon current and ongoing guidelines, particularly the RIBI, District and Club Safeguarding Policies and this Safeguarding Guidance document.

## Appendix I: Forms and signs of abuse

It is generally accepted that there are four forms of abuse. However, in some cases negative discrimination and bullying can have severe and adverse effects on a child or vulnerable adult. Rotarians are committed to protecting children and vulnerable adults from all forms of abuse. A fifth form of abuse common with vulnerable adults is financial abuse.

Recognising child abuse is not easy and it is not a person's responsibility to decide whether or not a child or vulnerable adult has been abused. It is a person's responsibility to pass on any concerns to the appropriate body that will initiate an investigation. The Club Safeguarding Officer should be aware of the local arrangements.

It should be recognised that abuse does not always happen in person, face to face. With today's technical environment, abuse can be online and this should be borne in mind when considering the signs of abuse.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help a Rotarian to be more alert to the signs of possible abuse.

Children and vulnerable adults may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the whole situation and in combination with other information related to the circumstances. There can be overlap between different forms of abuse.

### Emotional abuse

Emotional abuse is the persistent emotional ill treatment of a child or vulnerable adult such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed. It may also cause feelings of fright or being in danger, or the corruption or exploitation of a child or vulnerable adult. It is the most common form of abuse of the elderly.

It may include the persistent failure to show self-respect, build self-esteem and confidence that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone.
- Failure to intervene where self-confidence and worth are challenged or undermined.

### Signs of possible emotional abuse

#### Children

- Low self-esteem.
- Continual self-deprecation.
- Sudden speech disorder.
- Significant decline in concentration.
- Immaturity.
- 'Neurotic' behaviour e.g. rocking.
- Self-mutilation.
- Compulsive stealing.
- Extremes of passivity or aggression.
- Running away.
- Indiscriminate friendliness.

#### Vulnerable adults

- Appearing depressed, withdrawn, frightened, agitated, anxious or aggressive.
- Feeling isolated
- Unexpected or unexplained change in behaviour.

## **Neglect**

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause unnecessary suffering or injury or the failure to ensure that appropriate medical care or treatment is received.

It could include the lack of care, guidance, supervision or safeguarding that may be caused by:

- Exposure to unnecessary cold or heat.
- Exposure to unhygienic conditions, lack of food, water or medical care.
- Non-intervention in bullying or taunting.

Neglect, as well as being the result of a deliberate act, can also be caused through the omission or the failure to act or protect.

### **Signs of possible neglect**

- Inadequate food, hunger.
- Constant tiredness.
- Poor state of clothing or personal hygiene.
- Frequent lateness or unexplained non-attendance at school.
- Untreated medical problems; sores, ulcers.
- Low self-esteem.
- Poor peer relationships; difficult to stimulate socially.

## **Physical abuse**

Physical abuse may involve the actual or attempted physical injury to a child or vulnerable adult by hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them.

It may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

Physical abuse may also be a deliberate act, omission or failure to protect.

### **Physical abuse in sport**

This may include bodily harm caused by lack of care, attention or knowledge that may be caused by:

- Over training or dangerous training of athletes.
- Over playing an athlete.
- Failure to do a risk assessment of physical limits or pre-existing medical conditions.
- Administering, condoning or failure to intervene in drug use and misuse.

### **Signs of possible physical abuse**

Most children sustain cuts and bruises throughout childhood. Vulnerable adults also have accidents. These are likely to occur in bony parts of the body like elbows, shins and knees. In most cases injuries or bruising are genuinely accidental. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely, eg on the cheeks or thighs. The age and capabilities of the person child must also be considered. Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries.
- Refusal to discuss injuries.
- Fear of parents, relatives or carers being approached for an explanation.
- Untreated injuries, or delays in reporting them.
- Excessive physical punishment to themselves.



- Arms and legs kept covered in hot weather.
- Avoidance of swimming, physical education etc.
- Fear of returning home.
- Aggression towards others.
- Running away.

When considering the possibility of non-accidental injury it is important to remember that injuries may have occurred for other reasons such as skin disorders, rare bone diseases.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They also include non-contact activities such as forcing children or vulnerable adults to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

It also could include contact and non-contact be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material.
- Inappropriate touching.
- Having any sexual activity or relationship.
- Creating opportunities to access children or vulnerable adults' bodies.

Boys and girls, men and women can be sexually abused by males and/or females, including persons to whom they are not related and by other people. This includes people from all walks of life.

Not all children or vulnerable adults are able to tell that they have been sexually assaulted. Changes in their behaviour may be a signal that something has happened. It is important to note that there may be no physical or behavioural signs to suggest that a child or vulnerable adult has been sexually assaulted.

A child or vulnerable adult who is distressed may display some of the following physical, behavioural or medical signs that should be a warning sign. It is the combination and frequency of these that may indicate sexual abuse. Advice should always be sought.

## **Signs of possible sexual abuse**

- Lack of trust in adults or over familiarity with adults.
- Fear of a particular adult.
- Social isolation - withdrawn or introversion.
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light).
- Running away from home.
- Girls taking over age inappropriate responsibility in household relationships.
- Sudden school problems e.g. falling standards, truancy.
- Reluctance or refusal to participate in physical activity or to change clothes for games.
- Low self-esteem.
- Drug, alcohol or solvent abuse.
- Display of sexual knowledge inappropriate to the child's age.
- Unusual interest in the genitals of adults, children or animals.
- Fear of bathrooms, showers, closed doors.
- Abnormal sexual drawings.
- Fear of medical examinations.
- Developmental regression.
- Poor peer relationships.
- Sexualised behaviour inappropriate to the child's age.

- Compulsive masturbation.
- Stealing.
- Irrational fears.
- Psychosomatic factors e.g. recurrent abdominal or headache pain.
- Eating disorders.
- Bruises, scratches, bite marks to the thighs or genital areas.
- Anxiety, depression.
- Discomfort/difficulty in walking or sitting.

### **Financial abuse**

This is the second most commonly reported form of abuse against older people. It may also involve theft, fraud, forgery or embezzlement. It does not have to be large sums of money or assets: small amounts taken regularly can soon add up to a large amount.

### **Signs of possible financial abuse**

- Lack of money for basic necessities such as food, heating, clothes despite an adequate income.
- A sudden, unexplained change in financial circumstances.
- Inability to explain what is happening to income.
- Reluctance by family, friends or the person controlling funds to pay for food, clothing or other things.
- Disappearance of possessions, documents and bank statements.
- Unexplained withdrawals from the person's bank account.

### **Negative discrimination, including racism**

Children and vulnerable adults may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse for the purposes of the RIBI guidance it is categorised as emotional abuse.

### **Institutional racism**

All organisations working with children and vulnerable adults including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry report on Stephen Lawrence as: 'The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion'.

### **Bullying**

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. It can occur that the abuser may be a young person, for example in the case of bullying. Refer to NSPCC website [www.nspcc.org.uk](http://www.nspcc.org.uk)

## **Appendix J: Dealing with complaints, accusations and whistle-blowing**

### **Reporting suspicions or allegations of abuse**

It is not the role of Rotarians to interview, investigate or make decisions when an accusation of abuse is made. The role of the District Safeguarding Officer (DSO) and the Club Safeguarding Officer (CSO) is to act as a point of contact to report such accusations and to have in place a robust procedure for handling accusations and onward transmission to the appropriate agencies. In a case of alleged or suspected abuse the person receiving the information is not responsible for deciding whether abuse has occurred. That is the task for the professional child/vulnerable adult safeguarding agencies (such as Police, Social Services) and it is the role of the professional agencies to undertake interviews, investigation and any other actions as they find appropriate.

Taking into account the advice given by the appropriate agency, the parent/guardian of the child or vulnerable adult will be contacted as soon as possible by the person given approval by the appropriate agency.

Upon appointment to the role, DSOs and CSOs should make contact with the local agencies to become familiar with the local arrangements for dealing with allegations or suspicions of abuse and take guidance from those agencies as to how they wish to interface with Rotary should an incident arise. The appropriate agency may be the Social Services Department (in England), the Social Work Department (in Scotland), the Department of Health, Social Services and Public Safety (N. Ireland), the Health Service Executive (in the Irish Republic) and the local Police. The agencies dealing with vulnerable adults may not be the same as those dealing with children. To agency contact list should be reviewed annually and kept up to date.

**Confidentiality is paramount in all cases and information received should not be shared with anyone other than the local agencies, the RIBI Compliance Officer, the RIBI General Secretary and Lead Countersignatory for Rotary (Head of Club & District Support).**

### **Receiving the information**

When dealing with a complaint, accusation or whistle-blowing whether it is from a child or an adult, the approach is the same:-

- Stay calm and listen carefully to what is said.
- Avoid any demonstration of anger or revulsion.
- Reassure the person that to tell is the right thing to do.
- Find an appropriate and early opportunity to explain that the information will be shared, but only with the appropriate agencies. Do not promise to keep secrets even if the person threatens 'only to tell' if it is a secret.
- Allow the person to dictate the pace.
- Ask questions only to seek clarification for the purposes of recording and passing on to the appropriate agency, make sure they are not leading questions.
- Explain what will happen next, who will be told.
- If the accusation is made to the CSO, the CSO should report the details to the local agencies as per their local agreement. The CSO should also notify the DSO that there has been an incident reported and the action taken (no specific information should be given such as names so that all parties remain anonymous). The CSO should also notify one of the following immediately: the RIBI Compliance Officer, the RIBI General Secretary or the Lead Countersignatory for Rotary (Head of Club & District Support).
- If the accusation is made to the DSO, the DSO should report the details to the local agencies as per their local agreement immediately (the same day). The DSO should also notify one of the following as soon as possible: the RIBI Compliance Officer, the RIBI General Secretary or the Lead Countersignatory for RIBI (Head of Club & District Support).
- Use 'Form A – Reporting suspicions of allegations of child or vulnerable adult abuse' as a means to record information.

## **Recording**

Immediately record in writing what was said using the person's own words whenever possible. Include any dates, times, names, name of person making the record and make sure it is dated and signed. Record the names of the people who were present and who have or may have witnessed the occurrence. Also record the person or persons with whom the information will be shared. For ease of recording, see Form 'E' Referral Form for Suspicious or Allegations of Abuse of a Child or Vulnerable Adult. DSO/CSO should discuss and agree with the local agencies the arrangements for keeping and destroying records of reported incidents at the club and district level.

In a case of alleged or suspected abuse the person receiving the information is not responsible for deciding whether abuse has occurred. That is the task for the professional child/vulnerable adult safeguarding agencies (such as Police, Social Services).

## Appendix K: District safeguarding check list

This simple check list is provided to enable a District Safeguarding Officer (DSO) to assess the effectiveness of the District's safeguarding policy. It could form the basis of a report by the DSO to the District Executive Committee.

In column 2 briefly describe the situation in the District and in column 3 what action is needed and the target date for its completion.

Issue	Situation in the District	Action needed and date
District has adopted the RIBI Safeguarding policy.	Date approved:	
District has appointed a District Safeguarding Officer (DSO).		
All Clubs have approved the Safeguarding policy.		
Training for CSOs is provided by District.		
All Assistant Governors and District committee chairman are aware of the policy.		
All Assistant Governors and District committee chairman encourage the use of the policy in Clubs.		
All District events are organised with the policy in mind.		
At District events, arrangements are in place to deal with complaints, allegations, whistle-blowing and concerns.		
All events organisers know when criminal record checks are needed.		
The DSO has in place sound and secure arrangements to deal with criminal record check Disclosures.		
The DSO reports to the District Executive on an annual basis.		

## Appendix L: Club safeguarding check list

This simple check list is provided to enable a Club Safeguarding Officer (CSO) to assess the effectiveness of the Club's safeguarding policy. It could form the basis of a report by the CSO to the Club Council and the District Safeguarding Officer (DSO).

In column 2 briefly describe the situation in the Club and in column 3 what action is needed and the target date for its completion.

Issue	Situation in the Club	Action needed and date
The Club has adopted the RIBI Safeguarding policy.	Date approved:	
Club Safeguarding Officer (CSO) appointed.		
All members are aware of the policy.		
All committee chairman and event organisers use the policy in carrying out events.		
All event organisers know when Disclosure (DBS) checks are needed.		
The CSO has made contact with local agencies to establish local arrangements for dealing with allegations or suspicions of abuse.		
Arrangements are in place to deal with complaints, allegations, whistle-blowing and concerns.		
The Club has occasional speakers on safeguarding matters.		
All Club events are planned with safeguarding in mind.		
The Club has in place arrangements to deal with Disclosure (DBS) checks		

## Appendix M: Frequently Asked Questions Regarding Compliance Forms and Popular Myths Regarding Abuse

### Compliance Frequently asked Questions

Compliance relates to Equality and Diversity, Safeguarding of both children and vulnerable adults, and Health & Safety. All the policies relating to these topics can be found on the RIBI website in the ['Compliance'](#) section together with the 'Compliance Form' which covers all of the above three areas of compliance.

Various queries have been raised by Clubs and Districts and so there are below some Questions and Answers which you may find helpful.

**Q.** Where will I find the compliance documents on the RIBI website?

**A.** Documents and information can be found within the ['For Members'](#) area on the [RIBI website](#). Once you have logged in to the Members area, you will find the ['Compliance'](#) section under *'Club and District Support'*.

**Q.** What should Clubs and Districts be doing with this documentation?

**A.** All Clubs and Districts should on an annual basis read the policies, which have been shortened, and then sign the one Compliance Form.

**Q.** Is it necessary to sign a Compliance Form for each policy?

**A.** No. The new Compliance Form covers all the policies.

**Q.** What should Clubs do with the signed Compliance Form?

**A.** Clubs should send a copy of their Compliance Form to their District Secretary who will retain the forms and keep a log of those Clubs in their District that have complied each year.

**Q.** What should Districts do with their own signed Compliance Form?

**A.** Districts should send their own Compliance Forms to the Secretariat Office in Alcester (for the attention of Tina Howard, Head of Club & District Support at email: [cds@ribi.org](mailto:cds@ribi.org)) who will keep a log of Districts that have complied each year.

**Q.** How long should Districts keep the signed Club Compliance Forms?

**A.** District Secretaries only need to keep the signed Compliance Forms for the current Rotary year. The electronic annual log of forms returned should be perpetual, should the need arise to refer to any particular year in the future.

**Q.** Is there a time limit to sign the Compliance Form?

**A.** No, but the sooner the form is signed in each Rotary Year the better.

**Q.** What happens if a Club or District fails to, or refuses to, sign the Compliance Form?

**A.** If a claim arises against the Club or District, they could find themselves exposed without insurance cover. The policies are only stating the law and there should be no reason why they should not be signed.

**Q.** Is it necessary to sign the Compliance Form every Rotary Year?

**A.** Yes, as Club and District officers change every year and it is good practise to remind you.

## Popular Myths

### **Children are mostly abused by strangers**

False: Most children are abused by adults whom they know and trust.

### **It is only men who sexually abuse children**

False: Although the overwhelming majority of child abusers are male, in around 5% to 10% of cases, the abuse is by a woman.

### **Disabled children are less likely to be victims of abuse**

False: Disabled children are more vulnerable to abuse. They are more dependent on intimate care and sometimes less able to tell anyone or run away from abusive situations.

### **If social services are involved, children are usually removed from their homes**

False: Social services will only remove children when there is a risk of significant harm and if the child is in real danger of further abuse. Social services are there to work in partnership with parents or carers, and offer as much support as possible.

### **Child abusers have deprived backgrounds and are of below average intelligence**

False: Abusers come from a wide range of social, professional and intellectual backgrounds and may well be well liked and respected members of society.

### **Children are safe in groups**

False: This is not always true: young children have, for example, been sexually assaulted in nursery school whilst other adults and children were present.

### **Children often lie about abuse**

False: Children rarely lie about abuse. Very often they have been threatened that something bad will happen if they tell, which makes it vital that children are listened to and taken seriously.

### **Professional organisations need not worry about abuse**

False: All organisations need to have policies and procedures in place to avoid infiltration by abusers.

(Information taken from NSPCC and Government sources)



## **Appendix N: Safeguarding Guidance 2015/16 - Supplement for Scotland**

Although the RIBI Safeguarding Policies and the RIBI Safeguarding Guidance Manual remains the definitive document in relation to protection of children and vulnerable adults with whom we work and should be adopted by all Rotary clubs in Scotland, the introduction of the PVG Scheme on 30<sup>th</sup> November 2010 under the Protection of Vulnerable Groups (Scotland) Act 2007, however, has meant that there are now significant divergences in procedures and definitions between England and Wales and Scotland which require to be dealt with separately.

Therefore, a separate supplement guidance manual is available for districts and clubs within Scotland which details procedures in Scotland in relation to disclosure and must be read in conjunction with the RIBI Safeguarding Policies for Children and Vulnerable Adults, together with the RIBI Safeguarding Guidance Manual which gives best practice advice for all Rotarians, Rotary clubs and districts.

The [Safeguarding Guidance 2015/16 - Supplement for Scotland](#) manual is available on the RIBI website and includes contact details for the three district countersignatories for Scotland.

## Appendix O: Useful contact names, addresses and other details

It is suggested that this form is copied and used by a Club Safeguarding Officer. It should be completed at leisure so that should a difficulty arise you know where to turn for help, advice or information.

### Rotary International in GB & I

Kinwarton Road  
Alcester  
Warwickshire  
B49 6BP  
Tel: 01789 765411  
Email: [secretary@rotarygbi.org](mailto:secretary@rotarygbi.org)

### RIBI Compliance Officer

Rotarian Mike Goodridge  
2 Chinthurst Lodge  
Wonersh Common  
Wonersh, Surrey, GU5 0PR  
Tel: 01483 535108  
Email: [michaelgoodridge@ymail.com](mailto:michaelgoodridge@ymail.com)

### Lead Counter Signatory For England and Wales

Tina Howard  
Head of Club & District Support  
Kinwarton Road  
Alcester  
Warwickshire  
B49 6BP  
Tel: 01789 765411  
Email: [tina.howard@rotarygbi.org](mailto:tina.howard@rotarygbi.org)

### Lead Counter Signatory For Scotland

Rotarian John Waddell  
16 Redwood Close  
Hamilton  
ML3 8SY  
Scotland  
Tel: 07703 483567  
Email: [waddell.john@sky.com](mailto:waddell.john@sky.com)

### Northern Ireland

Contact [AccessNI: Criminal Records Checks](#)

### Social services contact (children)

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Tel: .....  
Email: .....

### Police contact

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Tel: .....  
Email: .....

### Social services contact (elderly)

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Tel: .....  
Email: .....

### Education department contact (Safeguarding matters)

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Tel: .....  
Email: .....

### Social services contact (special needs)

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Tel: .....  
Email: .....

### Education department contact (Trips and visits)

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Tel: .....  
Email: .....

## Other Useful Contacts

### Disclosure and Barring Service

Website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

Helpline: 0870 90 90 811

Email: [customerservice@dbs.gsi.gov.uk](mailto:customerservice@dbs.gsi.gov.uk)

### NSPCC

42 Curtain Road

London

EC2A 3NH

NSPCC Child Safeguarding Helpline: 0808 800 5000

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### Action On Elder Abuse

Astral House

PO Box 60001

Streatham

SW16 9BY

Tel: 020 8835 9280

UK Helpline: 080 8808 8141

Irish Helpline: (00353) 1800 940 010

Email: [enquiries@elderabuse.org.uk](mailto:enquiries@elderabuse.org.uk)

Website: <http://www.elderabuse.org.uk/>