



13 February 2024

Safeguarding Policy

Focusing on the values of community, compassion and care, the Royal Naval Association's (RNA) Safeguarding Policy underpins every aspect of the work and service the RNA delivers. We acknowledge our responsibility to safeguard and promote the welfare of all members who participate or volunteer within the organisation as well as all adults at risk, young people our volunteers and members they may engage with.

Ensuring that safeguarding is integral in all our work, we are also committed to making sure our activities and engagement within the wider community are also held to the highest standards of safeguarding practice, are compliant with current legislation, and are fully accountable to the Charity Commission.

Introduction

It is the policy of the RNA to safeguard the welfare of all its members, as well as those we engage with, who are considered adults at risk or who are under the age of 18, by protecting from neglect and from physical, sexual and emotional harm. The RNA understands that **safeguarding is everyone's responsibility** and it is embedded across our organisation. This Policy is for everyone in the RNA and includes all members, volunteers, mentors and Central Office staff.

Where there are concerns that a volunteer, member or employee has not followed this policy, the matter must be reported to the Safeguarding team, using the appropriate form at either Annex A (Adults) or Annex B (Young Persons), who will co-ordinate any investigation in partnership with Central Office. The General Secretary, on the advice of the Safeguarding Lead and in collaboration with The National Chairman and Head of Governance, may suspend an RNA member's membership and/or volunteer role while an investigation takes place.

This safeguarding policy offers guidance for anyone who has a concern about the welfare of an adult at risk or young person, and how to report a safeguarding allegation or disclosure.

We recognise that the welfare of members, young people and adults at risk is paramount and that everyone, regardless of age, disability, gender, gender reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and/or sexual orientation (all defined as protected characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse.

Working in partnership with members, volunteers and staff is essential in promoting and embedding this policy. This is a national policy and subject to the laws and guidance of England, Wales, Scotland and Northern Ireland. Where this policy does not conflict with local laws, this policy also applies to all overseas branches of the RNA.

Definitions

We define an **adult at risk** as a person aged 18 years old or over who:

- Needs care and support, and/or
- Is unable to protect their own wellbeing because of their care and support needs; or
- Is experiencing, or at risk of, abuse, neglect or exploitation

We define **children and young people** as anyone that is under the age of 18 years old.

- While the RNA does not allow children as Members, Cadets, whilst children (as defined above) may be present at RNA sponsored Parades or events accompanied by a parent, guardian or locally appointed adult).
- Royal Naval personnel at HMS RALEIGH, who may be under the age of 18 years old and engaging with RNA Mentors will be covered by the Royal Navy Safeguarding Policy and Process with the Duty of Care residing with the Commanding Officer of the Establishment. The RNA Mentors receive regular from the Royal Navy Training Staff.

Any engagement with Royal Naval personnel under the age of 18 years old in a Establishment or Ship outside of HMS RALEIGH will be covered by the Royal Navy's Safeguarding Policy and local processes relating to loco parentis.

Complex or additional needs:

- Learning or physical disabilities, autism, mental health, acquired brain injury or dementia.
- Physical health needs, such as epilepsy or sensory issues.
- Additional needs are when an individual has a difficulty, whether physical, emotional, behavioural, learning disability or impairment which causes them to require additional or specialised services or accommodation, including educational or recreational.

Purpose

We're invested in making sure our safeguarding practice places the importance of the individual at the centre of our policy planning and implementation processes. This approach makes sure that the welfare of all members remains paramount in all we do. Establishing a culture of honesty and openness helps us to recognise issues that impact on people or that an individual may consider likely to impact on them or their safety. Although adults at risk and young people can experience the same types of harm and the causes are often similar, adults at risk have a right to make a choice in regard to the RNA's actions. Where a young person has suffered or is at risk of suffering significant harm, statutory agencies will be informed, whether the parents/carers are in agreement or not. Sometimes adults at risk may not wish for statutory agencies to be informed. Therefore concerns in regard to adults at risk that reach the safeguarding threshold for

reporting must be referred into the Safeguarding team, and they'll assess the concern, liaise and take appropriate action.

Scope

The Safeguarding policy is for everyone engaged within the RNA and includes all volunteers, members and staff. This policy offers guidance for anyone who has a concern or disclosure about the welfare of another person, or who wishes to make a safeguarding allegation or referral regarding a member, volunteer, staff member, adult at risk or young person.

This Safeguarding policy ensures that all volunteers, members and staff have a clear understanding about their safeguarding responsibility, in terms of recognising, responding to and referring any reported allegations or concerns, in accordance with the safeguarding process. This policy will also make sure that everyone's clear about their responsibility to follow the correct procedures laid out to protect adults at risk and young people from harm and to create a safe space for individuals to be supported and engage with RNA activities.

A **volunteer** is an RNA member who gives their time freely for the benefit of other RNA members and within the definitions of this policy, may include any Full members, Associate members, Life members; Honorary members; Raleigh Mentors, Branch and Area Officers, Committee members or Trustees.

Staff includes any employee of the RNA, contractors, consultants and agency workers or any person in paid employment for the organisation.

A **member** includes all Full, Associate, Life and Honorary members of the RNA.

This policy applies to those who hold a volunteer and/or staff role and who raise a safeguarding concern in either capacity.

Our way of working

Safeguarding practice is not just about having a safeguarding policy in place, but a way of working that's embedded in everything the RNA does and the way that we do it. As such, all volunteers and staff must be encouraged to discuss their concerns with their line manager or make contact with the safeguarding team and be clear on how to report their concerns.

Any safeguarding concerns in regard to a young person or adult at risk must be reported to the Safeguarding team. If you are in any doubt of what to do, contact the Safeguarding Team directly. If a young person or adult is at immediate risk of significant harm call 999 and request the police. Contact details of the Safeguarding team are found in the referral forms at Annex A and B.

Adult at risk guidance

The principles of this adult at risk guidance are:

- **Empowerment** – putting people first and helping all feel involved and informed
- **Protection** – supporting individuals so they can take action
- **Prevention** – responding quickly to suspected cases of abuse
- **Proportionality** – making sure what we do is appropriate to the situation and for the individual
- **Partnership** – sharing the right information in the right way
- **Accountability** – making sure all volunteers, staff and trustees have a clear role when dealing with adults at risk.

It is the responsibility of all volunteers and staff to:

Promote and prioritise the safety and wellbeing of adults at risk and young people. Make sure that everyone's clear about their roles and responsibilities in respect of safeguarding and, be provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to adults at risk.

Securely maintain the confidentiality of any records in guidance by GDPR of all adult at risk safeguarding concerns.

Make sure that all adults undertaking roles and responsibilities with adults at risk are appropriately checked as per the RNA's vetting policy, including where they're engaged in **regulated activity with adults**, undertaking the relevant disclosure check (see National Vetting Process (NVP)).

Make sure that all reports of suspected or alleged abuse are taken seriously and are responded to and reported appropriately in line with the RNA's Safeguarding policy. Make sure adults are provided with opportunities to disclose any relevant details about their circumstances and that where appropriate, this information will be treated with confidentiality.

Prevent the participation of unsuitable individuals through the robust use of disclosure checking as they apply in each nation within the UK (including members of overseas RNA Branches), and the application of best practice in the safe recruitment of staff and volunteers working with young people and adults at risk.

Make sure that robust safeguarding arrangements and procedures are in operation and address without delay any failure to comply with this policy.

If any adult is unable to understand and/or uphold the Safeguarding policy or is unable to safeguard young people and adults at risk, then they cannot be considered for appointments.

- The RNA also has a Whistleblowing process if someone feels that they aren't being listened to.
- The RNA's mandatory safeguarding training incorporates adult at risk advice that will assist in recognising any concerns, what to do and where to report. There's also a reporting process for raising concerns within the adult at risk process. All concerns that reach the safeguarding threshold **MUST** be reported to the Safeguarding team on the adult at risk referral form (Annex A).

Abuse and Exploitation

Abuse is a form of maltreatment and can either be inflicted by others or self-inflicted. Abuse can take place in any setting, public or private and can be perpetrated by anyone including relatives and family members, professional staff, care workers, or other vulnerable adults, volunteers, other Association members, neighbours, friends, strangers and opportunistic individuals. An abuser can be anyone, but they're often known to the person suffering abuse. An abuser may make every effort to build a trusting relationship with the young person or adult at risk, and will often befriend or seek to maintain the respect of friends and colleagues. This is grooming behaviour. Abuse can occur in any relationship at any time. It can occur within any community, culture or religion. It may result in significant harm to, or exploitation of, the person subjected to it.

Types of abuse:

Emotional/psychological – persistent emotional maltreatment of a person that results in their wellbeing or development being impaired. Some form of emotional abuse is involved in all types of abuse, but can also occur on its own.

Physical – is an individual's body being injured or hurt, e.g. hitting, pushing or assault.

Physical abuse can also be in other forms, e.g. poisoning, inflicting illness upon another. It is an intentional act.

Sexual – involvement in a sexual act where the person doesn't wish to be involved, doesn't have the understanding to make an informed choice or through coercion, e.g. rape, sexual assault, inappropriate touching or exposure. It may also include sexual exploitation, where gifts or bribes are offered. Sexual abuse can also occur across electronic devices or social media.

Bullying – is a pattern of behaviour that can be threatening, aggressive, intimidating, abusive, insulting, offensive, cruel, vindictive, humiliating, degrading or demeaning. It can happen between young people, adults, in groups or singularly. It can happen within the 'real world' or online.

Online bullying or cyberbullying – happens across social media networks, when gaming or via mobile phones. Examples can include posting offensive material and spreading rumours or embarrassing images.

'Sexting' (including youth produced sexual images) – when someone shares sexual, naked or semi-naked images of themselves or others or sends sexually explicit pictures. Sharing, possession or distribution of such images of a person under the age of 18 is illegal in the UK. There are also criminal offences in regard to adults posting sexual images of other adults in certain circumstances.

Addiction – is the inability to stop a particular behaviour (alcohol, drugs, gambling etc) which can impact relationships, health, finances and career. Addiction often co-occurs with other issues and it can make people vulnerable to coercion and/or mental health issues.

Domestic (relationship) abuse – is abuse or violence in a relationship. It is a pattern of behaviour that can be a form of abuse and its purpose is to assert power over another. From 2018, stalking is also included in this definition. It also includes coercive behaviour. Such abuse can happen to young people and adults.

Financial – the theft or control of a person's property or assets.

Discrimination – when someone's targeted because of a difference, e.g. race, sex, gender, age, disability, religion or belief, sexual preference, appearance or cultural background, pregnancy and maternity, marriage or civil partnership.

Organisational/institutional – where an organisation fails to prevent repeated maltreatment, abuse or neglect of children or adults at risk.

Roles and responsibilities for safeguarding

Everyone within the RNA must fully understand and implement the safeguarding policies and procedures relevant to their role. To enable this to happen, we will have a comprehensive training programme and a safeguarding structure that makes sure we're proactively safeguarding across the organisation.

All volunteers – Safeguarding is the responsibility of all volunteers and everyone must adhere to this Safeguarding policy. Any volunteer found to be in breach of this policy may be subject to disciplinary action under the RNA's Complaints Procedure.

RNA Safeguarding Team – who respond to allegations and advise Branch and Area Committees on queries, concerns or action required. The Safeguarding Team shall be appointed by National Council and is made up of the Safeguarding Lead, a Deputy Safeguarding Lead, a National Council Member with responsibility for Safeguarding and any other suitable personnel with sufficient safeguarding or other experience who may be extended an invitation to join the safeguarding team, either permanently, or as an advisor to a specific issue / case.

RNA Safeguarding Lead – have the responsibility of appointing appropriate people with the required disclosure check. To take immediate steps in consultation with the safeguarding team to make sure no RNA activity arises which could cause harm. Provide general advice on the implementation of the Safeguarding policy. The General Secretary, on the recommendation of the Safeguarding lead and in collaboration with the National Chair and Head of Governance, may suspend an RNA member's membership and/or volunteer role while an investigation takes place should there be any concern that a young person or adult may be at further risk.

Trustees – The RNA's Board of Trustees (National Council) hold the responsibility to make sure this Safeguarding policy is implemented and working effectively. The trustees delegate this responsibility to the RNA Safeguarding Team to ensure effective quality

assurance, compliance and reporting. The trustees' full responsibilities are listed in Appendix A.

Area and Branch Committee Officers – to provide a safe space for all activities and events to run safely for all. To be alert, question behaviours, seek advice, support and report allegations or concerns.

Full details of the safeguarding structure are listed in Appendix B.

Safeguarding Training

All those listed at Appendix C are required to complete safeguarding training as part of their onboarding for the role. This training must be completed within five months of assuming their appointment. This is mandatory and must be updated on a regular basis and at least every three years depending on their individual role. All staff members must also attend mandatory safeguarding training, and this also should be updated every three years.

The RNA is committed to making sure that safeguarding training remains updated and relevant, so that all volunteers and staff members understand their individual and organisational commitment to ensuring that member safety and wellbeing remains a priority.

Creating safer working practices:

Safe working practice means working together to create a safe space for all. The RNA will offer everyone an open environment where they can raise concerns or disclose potential instances of harm or abuse. They can be confident that their safety is paramount, that challenge is accepted and that the building of open, strong professional relationships is encouraged.

Responding promptly to every safeguarding concern or allegation

Anyone who reports any safeguarding concerns or allegations to the RNA will be treated with dignity and respect. All safeguarding concerns and allegations will be dealt with in accordance with statutory safeguarding guidance and the RNA's safeguarding procedures. All volunteers and staff will cooperate fully with the statutory authorities in all cases.

Treating with respect, care and dignity, the victims of abuse and other safeguarding concerns

Whenever a safeguarding concern, poor practice issue or allegation of abuse is raised, the RNA will offer support to all those that have been affected. People will receive a compassionate response, be listened to and be taken seriously. The RNA will respond in accordance with this policy. Where appropriate, this will be done in collaboration with the relevant statutory agencies.

Treating with respect, care and dignity, those that are subject of concerns or allegations

In responding to safeguarding concerns or allegations of abuse, the RNA will endeavour to respect the rights under criminal and civil law of an accused person. The RNA will take responsibility for making sure that steps are taken to protect those at risk when any person is considered a risk to others through the safeguarding process. In addition, the RNA recognises people who are subject to safeguarding concerns are vulnerable during any internal or statutory agency process. The RNA will take all reasonable steps to support people through this process.

Confidentiality

Sharing information is vital to protect those at risk from suffering or being likely to suffer significant harm. However, information will only be shared with the relevant people and otherwise will be treated with the strictest of confidence to make sure that all individuals involved have trust in the handling of any allegation or concerns.

Support for volunteers

The RNA acknowledges the emotional impact and distress that can be caused to volunteers when dealing with, witnessing or referring safeguarding matters. The Safeguarding Lead, in collaboration with the Safeguarding Team, will offer support, guidance and appropriate signposting to any individual who's been affected. It is recognised that making a referral can be difficult, but all volunteers have a duty to report concerns or suspicions and have a right to do so in confidence and free from harassment. All volunteers will be appropriately supported throughout the process if and when required.

The RNA's Whistleblowing policy is also available online and can be utilised if, after reporting a concern, it is not felt that the complaint has been adequately dealt with.

Handling of data

All information held by the RNA will be managed under the Data Protection Act 1998. However, this act and human rights laws are not barriers to justified information sharing but are a framework to make sure that personal information about living individuals is shared and stored appropriately.

How do we make sure adults are safe to work with adults at risk?

It is the policy of the RNA that all those listed at Appendix C, which includes Welfare and Wellbeing Officers, must have the appropriate disclosure check for the role and the regulated activity they're undertaking. In line with our safer recruitment policy, a member must not undertake roles listed at Appendix C until they've successfully completed:

- the relevant onboarding checks for that role; and
- the required training for that role.

In addition, no individual should be expected to undertake a role that they don't feel comfortable with.

Adults at risk and regulated activity:

The definition of regulated activity is different for children and adults. The definition of regulated activity for adults at risk focuses on the type of activity and contact an individual may have with the adult. Unlike the definition of regulated activity with children, the definition for adults does not stipulate a frequency requirement. For adults at risk, the activity alone means an individual is in regulated activity and one instance is enough to qualify.

Safer Recruitment

The RNA is committed to making sure that anyone who volunteers within the Association are appropriate candidates. Our priorities are to safeguard children, adults at risk and young people.

To achieve this, we're invested in recruiting the best people and supporting them in their role through our safer recruitment policy.

The RNA makes sure that all volunteers undertaking Safeguarding Team and Welfare and Wellbeing roles:

- Fully understand the terms of the position
- Undertake an induction which will clearly explain their role and responsibilities to safeguarding within the RNA
- Have to provide a minimum of two references
- Complete the appropriate level of training required for their role (including safeguarding training at Appendix C)
- Complete appropriate vetting process where required (see Appendix C)
- Welfare and Wellbeing Volunteers to agree with and sign the volunteer agreement.

Legislation and Guidance

The RNA's safeguarding policy is underpinned by the Human Rights Act 1998, The Equality Act 2010, Safeguarding Vulnerable Groups Act 2006, The Health and Social Care Act 2012, Data Protection Act 2018, The public Disclosure Act 1998 and The Care Act 2014.

[Gov.uk advice regarding Trustee safeguarding responsibilities](#)

Review

This policy is due for review:

- every 12 months, or;
- following any legislative changes, or;
- following any learning by the RNA, or;
- as required by the Charity Commission, or;
- any change in jurisdictional guidance, whichever comes first.

The policy will be reviewed alongside other relevant policies by the Head of Governance and revisions will be recommended to the Board of Trustees (National Council).

Appendix A – Board of Trustee’s responsibilities

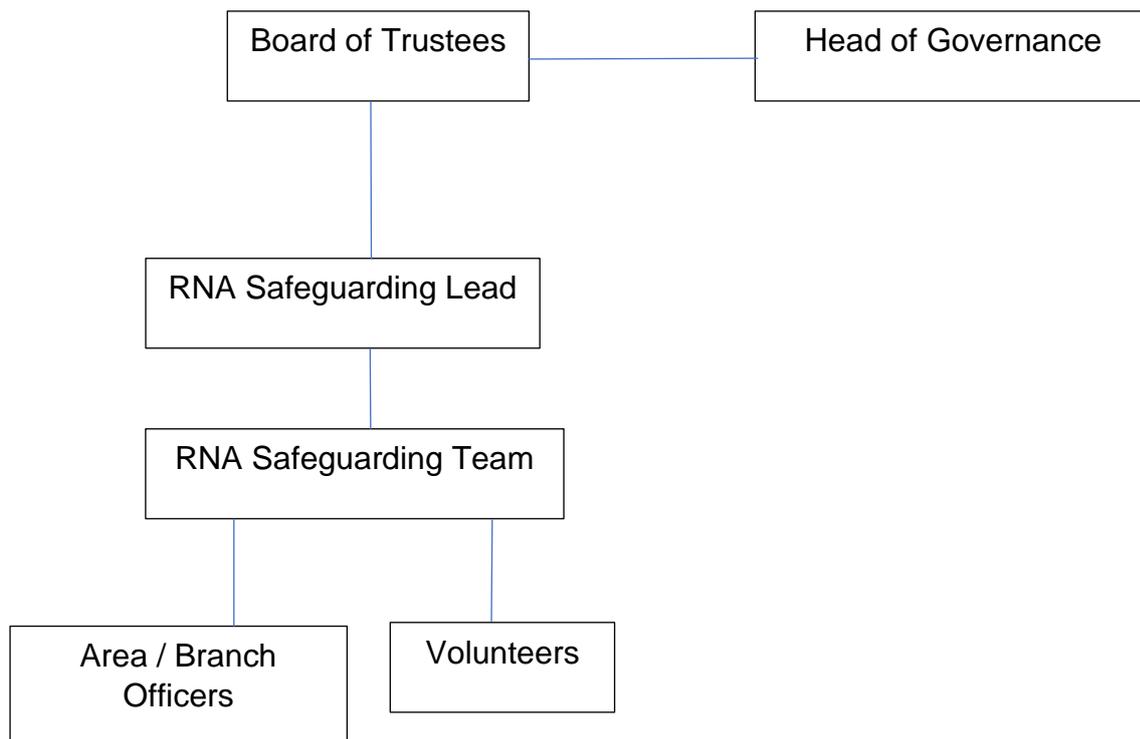
The RNA Board of Trustees (National Council) retain overall responsibility to ensure this safeguarding policy is implemented and working effectively. Their role is to oversee the effective quality assurance, compliance and reporting of safeguarding within the organisation. The trustee’s full responsibilities are listed below.

The Charity Commission expects all trustees to make sure their charity:

- Has appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries
- Checks that people are suitable to act in their roles
- Knows how to identify and manage concerns in a full and open manner
- Has a clear system of referring or reporting to relevant organisations as soon as concerns are suspected or identified
- Sets out risks and how they will be managed in a risk register which is regularly reviewed
- Follows statutory guidance, good practice guidance and legislation, relevant to their charity: this guidance links to the main sources of information
- Is quick to respond to concerns and carry out appropriate investigations
- Does not ignore harm or downplay failures
- Has a balanced Trustee Board and does not let one trustee dominate its work – trustees should work together
- Makes sure protecting people from harm is central to its culture
- Has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people
- Conducts periodic reviews of safeguarding policies, procedures and practice

Gov.uk has a simple, one page infographic which simply shows the 10 safeguarding actions for charity trustees [here](#).

Appendix B – Safeguarding Structure



Appendix C – Safeguarding Requirements

	Safeguarding Training Level	Disclosure Check Required	Comments
Safeguarding Lead	3	Basic	
Safeguarding Team	2	Basic	
Welfare & Wellbeing Officers and Advisors	1*	Enhanced	
Raleigh Mentors	2	Standard	
Board of Trustees (National Council)	1	Basic	
Central Office Staff	1	Basic	

For those personnel already in post at the point of issue of this policy, all mandated training is to be completed within 5 months of policy issue date.

Annexes:

- A. Adult at Risk Safeguarding Referral Form
- B. Young Person Safeguarding Referral Form

Policy Title	Safeguarding Policy
Date Approved	13 February 2024
Version	1
Review Date	12 February 2025
Policy Owner	The Royal Naval Association
Lead Contact	Kate Aldous



13 February 2024

Annex A - Adult at Risk Safeguarding Referral Form

Please complete as much of this form as possible, including essential information, before contacting the Safeguarding team.

If you don't have all the information, please do send this form and then follow up with more information as soon as you get it.

Please note: If you believe an adult is at immediate risk of harm, you should contact the police by dialling **999**. If you have concerns about an adult but believe they are not at immediate risk, you can raise the issue with this form:

Referral to the Safeguarding team

If you wish to discuss your referral with a member of the team or for advice or guidance, please contact the Safeguarding Team on:

- 07542 679819 (9:00am to 5:00pm)
- safeguardingteam@RNAssoc.org

Once the referral has been completed, please email it to safeguardingteam@RNAssoc.org

or send to: **FAO The RNA Safeguarding Team**
Royal Naval Association
1/87 Scott Road
HM Naval Base
Portsmouth
Hants
PO1 3LU

GDPR note:

We take personal data privacy seriously and we have a duty of care around the information contained within this form. The data shared in this form is to be securely stored (in secure online storage and/or as paper-based records in locked cabinets). Where the data is no longer needed it should be securely destroyed. For further detail, please visit our Data protection policy available on the website.

Your details

Your name	
Your role in the RNA/relationship to the adult at risk	
Your telephone number	
Your email	
Date the incident happened	
Date you were notified of this incident	

Information about person being referred – Adult at Risk

Please note: when sending this form, please include all essential information marked in blue below

Their name	
Their date of birth	
Do they have any Special Educational Needs or disabilities?	
Their home address	
Their Branch/Area	
Parent/NOK full names Telephone number:	
Are their parents involved in the RNA? If so, please supply details	
Are their parents aware that this has been reported to the Safeguarding team?	

Information about potential source of risk

Their membership number (if known)	
Their name	
Their role in the RNA	
Their Branch/Area	
Their occupation	
Do they hold any other voluntary/paid positions with other organisations?	
Do they have any other family members involved in the RNA?	
When do you expect the adult to next attend or be involved in any RNA activity?	

Do they have any children?	
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Details of the incident and/or concern

What has happened so far if anything?
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Are you aware if there have been earlier concerns about the person being referred?

Any other information

Thank you for taking the time to complete and return this form.



13 February 2024

Annex B - Young Person Safeguarding Referral Form

Please complete as much of this form as possible, including essential information, before contacting the Safeguarding team.

If you don't have all the information, please do send this form and then follow up with more information as soon as you get it.

Please note: If you believe a young person is at immediate risk of harm, you should contact the police by dialling **999**. If you have concerns about a child or young person but believe they are not at immediate risk, you can raise the issue with this form:

Referral to the Safeguarding team

If you wish to discuss your referral with a member of the team or for advice or guidance, please contact the Safeguarding Team on:

- 07542 679819 (9:00am to 5:00pm)
- safeguardingteam@RNAssoc.org

Once the referral has been completed, please email it to safeguardingteam@RNAssoc.org

or send to: **FAO The RNA Safeguarding Team**
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Your details

Your name	
Your role in the RNA/relationship to the young person	
Your telephone number	
Your email	
Date the incident happened	
Date you were notified of this incident	

Information about person being referred – Young Person

Please note: when sending this form, please include all essential information marked in blue below

Their name	
Their date of birth	
Do they have any Special Educational Needs or disabilities?	
Their home address	
Their Branch/Area	
Parent/NOK full names Telephone number:	
Are their parents involved in the RNA? If so, please supply details	
Are their parents aware that this has been reported to the Safeguarding team?	

Information about potential source of risk

Their membership number (if known)	
Their name	
Their role in the RNA	
Their Branch/Area	
Their occupation	
Do they hold any other voluntary/paid positions with other organisations?	
Do they have any other family members involved in the RNA?	

When do you expect the adult to next attend or be involved in any RNA activity?	
Do they have any children?	

Details of the incident and/or concern
What has happened so far if anything?
Have there been earlier concerns about the person being referred?
Any other information

Thank you for taking the time to complete and return this form.