

## Information and Resources

### Safeguarding Children and Vulnerable Adults

#### What to do if you are concerned about a child

**\*\*\* If your child is in immediate danger you should always phone 999 \*\*\*\***

If you have concerns about a child that is not an emergency, contact the specialist team at the AfC **Single Point of Access (SPA)** on **020 8547 5008** (Monday to Friday, 8am - 6pm) or **out of hours 020 8770 5000**. The SPA team are specifically trained to handle your enquiries, liaising with other teams to investigate concerns. The team also provides information and advice across a range of child and family services and is open to all (practitioner/member of the public). For more information visit [www.richmond.gov.uk/single\\_point\\_of\\_access](http://www.richmond.gov.uk/single_point_of_access).

**The Local Area Designated Officer (LADO):** works within Children's Services (AfC). They should be informed of all cases in which it is alleged that a person who works or volunteers with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child; or
- behaved towards a child or children in a way that indicates they are unsuitable to work with children.

Contact the **LADO** via the AfC **Single Point of Access** on **020 8547 5008**.

**Working Together to Safeguard Children:** All organisations in contact with children and families must follow the government statutory guidance "Working Together To Safeguard Children 2018" This includes voluntary and community organisations, faith groups, registered social landlords, CIOs, CICs and the private sector. [Download Working Together to Safeguard Children 2018](#).

**Charity Trustees Responsibilities:** The Charity Commission is very clear that all trustees of a charity (including management committee members of those that are too small to be registered) hold responsibility for safeguarding and must proactively take steps to prevent people, both children and adults from being harmed through contact with their organisation. Useful guidance includes:

- [Charity Commission Guidance](#): on protecting vulnerable groups including children
- [Charity Commission Guidance](#): on protecting charities from abuse for extremist purposes
- [NSPCC Free Safeguarding Children’s Tool and Resource Library](#): for organisations, art and sports clubs, youth clubs and service providers. The resources include codes of conduct, sample policies and case studies
- [Duty to Refer](#): If you remove a worker or volunteer from working in a regulated activity with children or adults in risk (or would have if they had not left first) because they pose a risk of harm to a child or vulnerable adult, you must make a referral to the Disclosure and Barring Service. [Download the DBS guidance](#).

**Achieving for Children (AfC)** is the local authority community interest company established and wholly controlled jointly by The Royal Borough of Kingston (RBK) and the London Borough of Richmond upon Thames (LBRUT) for the benefit of both local communities. AfC is been commissioned by both councils to run children’s services for both boroughs with the aim to deliver improved outcomes for children, young people and their families and carers. In September 2017 Windsor and Maidenhead joined the company. The scope of the services covered is:

- Prevention and Early Help
- Children’s Social Care
- Education Services
- Health Integration

For more information, visit [www.achievingforchildren.org.uk](http://www.achievingforchildren.org.uk).

**The Richmond Local Safeguarding Children’s Board (LSCB)** exists to ensure that everyone is working together for the safety and wellbeing of children and young people. It is a statutory requirement of every local authority to have an LSCB. It is made up of a named group of multi-agency professionals and is independently chaired.

[Heather Mathew](#) from Richmond CVS represents the voluntary sector on the LSCB. For more information about the Board and its activities and information and resources for practitioners, parents and carers, and children and young people, visit [www.kingstonandrichmondscb.org.uk](http://www.kingstonandrichmondscb.org.uk).

**The Kingston and Richmond LSCB Safeguarding Children's Guidance (The Green Book)** was specifically developed as a resource for the voluntary, community and faith sector to support them in their safe guarding practice. It contains a range of templates and up to date information across the wide range of child protection and safeguarding topics including radicalisation, FGM and child sexual exploitation. [Download the book from The Green Book](#).

**Local Safeguarding Children's Board (LSCB) training** is FREE to the voluntary and community sector. This is a really valuable resource, giving you opportunity to train with multiagency professionals on a wide range of safeguarding related topics. Online and classroom based learning is available. [Visit the Kingston and Richmond LSCB website](#).

**Achieving for Children (AfC)** also offer a range of training across children's service delivery including some safeguarding topics. Since June 2017 AfC has been using the signs of safety model as its primary operating model. It is intended to help practitioners with risk assessment and safety planning in Child Protection cases. AfC is offering free general briefings about signs of safety **OR** for those who attend CP conferences and core groups, a two day training. For information and to view course availability, visit [AFC CPD Online](#).

**NSPCC 24 hour helpline** (National Society for the Prevention of Cruelty to Children) 0800 800 5000

**The Child Online Protection Unit (CEOP)** works across the UK tackling child sex abuse and providing advice for parents young people and practitioners. It has a wide range of online resources and information suitable for all ages, and you can report concerns to their safety centre with one click of a button. It acts as a one stop shop for all online protection information and concerns. <http://www.ceop.org.uk>

**Heather Mathew, Richmond CVS Children and Young Peoples Strategic Lead Manager** is a member of the Richmond LSCB and represents the voluntary sector. She can support you in all matters relating to child protection and safeguarding including child protection policies, advice and support. Email Heather at [heatherm@richmondcv.org.uk](mailto:heatherm@richmondcv.org.uk) or call **020 8843 7945**.

## Safeguarding Adults

### What to do if you suspect abuse

If an adult is in danger first ensure they are safe. **If emergency help is needed dial 999.**

If it is not an emergency, contact the Richmond Council Adult Access Team. You can complete a form online or phone **020 8891 7971**.

Emergency out of hours number **020 8744 2442**.

**Current procedures:** LBRuT currently uses the 'Protecting Adults at Risk: London Multi-Agency Policy and Procedures' to safeguard adults from abuse. They have also developed their own local protocol to take account of responsibilities under the Care Act 2014. [Find more details at the LBRuT website.](#)

**Richmond Council's website:** provides information on different forms of abuse, including neglect. [Visit the Richmond Council website.](#)

**Safeguarding Adults Board (SAB):** Richmond Council works in partnership with other organisations through the Safeguarding Adults Partnership Board. The Board maintains consistent, cohesive partnership working by co-ordinating local partnership arrangements, to safeguard adults from harm. [www.richmond.gov.uk/sab](http://www.richmond.gov.uk/sab)

**Adults Training:** Adult Social Care training in Richmond is a shared service with Wandsworth. They offer FREE e-learning courses including online Safeguarding Level 1. To access the training you need to [register with TPD online.](#)

**Guide for Safeguarding and Volunteers:** Organisations who involve volunteers need to ensure they have an effective approach to safeguarding in place. They should also consider what level of safeguarding is proportionate to the activities their volunteers are involved in. This NCVO guide on [Safeguarding for Volunteer Involving Organisations](#) aims to help you think through developing a comprehensive approach. This guidance should not be a substitute for a safeguarding policy or for relevant training where required.

**The Ann Craft Trust:** is a leading provider of safeguarding training, consultations and safeguarding adult reviews working across the UK to raise awareness and improve practice. <http://www.anncrafttrust.org>

**We can help...** Kathryn Williamson, Director of Richmond CVS, represents the voluntary sector at the Safeguarding Adult Board. [Email kathrynw@richmondcv.org.uk](mailto:kathrynw@richmondcv.org.uk).

## Adult and Children Safeguarding

### Advice and support for charities delivering international work

BOND is the UK network for organisations working in international development. It has a good set of guidance and a resource list that includes a focus on international work.

<https://www.bond.org.uk/resources/safeguarding-guidance-and-tools>

### Advice and support for Sport clubs and coaches

London Sport is the strategic agency that supports London to become a happier, healthier and more connected city through physical activity and sport. It offers low cost training and has a range of resources and guides that can support sports clubs and coaches in the safe delivery of their services. <https://london sport.org/safeguarding/>

**Advice and support for faith based organisations and religious institutions** Thirty One Eight is the new name for CCPAS (Churches Child Protection Advisory Service) getting its name from Proverbs 38.1 “speak out on behalf of the voiceless, and for the rights of all who are vulnerable”. It is an independent Christian charity providing professional advice in all areas of safeguarding children and adults at risk of harm. <http://www.thirtyoneeight.org>

### Whistleblowing

The law does not require employers to have a whistleblowing policy in place but the existence of a whistleblowing policy shows an employer’s commitment to listen to the concerns of workers. It also embeds the idea that workers will be protected if they raise genuine concerns and that the organisation wants to be transparent in its practices.

Whistleblowing law is located in the Employment Rights Act (as amended by the Public Disclosure Act 1998). It provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or if they have lost their job because they have ‘blown the whistle’. The Charity Commission has a helpline to report concerns and online guidance at <https://www.gov.uk/guidance/whistleblowing-guidance-for-charity-employees>.

### DBS checks for staff and volunteers

Information about DB requirements and a directory of online checking agencies can be found on the [DBS website](#). There is also a useful [DBS checking tool](#) that will help you assess whether your staff or volunteers require a DBS check.

Updated January 2019