

Rhose Community Library Safeguarding Policy.

Policy Aims.

The aim of Rhose Community Library (RCL) policy for safeguarding children, young people and vulnerable or 'at risk' adults, is to promote recognised good practice in relation to:

- Providing children, young people and vulnerable adults with appropriate safety and protection.
- Allowing all volunteers & trustees to make informed and confident responses to specific safeguarding issues.

RCL Code of Conduct for Contact with People at Risk.

Where there is contact with people at risk, it is vital for all volunteers' & trustees' to:

- Be aware of situations which may present risks.
- Plan and organise the volunteering environment so as to minimise risks.
- Ensure that a culture of openness exists to enable any issues of concern to be discussed.
- Ensure that a sense of accountability exists between volunteers & trustees so that poor practice or potentially abusive behaviour does not go unchallenged.

Volunteers & trustees must never:

- Physically or emotionally assault or abuse vulnerable people.
- Develop relationships with vulnerable people, which could in any way be deemed inappropriate or exploitative.
- Act in ways that may be abusive or place vulnerable people at risk of abuse.
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Behave in an inappropriate or sexually provocative manner.
- Do things of a personal nature for vulnerable people that they are able to do for themselves.
- Condone, or participate in the behaviour of vulnerable people, which is illegal, abusive or unsafe.
- Intentionally act in ways intended to shame, humiliate or degrade vulnerable people.
- Discriminate, show differential treatment, or favour particular individuals to the exclusion of others.

Responding to allegations or suspicions

It is not the responsibility of anyone volunteering in RCL, to decide whether or not abuse has taken place. There is however, a responsibility to act on any concerns and report them to the Safeguarding Officer at RCL. The Safeguarding Officer will consult the respondent then assess the issue, and if necessary, contact the relevant authorities as appropriate and the RCL Board of Trustees.

RCL assures all volunteers & trustees that it will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a vulnerable person.

Where there is a complaint made, there may be three types of investigation:

- A safeguarding investigation.
- A disciplinary or misconduct investigation.
- In serious cases, a criminal investigation may be required.

As of 20/11/18 RCL's Safe Guarding Officer is Edwina Brinn who is a current volunteer Edwina can be contacted by email at safeguarding@rhooselibrary.org.uk. The lead trustee in relation to this policy is Sheila Williams.

Disclosure and Barring Scheme (DBS) checks

A DBS check is required for all volunteers within RCL. This will be carried out before they commence activities in the library. It is the intention of RCL as good practice, that RCL volunteers will be DBS checked every 3 years.

Confidentiality

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Information must be stored in a secure place with limited access to designated people, in line with data protection.

Accountability

RCL expects volunteers & trustees to adhere to the Safeguarding Policy and Notes. RCL will review the Safeguarding Policy and Notes regularly.

***For further guidance see the Safeguarding Notes at
www.rhooselibrary.org.uk***