Commitment to safeguarding

We recognise that we must hold ourselves to account, ensuring that we provide a safe and trusted environment for our staff, volunteers, those we work with, and anyone that comes into contact with our work.

RAPAID has a safeguarding framework in place (see appendix B), which contains a few policies and standards of behaviour that RAPAID staff and volunteers must uphold. Everyone has the right to be guarded against risk to their safety, health and well-being and everyone has the responsibility to safeguard others against such risks. We treat any allegations related to safeguarding extremely seriously. We strive to learn and identify areas in which we could improve, and welcome feedback from any stakeholders.

Definitions

For the purposes of this policy, unless otherwise stated, the following definitions taken shall apply:

Safeguarding: a term used to denote measures to protect the health, well-being and human rights of individuals.

Vulnerable Adult: a vulnerable adult is a person aged 18 years or over who is at greater than normal risk of abuse because they may be unable to take care of themselves or protect themselves against harm or exploitation. This may be due to their condition, circumstance or environment. They may have learning difficulties, physical disabilities or mental illness or are dependent on someone else, because of a disability, age or illness.

Abuse: any act or omission which results in harm to a vulnerable adult. Abuse is generally accepted to usually fall into one of five categories: physical abuse, emotional abuse, sexual abuse, neglect, and financial abuse but may occur in any form.

Beneficiaries: Where the term beneficiary is used this refers to someone in receipt of RAPAID support.

Volunteers, Staff or Interns: Where volunteers, staff or interns are specifically referred to in this document, these groups of people are included. All RAPAID members must always comply with the terms of this policy.

Safeguarding responsibilities

Board of Trustees: RAPAID has a designated safeguarding focal point trustee. The board of trustees reviews and approves the organisational safeguarding framework and associated policies annually.

CEO: sets the organisational culture of safeguarding and ensures organisational compliance with safeguarding policies and procedures and that the Safeguarding Lead is appropriately resourced.

Safeguarding Lead is responsible for oversight of safeguarding policies and procedures, is the strategic lead for safeguarding across RAPAID, and provides operational support and advice on safeguarding across RAPAID. Ensures Safeguarding training is in place for all staff, interns and volunteers, appropriate to their roles. Effective and secure record keeping in respect of staff, intern and volunteer allegations and referrals.

All volunteers, staff and interns are responsible for promoting and upholding safeguarding standards, and reporting complaints, concerns and incidents set out in its Safeguarding Framework (see appendix B) aimed at mitigating this risk as far as possible. RAPAID is committed to the protection of the people it works with will take a zero-tolerance approach.

Fundraising: RAPAID will NOT accept donations from any person who may not be in a position to make an independent, informed decision.

Training: All new staff and volunteers will be given a briefing on the standards of behaviour within the RAPAID Code of Conduct and other RAPAID Policies including the Safeguarding Framework. Managers will be provided with further support regarding the implementation of these policies. In addition, relevant training will be provided to those with specific Safeguarding responsibilities

Culture: RAPAID and its representatives will seek to create and promote a culture of respect and an environment where concerns can be reported openly and without prejudice. Guidelines and procedures around communicating safely, particularly around the collection and consent, storage and use of information and images will include careful consideration of how this applies to children and vulnerable adults.

Reporting: All RAPAID representatives have a duty and a right to report a suspected incident of abuse. Allegations should be made in good faith. Any frivolous or malicious allegations which are without foundation or allegations made for the purposes of personal gain will not be tolerated. Anyone who is found to have deliberately or accidentally withheld information or prevented full and thorough reporting to have taken place could face disciplinary action. All suspected cases of abuse must be reported to the Safeguarding Lead directly.

Whistleblowing: RAPAID staff and volunteers can report concerns about certain categories of serious wrongdoing (public interest disclosures) directly to the Charity Commission. RAPAID staff and volunteers have some protection in law under the Public Interest Disclosure Act 2013 from detrimental treatment or victimisation from their organisation if, in the public interest, they report concerns about serious wrongdoing. For full details see the RAPAID Whistleblowing Policy.

Responding: RAPAID takes all concerns and reports of abuse seriously and immediate action will be taken. Those who report concerns will be supported throughout the process. The information you provide will be kept confidential as far as possible and all steps will be taken to ensure you are supported by management and that your protection is considered in any actions taken. RAPAID will ensure that action is taken to support and protect vulnerable adults where concerns arise. RAPAID views any breach of this Policy, the Code of Conduct and related policies as serious matters.

Confidentiality: Any concerns raised will be treated with sensitivity and discretion. The identity of the person raising the matter will be kept confidential if so requested, for as long as possible if this is compatible with a proper investigation.
RAPAID has an obligation to ensure that any member who makes a disclosure will not be penalised or suffer any adverse treatment in doing so. RAPAID will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect members when they raise a concern in good faith and use the procedures available to them. All suspicions, allegations and investigations will be kept confidential and shared with only those who need to know in accordance with the Data Protection Act (2018).

Policy Review:

This policy will be reviewed annually, or sooner if there has been a breach. The review will ensure the policy remains up to date in line with UK legislation and best practice, as well as assessing the effectiveness of how the policy is working in practice and taking action to address any identified issues.

Appendix A

RAPAID Safeguarding Contacts

Name	Direct email
Karl Baker	karl@rapiad.org

Appendix B

RAPAID Safeguarding Framework

