



Document Title	Rangoli Radio Safeguarding Policy
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Director's signatures	

1. Rangoli Radio is committed to protecting children and vulnerable people from abuse. We will take all appropriate steps to ensure that children and vulnerable adults can participate in our community radio station in a safe and secure environment.

- Station members are required to hold DBS certificates
- Two Station Safeguarding Leads carry out annual update training
- Leads' names are displayed on the Information Board for ready reference
- This policy, containing essential information, is available for all volunteers to easily access

2. A child is someone who is under the age of 18. A vulnerable adult is someone aged 18 or over:

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

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

3. The Disclosure & Barring Service (DBS) Checks for Volunteering, formerly CRB, published in 2008 states that the decision as to whether to make a DBS check is a matter for the employer. At Rangoli Radio we will insist on a DBS check to anyone who will be coming into the radio station on a regular basis to volunteer. This is because we encourage children and vulnerable adults to learn in a safe and secure environment and be protected from abuse.

4. What is child abuse? Child abuse is a term used to describe ways in which children or vulnerable people are harmed, usually by adults but increasingly by peers. Often these are people they know and trust. It refers to damage done to a child or vulnerable person's physical, mental or emotional

health. Children or vulnerable people can be abused within or outside their family, at school, at play and within any environment such as extracurricular activities. Abusive situations arise when adults or peers misuse their power over children or vulnerable people.

Types of abuse

Physical where children's bodies are hurt or injured

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

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

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

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

Physical unexplained or hidden injuries; lack of medical attention.

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

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

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

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

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

Bullying behaviour may also include:

- Other forms of violence
 - Sarcasm, spreading rumours, persistent teasing
 - Tormenting, ridiculing, humiliation
 - Racial taunts, graffiti, gestures
 - Unwanted physical contact or abusive or offensive comments of a sexual nature
- Emotional and verbal bullying is more common than physical violence;

it can also be difficult to cope with or prove. If bullying does occur, Rangoli Radio will take the problem very seriously and investigate every incident fully. We will make every effort to ensure that bullying is eradicated.

5. It is possible to reduce situations in which abuse can occur and help to protect volunteers by promoting good practice. The following are more specific examples of care, which should be taken. Always be public and open when working with children and vulnerable people. Avoid situations

where a volunteer, individual child or vulnerable person are completely unobserved. If you are going to a studio to record with an individual, please notify the person on the admin desk or other volunteer at the station.

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

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

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and/or the child's/vulnerable person's parents or carers. Adults should never:

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

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

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

6. WHAT TO DO IF YOU SUSPECT/WITNESS ABUSE

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

1. The premises of Rangoli Radio
2. The home or other settings Non-action is not an option in Child Protection.

Concerns about poor practice and possible abuse Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within amateur radio settings. Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in our station are aware of this possibility and that all allegations are treated seriously and appropriate actions taken. Therefore we will aim to run training

sessions for volunteers twice a year.

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

Actions to take in abuse cases

- React calmly so as not to frighten the child or vulnerable person.
- Tell the child or vulnerable person he/she is not to blame and that he/she was right to tell.
- Take what the child or vulnerable person says seriously
- Ensure the safety of the child or vulnerable person – if the child or vulnerable person needs immediate medical treatment, take the child or vulnerable person to hospital or call an ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.
- Avoid leading the child or vulnerable person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Reassure the child or vulnerable person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Contact Shirley Ludford or a member of the safeguarding team at Rangoli Radio.
- Parents and carers should be contacted ONLY after advice from Social Services.
- Make a full record of what has been said, heard and/or seen as soon as possible.
- Report concerns to the person in charge or designated person immediately, unless the concern is about the person in charge.
- The person in charge should be clearly identified at all times. If the person in charge is not available, or the concern is about the person in charge, then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- Confidentiality should be maintained on a strictly 'need to know' basis and relevant documents stored in a secure location.
- Please remember that it can be more difficult for some children to disclose abuse than for others. Children from ethnic minorities may have regularly experienced racism, which may lead them to believe 'white people', including those in authority roles, do not really care about their well-being. They may feel they have good reason to question whether your response will be any different.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care or residence. The abuse may be the only attention/affection they have experienced. There may be communication difficulties and they will almost certainly have to overcome prejudices, which block our willingness to believe they may be abused or to use their medical condition to explain away indicators, which in an able bodied child would concern us.
- When working with these groups you need to be extra vigilant and give extra thought as to how to respond. Recording of information, suspicions or concerns Information passed to the Social Services Department or the Police must be helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The report should contain the following information:
 - The child's or vulnerable person's name, address and date of birth
 - The nature of the allegation
 - A description of any visible bruising or other injuries

- The child's or vulnerable person's account, in their own words if possible, of what has happened and how any bruising or other injuries occurred
- Any observations that have been made by you or to you
- Any times, locations, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- Your knowledge of and relationship to the child or vulnerable person Whenever possible, referrals to Social Services Departments should be confirmed in writing within 24 hours. Keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow up is needed.