



# DERBYSHIRE CAVE RESCUE SAFEGUARDING POLICY

Prepared by James Blake. Approved on 27/01/2021.

To be reviewed by the Safeguarding Officer every 12 months.

## 1. INTRODUCTION

This policy sets out the approach that the Derbyshire Cave Rescue Organisation (DCRO) will take when dealing with safeguarding matters. DCRO is committed to creating and maintaining a safe and positive environment and accepts its responsibility to safeguard the welfare of young people and adults. We are committed to creating an open and inclusive culture that enables safeguarding, equality and diversity issues to be addressed.

This safeguarding policy applies to all individuals involved in Derbyshire Cave Rescue Organisation activities, including members of the wider community.

## 2. PRINCIPLES

- 2.1 All adults regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital, or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- 2.2 The rights, dignity and worth of all people will always be respected.
- 2.3 We recognise that ability and disability can change over time, such that some people may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- 2.4 We recognise that a disabled person may, or may not, identify themselves, or be identified as a person 'at risk'.
- 2.5 We all have a shared responsibility to ensure the safety and well-being of all people and will act appropriately and report concerns whether these concerns arise within DCRO, for example inappropriate behaviour of a volunteer, or in the wider community.
- 2.6 All allegations will be taken seriously and responded to quickly in line with DCRO Safeguarding Policy.
- 2.7 DCRO recognises the role and responsibilities of the statutory agencies in safeguarding people and is committed to complying with the procedures of the local safeguarding organisations.

## 3. REPORTING CONCERNS

- 3.1 If a team member becomes aware of, or suspects that abuse, or poor practice is taking place with respect to any person at risk within any team setting, then:

- If you think a crime is being committed, contact the police immediately by dialling 999. Afterwards, report the incident to the DCRO Safeguarding Officer. If the Safeguarding Officer is not available, or is implicated in the incident, then contact the DCRO Chair.
- If you do not consider a crime is being committed, but are still concerned, then report the incident, or situation to the DCRO Safeguarding Officer. If the Safeguarding Officer is not available, or is implicated in the incident, then contact the DCRO Chair.

Contact details for the Safeguarding Officer and Chair can be found by clicking [here](#).

#### **4. DEALING WITH CONCERNS, SUSPICIONS OR DISCLOSURE**

- 4.1** Upon receiving information regarding a concern, suspicion or disclosure, an investigation will take place by the Safeguarding Officer, or Chair and a Safeguarding Incident Form will be completed.
- 4.2** The Safeguarding Officer, or Chair may decide to set up a Case Management Group to investigate the incident. The Safeguarding Officer, or Chair and two members of the committee, not directly involved with the incident will form the Group.
- 4.3** Where required, we will use the [DCRO Grievance and Disciplinary Procedure](#) after the investigation is complete. This may result in disciplinary, or other measures to ensure that the incident is resolved and prevent a recurrence.
- 4.4** We will work effectively with other organisations to safeguard and promote the welfare of all people, including the necessary sharing of information.
- 4.5** The Safeguarding Officer, or Chair will keep the person raising the issue informed of the progress of the investigation. If the person who raised the safeguarding issue is unhappy with the progress, or conclusion of the investigation, they have a right to appeal to the DCRO committee.

#### **5. ROLE OF THE SAFEGUARDING OFFICER**

- 5.1** The Safeguarding Officer will produce and disseminate guidance and resources to support this policy.
- 5.2** The Safeguarding Officer will ensure that this policy is hosted publicly online for access as required.
- 5.3** The Safeguarding Officer will ensure the wider team are aware of their safeguarding responsibilities and source training as appropriate.

#### **6. HANDLING OF DATA**

- 6.1** DCRO is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and is stored and handled appropriately and in accordance with the provisions of data protection legislation.
- 6.2** Copies of the Incident Report Form and any associated documentation, or records of disciplinary action, will be held securely by DCRO for 20 years, or 7 years after the death of the person concerned, as detailed in the Retention of Incident Records Procedure.

## **Appendix 1: GUIDANCE AND LEGISLATION**

The practices and procedures within this policy are based on the principles contained within UK legislation and government guidance and take the following into consideration:

- Care Act 2014.
- The Children Act 1989
- Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- Human Rights Act 1998
- Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

The above Acts can be found on [www.legislation.gov.uk](http://www.legislation.gov.uk).

## Appendix 2: TYPES OF ABUSE AND NEGLECT

Abuse can take place in any context and by all manner of perpetrator, the below highlights behaviours and issues which could give rise to a safeguarding concern (this is not intended to be an exhaustive list). Many of these are unlikely to occur within DCRO, but are included for completeness:

1. **Self-neglect:** covers a wide range of behaviours including neglecting to care for one's personal hygiene, health or surroundings, and includes behaviour such as hoarding.
2. **Modern slavery:** encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
3. **Domestic abuse:** includes psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence.
4. **Discriminatory:** discrimination is abuse which centres on a difference, or perceived difference, particularly with respect to race, gender, disability or any of the protected characteristics of the Equality Act.
5. **Organisational abuse:** includes neglect and poor care practice within an institution or setting such as a club. This may range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
6. **Physical abuse:** includes for example, hitting, pushing, slapping or punching an individual and the inappropriate use of medication, restraint or inappropriate sanctions.
7. **Sexual abuse:** includes rape, sexual assault or harassment, indecent exposure, sexual grooming or coercion, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the person has not consented or was pressured into consenting,
8. **Financial or material abuse:** includes theft, fraud, internet scamming, coercion in relation to a person's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
9. **Neglect:** includes ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
10. **Emotional or Psychological abuse:** includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
11. **Cyber bullying:** occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the

perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

12. **Forced marriage:** is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 makes it a criminal offence to force someone to marry.
13. **Mate crime:** as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community, who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.'
14. **Radicalisation:** the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade individuals of the legitimacy of their cause. This may be direct through a relationship or through social media.



# DERBYSHIRE CAVE RESCUE ORGANISATION - DCRO

## DCRO SAFEGUARDING: INCIDENT REPORT FORM

For detailed questions, use a separate sheet if necessary.

| <b>INCIDENT DETAILS</b>                                 |  |
|---|--|
| Details where incident took place                       |  |
| Date of incident  |  |
| <b>YOUR DETAILS – PERSON COMPLETING THE FORM</b>        |  |
| Full Name   |  |
| Your position   |  |
| Phone   |  |
| <b>SAFEGUARDING INCIDENT DETAILS</b>                    |  |
| Full Name   |  |
| Address (inc. post code)                                |  |
| Phone   |  |
| Date of Birth   |  |
| <b>RELATIVE/ CARER/GUARDIAN DETAILS – IF APPLICABLE</b> |  |
| Name(s)   |  |
| Address (inc. post code)                                |  |
| Phone (if different to above)                           |  |
| <b>WITNESS DETAILS</b>                                  |  |
| Name (1)  |  |
| Address (inc. post code)                                |  |
| Phone   |  |
| Name (2)  |  |
| Address (inc. post code)                                |  |
| Phone   |  |



## DERBYSHIRE CAVE RESCUE ORGANISATION - DCRO

| INCIDENT DETAILS  |  |
|---|--|
| Date and time of incident   |  |
| Your observations, i.e., what is the nature of the concern (including dates, times and any special factors or other relevant information). Make clear distinction between what is fact, opinion or hearsay. Describe anything visible, e.g., bruising or other injuries, behavioural signs or indirect signs. Use additional sheets if necessary. |  |
|   |  |
| The person at risk's account, if it can be given, of what has happened and how any bruising or other injuries occurred (remember, do not lead the person – record actual details). Use additional sheets if necessary.  |  |
|   |  |
| Actions taken so far (including whether anyone else has been contacted and if so who?)  |  |
|   |  |
| Has anyone been alleged to be involved?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes give name  |  |
| OTHER PROFESSIONALS CONTACTED   |  |
| Have any external agencies been contacted (i.e., Police, Social Services, Adult Social Care etc). If yes, please provide details below.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>Police?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, which?  |  |
| Name and contact number   |  |
| Details of advice received  |  |
| <b>Social Services / Adult Social Care?</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, which?  |  |
| Name and contact number   |  |
| Details of advice received  |  |



## DERBYSHIRE CAVE RESCUE ORGANISATION - DCRO

|                            |                              |                             |
|----------------------------|------------------------------|-----------------------------|
| <b>Other?</b>              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, which?             |                              |                             |
| Name and contact number    |                              |                             |
| Details of advice received |                              |                             |

*Further Information:*

| YOUR SIGNATURE |  |
|----------------|--|
| Signed         |  |
| Print name     |  |
| Date           |  |

**REMEMBER to maintain confidentiality on a 'need to know' basis – only if it will protect the person at risk. Do not discuss this incident with anyone other than those who need to know.**

A copy of this form should be sent to [safeguarding@derbyshirecro.org.uk](mailto:safeguarding@derbyshirecro.org.uk)