

RSCDS Birmingham **Safeguarding Policy**

Commitment to Safety

1. RSCDS Birmingham (the 'Organisation') works actively to prevent harm and promote the welfare of all children and adults at risk that we interact with. This Safeguarding Policy applies to individuals referred to as 'Beneficiaries'.
2. The Organisation is committed to ensuring the safety and wellbeing of all the Beneficiaries, free from discrimination based on age, disability, race, religion, sexual orientation, gender identity, or any other protected characteristic.
3. This Safeguarding Policy adheres to the latest Safeguarding laws of England including relevant government guidance. If there is any conflict between this Policy and these laws, RSCDS Birmingham will always prioritise upholding the legal requirements.
4. RSCDS Birmingham has implemented this Safeguarding Policy in fulfilment of its obligations as a charity regulated by the Charity Commission for England and Wales.
5. For questions about this policy, please contact our designated Safeguarding Lead – Lottie Rowling in the first instance via email lottierowling@gmail.com or via phone 07860 562883

Safeguarding Policy Scope

6. This Policy applies to everyone representing RSCDS Birmingham in the UK, regardless of whether they are on the Committee or have another affiliation.
7. To ensure its effectiveness, RSCDS Birmingham may revise the policy at any time and it will be reviewed annually. We will communicate any changes transparently.
8. This Policy outlines RSCDS Birmingham's approach to harm prevention for its Beneficiaries through the conduct and practices of the Committee and individual Members.
9. This Safeguarding Policy applies to the Organisation and operation of all RSCDS Birmingham activities that involve children and adults at risk. These primarily include:
 - a. Dance classes
 - b. Workshops
 - c. Social dances
 - d. Demonstrations
 - e. Any other activities

Safeguarding Definition

10. The term 'Safeguarding' refers to practices and procedures designed to protect vulnerable individuals from harm or potential harm. It also promotes their overall wellbeing. Safeguarding is particularly crucial for children and adults at risk, with most legal obligations related to their care. This Policy specifically addresses:
 - a. Children, who are individuals under 18 years old (in England)
 - b. Adults at risk - defined as a person aged 18 or over who has needs for care and support (whether or not the local authority is meeting those needs) and who is experiencing, or is at risk of, abuse or neglect and, because of those needs, is unable to protect themselves from that abuse or neglect.

11. This Safeguarding Policy outlines RSCDS Birmingham's commitment to protecting its Beneficiaries from harm caused by:
 - a. RSCDS Birmingham activities, practices, and the potential for harm arising from the conduct of its Committee or individual Members, or
 - b. People and situations beyond RSCDS Birmingham and its Committee's control. This includes instances where the Committee are aware of, ought to be aware of, or reasonably suspect a situation that poses a safeguarding risk.
12. This policy defines a 'Safeguarding Concern' as any conduct or situation that a Committee Member or someone else suspects might violate the safeguarding commitments above.

How RSCDS Birmingham Protect its Beneficiaries: Key Safeguarding Measures

13. Prioritising child safety by following local safeguarding arrangements. These comprehensive plans, developed by local authorities, police, and healthcare providers, offer valuable leadership and guidance to ensure children's wellbeing.
14. Prioritising safeguarding adults by applying leadership and guidance provided by local Safeguarding Adults Boards.
15. All Committee Members will be made aware of how to identify and report safeguarding concerns. Also, the Organisation encourages them to report any Safeguarding Concerns they identify (set out below under the heading 'Procedures: Reporting').
16. We create a safe, accessible, fair and efficient space for all Committee Members and individual Members to raise safeguarding concerns (individuals, associates, beneficiaries, or anyone else involved). We expect all individuals to listen attentively and professionally. All reported concerns will be handled by designated individuals following the Organisation's relevant procedures (detailed below under 'Procedures: Investigation and Response').
 - a. RSCDS Birmingham has fair and objective procedures to address all safeguarding concerns, even when they involve Committee Members. Allegations are taken seriously, with the severity of the claims considered throughout the process. We are committed to protecting all parties involved. This means we will only share outcomes where necessary and once a thorough investigation is completed.
17. The Organisation will take reasonable steps to ensure that individuals acting on its behalf are suitable for their roles and understand their safeguarding responsibilities. This may include providing relevant information, guidance, training, or supervision appropriate to the role being undertaken.
18. The Safeguarding Lead is designated as the lead for safeguarding policies and procedures within RSCDS Birmingham.
 - a. If a concern involves the Safeguarding Lead, concerns should be raised with the Chair, Secretary or another Committee Member.
19. Every Committee Member should be aware of the details of this policy, and of their responsibilities. Where necessary and appropriate, they will be provided with information or training on:
 - a. Identifying and responding to abuse by recognizing signs of physical, emotional and sexual abuse, neglect, and exploitation.
 - b. Learn active listening skills and how to navigate disclosure of safeguarding concerns, including confidentiality.

- c. Follow reporting procedures by understanding when and how to report concerns using the Organisation's established procedures.
 - d. Stay informed by reading additional resources to stay up-to-date on safeguarding best practices.
20. All safeguarding information will be treated with the utmost confidentiality and security. This involves:
- a. Complying with UK data protection legislation, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
 - b. Following RSCDS Birmingham's data protection policies and procedures.
 - c. The Committee Secretary can be contacted by emailing rs cdsbirminghamsecretary@gmail.com or at 07986 543132 as a point of contact for questions or concerns about data protection and privacy.
 - d. Information relating to safeguarding concerns will be shared only on a need-to-know basis. However, confidentiality cannot be guaranteed where information must be shared to protect an individual or comply with legal obligations.
21. Building a safe environment by creating a culture of transparency and awareness to prevent harm. Encouraging open communication by informing Beneficiaries about the Organisation's safeguarding procedures and how to report any concerns.
22. Regularly reviewing all safeguarding policies and procedures to ensure they are up-to-date with safeguarding law and that they remain suitable for the Organisation's activities.

Committee Members' Responsibilities

23. All Committee Members are responsible for promoting the safety and wellbeing of all RSCDS Birmingham Beneficiaries by following all of the policies and procedures relevant to safeguarding all UK laws relevant to safeguarding. Specifically:
- a. All Committee Members play a role in keeping Beneficiaries safe and every role will be made aware of their responsibilities at the commencement of the role. In case of doubt, it is important to contact the Safeguarding Lead to clarify roles and responsibilities related to safeguarding.
 - b. Encourage all Committee Members to actively participate and ask questions if anything is unclear.
 - c. Do not risk the safety or wellbeing of any of the Organisation's Beneficiaries by avoiding any of the following situations:
 - i. Subjecting them to or facilitating abuse of any sort
 - ii. Engaging in any sexual activity with children (i.e. anyone under the age of 18)
 - iii. Participating in or facilitating any activities that may commercially exploit Beneficiaries
 - iv. Committee Members must report all Safeguarding Concerns that they have regardless of whether the concerns relate to potential wrongdoing of other Committee Members, Branch Members, other Beneficiaries, or external parties (e.g. teachers, musicians, Members of other RSCDS branch or members of the public)

Procedures: Reporting

24. To ensure the safety of RSCDS Birmingham Beneficiaries, Committee Members will be aware of how to recognize potential safeguarding concerns like abuse, neglect, and threats to wellbeing.

25. Members who identify a safeguarding concern/s should report it following the next steps:
 - a. Talk to the Safeguarding Lead in the first instance
 - b. If this is not possible, talk to the Secretary, Chair or another member of the Committee
 - c. Any individual may contact the police, local authority safeguarding team, or emergency services directly if they believe a criminal offence has been committed or if someone is at immediate risk of harm.
26. Members unable to follow the standard reporting steps should report the concern in another alternative way. This may occur if:
 - a. The concern involves the names Safeguarding Lead or another member of the Committee
 - b. In an emergency involving a risk of serious harm, the emergency services should be contacted directly (e.g. police, ambulance)
 - c. A Committee Member from another RSCDS Branch or the RSCDS national designated Safeguarding Lead may also be contacted (details of the current RSCDS Safeguarding contacts can be found here: <https://rscds.org/safeguarding-conduct/#category3>)

Procedures: Investigation and Response

27. All reported Safeguarding Concerns at RSCDS Birmingham are treated seriously and addressed promptly according to the following process:
 - a. The Safeguarding Lead (or alternative Committee Member) will gather sufficient information to understand the concern and determine whether referral to statutory authorities or other appropriate organisations is required. The Safeguarding Lead and/or Committee members will not undertake investigations that should properly be conducted by police, local authorities or other safeguarding agencies.
 - i. Where a referral to statutory authorities or another appropriate organisation is required, the Safeguarding Lead (or alternative Committee Member) will make that referral promptly. In such circumstances, the Organisation will not undertake any internal investigation that could interfere with or prejudice the work of the relevant authority. Any further action will be guided by the advice of that authority.
 1. Once the relevant authority has concluded its involvement, the Committee may review the matter internally, where appropriate, to identify any lessons learned and to determine whether any changes to the Organisation's policies, procedures, or practices are required to reduce the risk of similar concerns arising in the future.
 - ii. Where referral to statutory authorities or another appropriate organisation is not required, the Safeguarding Lead (or alternative Committee Member) may make such enquiries as are reasonably necessary to establish the facts of the concern and determine any appropriate action.
 - b. At least two Committee Members and the Safeguarding Lead will discuss any safeguarding concerns and possible next steps.
 - c. Where appropriate, the Safeguarding Lead and/or Committee Members will discuss the issues raised with the Beneficiary concerned.

- d. Where appropriate and without breaching confidentiality, depending on the nature of the concern, the individual raising concerns will be informed of progress and outcomes.
- 28. In case of breach of this Safeguarding Policy or safeguarding law by the Safeguarding Lead, Committee member or Branch Member/individual, they will be treated fairly but appropriate action will be taken to safeguard the Branch beneficiaries. Action may include asking an individual to relinquish Membership and leave the RSCDS Birmingham Branch.
- 29. External referrals or notifications (e.g. to police services or local authorities) will only be made when deemed necessary and strictly following applicable laws, including data protection regulations, to ensure the safety and wellbeing of Beneficiaries.

Key Contacts

Safeguarding Lead:

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Branch Chair

Bill Good
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Secretary

Nicola Scott
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07986 543132

Document signed: Lottie Rowling
Position: Safeguarding Lead, Committee Member
30/07/2026

Document signed: Bill Good
Position: Branch Chair
30/07/2026

Document signed: Nicola Scott
Position: Secretary
30/07/2026

Date to be reviewed: July 2029