

Children and Young People Safeguarding Policy

Royal Albert Dock Trust (RADT)

Safeguarding Policy Review Summary

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| Reviewed | May 2025 |
| Reviewed by | Diana Savostaite, Designated Safeguarding Lead, Royal Albert Dock Trust |
| Changes Made | Policy separated from adult safeguarding Terminology updated (e.g., CRB → DBS) Clickable contents added New statutory references (e.g., UNCRC, CPSU) 5 R's safeguarding flowchart introduced |
| Next Review Due | May 2026 |

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1. Policy Statement

Safeguarding Children and Young People: Our Commitment

The Royal Albert Dock Trust (RADT) is fully committed to protecting and promoting the welfare of all children and young people involved in our activities. We believe that:

- Every child has the right to live free from abuse, harm, and neglect.
- All children and young people—regardless of gender, race, disability, religion, sexuality, or social background—have equal rights to protection.
- Safeguarding is everyone's responsibility. All staff, volunteers, partners, and contractors must play their part.

We recognise that some children face greater risks due to personal, cultural, or environmental circumstances. We are committed to providing appropriate support, guidance, and action to ensure their safety and well-being.

This policy outlines RADT's approach to safeguarding children and young people and applies to all staff, volunteers, trustees, partners, contractors, and anyone representing RADT in any capacity.

2. Definitions and Signs of Abuse

Child abuse is any action (or inaction) that causes harm or potential harm to a child or young person. Abuse can happen anywhere—at home, school, during activities, or online. Children may experience more than one form of abuse at a time.

Types of Abuse:

Physical Abuse

When someone hurts a child on purpose—for example, hitting, shaking, burning, or poisoning.

Possible signs:

- Unexplained injuries
- Injuries in unusual places
- Fear of adults

Emotional Abuse

Persistent emotional mistreatment—for example, constant criticism, threats, or ignoring a child's emotional needs.

Possible signs:

- Low self-esteem
- Withdrawn or anxious behaviour
- Developmental delays

Sexual Abuse

Any sexual activity involving a child, whether touching or non-touching (e.g., showing sexual images, inappropriate conversations).

Possible signs:

- Acting in sexual ways beyond their age
- Bedwetting, nightmares
- Fear of being alone with certain people

Neglect

Failure to meet a child's basic needs—such as food, clothing, cleanliness, medical care, or emotional support.

Possible signs:

- Constant hunger or tiredness
- Poor hygiene or appearance
- Frequent illnesses or untreated injuries

Bullying (including Online/Cyberbullying)

Repeated behaviour intended to hurt or intimidate another child, including verbal, physical, or emotional abuse, whether in person or online.

Examples include:

- Name-calling, threats, spreading rumours

- Hitting or pushing
- Posting harmful messages or images online

3. Safeguarding Principles and Responsibilities

Our Safeguarding Principles

- The welfare of children and young people is always the top priority.
- All children and young people, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation, have the right to equal protection from harm.
- Safeguarding is everyone's responsibility. Any concern must be acted on—no matter how small it may seem.
- All safeguarding concerns and allegations will be taken seriously, acted upon promptly, and handled professionally.

Who Must Follow This Policy

This policy applies to all individuals working with, or on behalf of, RADT who may come into contact with children and young people, including:

- RADT employees
- Freelance practitioners
- Volunteers and interns
- Delivery partners and subcontractors
- Trustees
- Visitors or contractors attending RADT premises

Everyone in these roles must:

- Read and understand the Safeguarding Policy.
- Complete relevant safeguarding and child protection training.
- Know how to recognise the signs of abuse or neglect.
- Know what to do if a child tells them they are being harmed or if they suspect abuse.

Eligibility to Work with Children and Young People

No one may work in any capacity with children and young people through RADT if they:

- Are listed on the [Children's or Adult's Barred Lists](#).
- Have been convicted or cautioned for offences listed in the [Children and Young Persons Act 1933 \(First Schedule\)](#) or for sexual offences involving children.

- Are under investigation for allegations of abuse, unless authorised by the Safeguarding Lead under a formal risk assessment.

Safe Recruitment and Pre-Employment Checks

RADT follows safer recruitment practices, which include:

- Requiring applicants to disclose any convictions or safeguarding concerns
- Carrying out Disclosure and Barring Service (DBS) checks for all roles involving children or young people
- Checking references and verifying employment history
- Using interview questions that explore safeguarding attitudes and understanding

Named Safeguarding Lead (DSL)

The RADT Designated Safeguarding Lead (DSL) for Children and Young People is:

Diana Savostaite

Designated Safeguarding Lead and Reception Manager

welfare@radt.org.uk

020 7511 2211

The DSL is responsible for:

- Overseeing implementation of the safeguarding policy
- Responding to concerns or disclosures
- Liaising with external agencies (e.g., children's services, LADO)
- Keeping accurate records of all concerns, incidents, and outcomes

If the DSL is unavailable, concerns should be escalated to:

Simon Goodey

Deputy Safeguarding Lead and CEO

simon.goodey@radt.org.uk

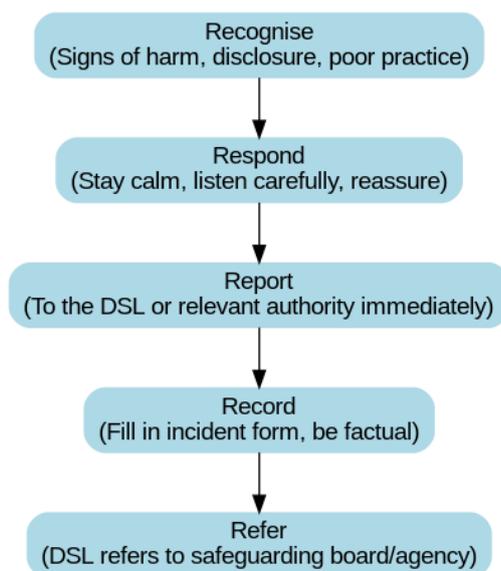
020 7511 2211

4. Responding to Concerns and Disclosures (5 R's)

Safeguarding is everyone's responsibility. If you are worried about a child or a child tells you something concerning, you must act immediately. Do not wait for proof. Early action can prevent harm.

What to Do If You're Worried About a Child

The 5 R's of Safeguarding



The DSL will assess and, if necessary, make a referral to children's social care or the police.

1. Recognise

Be alert to:

- Unexplained injuries or changes in behaviour
- Verbal hints or drawings suggesting abuse
- A child telling you something concerning (a disclosure)

Even small concerns should not be ignored. Trust your instincts.

2. Respond

- Listen without interrupting.
- Stay calm and don't express shock.
- Reassure the child: "I'm glad you told me. You're not in trouble."
- Be honest: Never promise to keep secrets.

3. Report

Report your concern or the child's disclosure to the Designated Safeguarding Lead (DSL) immediately:

- Do not delay.
- If the DSL is unavailable and a child is in immediate danger, contact emergency services: **999**

4. Record

As soon as possible:

- Write a factual record using the child's own words.
- Include date, time, location, who was present.
- Sign and date the record.
- Submit to the DSL securely (in person or via safeguarding inbox).

Do not investigate or question the child for more detail.

5. Refer

- The DSL will decide whether to refer the case to [Children's Social Care, the Local Authority Designated Officer \(LADO\)](#), or the [Police](#).
- Where appropriate, the child and their family will be involved in the process.

5. Safer Recruitment and Safe Working Practices

RADT is committed to creating a safe environment for children and young people by ensuring that only suitable, appropriately vetted individuals work with them. We follow clear processes and behavioural expectations to reduce the risk of harm and misconduct.

Safer Recruitment Procedures

All staff, volunteers, and contractors who work directly with children or young people will:

- Undergo an Enhanced DBS check with a check against the [Children's Barred List](#)
- Be asked to declare any past disciplinary action or criminal convictions related to children
- Provide at least two references, which are checked and followed up
- Complete a safeguarding induction before beginning work
- Be asked safeguarding-related questions as part of interviews or on boarding

Supervisors and hiring managers are responsible for ensuring all vetting procedures are completed before a role begins.

Safe Working Practices

All adults working with children and young people must:

- Act as positive role models
- Maintain appropriate boundaries at all times

- Avoid being alone with a child whenever possible
- Use open, visible spaces for interactions
- Avoid physical contact, unless necessary for safety or first aid
- Never share personal contact details or communicate with children via personal social media or messaging apps

Supervision must follow the [CPSU supervision ratio guidance](#):

- Age 9 and under: 1 adult to 8 children
- Age 10 and over: 1 adult to 10 children
- Mixed-gender groups: include male and female staff wherever possible

See CPSU guidance for more: Supervision Ratios – CPSU

Understanding Poor Practice

Poor practice includes behaviour that falls short of the expected safeguarding standards, but may not meet the threshold of abuse or a criminal offence. Examples include:

- Favouritism towards certain children
- Inappropriate jokes or comments
- Breaching confidentiality or boundaries
- Failing to report low-level concerns

If left unaddressed, poor practice can create opportunities for abuse or harm. It must be recorded and addressed quickly.

Low-Level Concerns and Whistleblowing

RADT encourages the reporting of low-level concerns before they escalate. A low-level concern is any behaviour that:

- Is inconsistent with the staff code of conduct
- Makes a child or adult feel uncomfortable
- May indicate a pattern or emerging issue

These should be reported to the DSL using the same reporting process. All concerns will be handled with discretion, and whistle-blowers will be protected under the Public Interest Disclosure A

6. Managing Allegations Against Staff and Volunteers

If a safeguarding concern or allegation is made against a member of staff, volunteer, or partner, RADT will follow national guidance and ensure a fair, prompt, and transparent process.

Allegations May Include:

- Harm or risk of harm to a child
- Inappropriate conduct (verbal, physical, or online)
- Breach of professional boundaries
- Use of position of trust to exploit or groom

Step-by-Step Procedure

1. Report Immediately

Any allegation or concern must be reported without delay to the Designated Safeguarding Lead (DSL).

2. Initial Consideration

The DSL will assess whether:

- Immediate action is needed to protect a child
- The concern meets the threshold for referral to the [Local Authority Designated Officer \(LADO\)](#)

3. Referral to LADO

If the allegation is serious, the DSL will refer it to the LADO within 1 working day, as required by [Working Together to Safeguard Children \(2023\)](#).

4. Internal Action

Pending external investigation, RADT may:

- Suspend the individual
- Reassign them away from child-facing duties
- Initiate an internal HR investigation

5. Outcome and Recordkeeping

All allegations and actions taken will be documented and securely stored. If an allegation is substantiated, this may result in disciplinary action, referral to the DBS, and/or dismissal.

7. Additional Guidance and Legislation

This policy is informed by the following legislation, statutory guidance, and best practice:

- [Working Together to Safeguard Children \(2023\)](#)
Working Together - GOV.UK
- [Children Act 1989 & 2004](#)
- [Keeping Children Safe in Education \(KCSIE\)](#)
- [The UN Convention on the Rights of the Child \(UNCRC\)](#)
UNCRC – UNICEF UK
- [CPSU Supervision Guidance](#)
Supervision Ratios – CPSU
- [Disclosure and Barring Service \(DBS\)](#)
DBS Checks - GOV.UK

8. Key Safeguarding Contacts

| Contact | Role | Email | Phone |
|---|---|--------------------------|---------------|
| Diana Savostaite | Safeguarding Lead and Reception Manager | welfare@radt.org.uk | 020 7511 2211 |
| Simon Goodey | Deputy Safeguarding Lead and CEO | simon.goodey@radt.org.uk | 020 7511 2211 |
| John Kinsella | Deputy Safeguarding Lead and Chairman | johnkinsella02@gmail.com | |
| Local Authority Designated Officer (LADO) | Newham LADO | lado@newham.gov.uk | 020 3373 3803 |
| Police (Emergency) | - | - | 999 |

10. Useful Contacts and Resources

- [British Rowing Safeguarding Team](#)
- [Childline](#) - 0800 1111
- [NSPCC](#) - 0800 800 5000
- [Bullying UK](#) - 0800 800 2222 – for people who would like support with bullying.
- [Young Minds](#) – support for young people and their mental health.
- [Internet Matters](#) – guidance for young people about online safety.