

Safeguarding Children, Young People and Vulnerable Adults Policy

Rowheath Pavilion Christian Trust (RPCT) & Rowheath Pavilion Limited (RPL)

1. Policy Statement

Rowheath Pavilion Christian Trust (RPCT) and Rowheath Pavilion Limited (RPL) recognise their duty of care to safeguard and promote the welfare of children, young people and vulnerable adults. They are committed to safeguarding practices that reflect statutory responsibilities, follow government guidance and comply with best practice requirements.

RPCT and RPL recognise that safeguarding is everyone's responsibility and that all children, young people and vulnerable adults have an equal right to protection from harm, abuse and exploitation. The organisations will work with children, young people, vulnerable adults, parents, carers and statutory agencies to promote welfare and respond appropriately to concerns.

2. Purpose

This policy is intended to help RPCT and RPL:

- Protect children, young people and adults at risk using RPCT and RPL services and activities.
- Guide trustees, employees, volunteers, sessional workers and contractors on recognising, reporting and responding to safeguarding concerns.
- Promote safe practice in activities, recruitment, supervision, information sharing and record keeping.

3. Scope and Application

This policy applies to all trustees, directors, employees, volunteers, sessional workers, contractors, tenants, hirers, service users and visitors involved in or using RPCT and RPL services, activities, events and facilities. Failure to comply with the policy and related procedures will be addressed without delay and may result in exclusion from the organisation or action under relevant HR, volunteer or contractual procedures.

4. Definitions

Safeguarding: Safeguarding means protecting children, young people and adults at risk from harm, abuse, neglect and exploitation; preventing impairment of their health, wellbeing or development; promoting safe care and support; and taking action so they can participate safely in RPCT and RPL activities.

Child: A child is anyone under the age of 18. A young person remains legally a child until their 18th birthday, even if they are living independently, working, serving in the armed forces, in hospital, in custody, or otherwise in circumstances that may appear adult.

Adult at risk / vulnerable adult: An adult at risk is an adult who has needs for care and support, whether or not the local authority is meeting any of those needs; is experiencing, or is at risk of, abuse or neglect; and, as a result of those needs, is unable to protect himself or herself against the abuse or neglect or the risk of it. The term vulnerable adult may also be used in this policy to describe an adult at risk.

Safeguarding concern: A safeguarding concern is any worry, disclosure, allegation, observation or incident that suggests a child, young person or adult at risk may be experiencing, or may be at risk of, harm, abuse, neglect or exploitation.

Abuse, neglect and exploitation: Abuse may include physical, emotional, sexual, domestic, discriminatory, organisational, online, faith or belief-based abuse; neglect or self-neglect; bullying or cyberbullying; grooming; child sexual or criminal exploitation; trafficking; modern slavery; and female genital mutilation. Abuse or exploitation may come from family members, peers, people in positions of trust, online contacts or others a person meets in daily life.

Faith, belief or culture-related harm: Safeguarding concerns may include harm linked to faith, belief or culture, including spiritual abuse, coercive control, pressure to conceal abuse, or practices that place a child, young person or adult at risk. RPCT and RPL will ensure that Christian ethos, pastoral care, prayer, ministry or community relationships are never used to justify harm, discourage reporting or prevent concerns being referred to statutory safeguarding agencies.

Regulated activity: Regulated activity refers to specific work with children or adults that meets legal criteria for eligibility for a Disclosure and Barring Service check. RPCT and RPL will assess roles individually to determine whether a DBS check is required or appropriate.

5. Legal and Regulatory Framework

This policy has been drawn up based on legislation, statutory guidance and good practice guidance that seeks to protect children, young people and vulnerable adults in England. This includes the Children Act 1989, the Children Act 2004, the Care Act 2014, Working Together to Safeguard Children, Charity Commission safeguarding guidance, UK GDPR and the Data Protection Act 2018. A summary of key child protection legislation and guidance is available from NSPCC Learning.

6. Governance and Responsibilities

Trustees retain overall responsibility for safeguarding, even where day-to-day safeguarding responsibilities are delegated to a safeguarding lead or trustee. Safeguarding will be reviewed by the trustee board at least annually, and any serious safeguarding incident, allegation or near miss will be considered for reporting to the Charity Commission as a serious incident, as well as to statutory safeguarding agencies where required.

RPCT and RPL will maintain safeguarding arrangements that promote the welfare of children, young people and vulnerable adults and support safe practice across the organisation.

Activities involving children, young people or vulnerable adults will be planned with appropriate supervision, risk assessment and safeguarding arrangements in place. This includes considering ratios, venue safety, consent, transport, photography, toileting or personal care needs, lone working, online contact, and how concerns will be escalated during events or activities.

7. Training and Awareness

RPCT and RPL will provide appropriate safeguarding training for trustees, employees, volunteers, sessional workers and relevant contractors.

Anyone working or volunteering with children, young people or vulnerable adults must receive awareness training that enables them to:

- Understand safeguarding and their role in protecting children, young people and adults at risk.
- Recognise possible safeguarding concerns and take appropriate action.
- Know how and when to report a concern.
- Work with dignity, respect and appropriate boundaries.
- Understand this Safeguarding Policy and know where to find it.

8. Confidentiality and Information Sharing

RPCT expects all employees, volunteers and trustees to maintain confidentiality. Safeguarding information will only be shared with those who need to know in order to protect a child, young person or vulnerable adult, comply with legal obligations, or support appropriate referrals. Information will be handled in line with UK GDPR, the Data Protection Act 2018 and RPCT's Privacy Policy.

Information must be shared with the local authority where there is a concern that a child, young person or vulnerable adult is at risk of harm. If there is immediate danger, or a crime has been committed, the police must be contacted without delay. For further guidance on information sharing and safeguarding, see RPCT's Privacy Policy.

9. Recording and Record Keeping

A written record must be made for any safeguarding concern. The record must be factual, signed and dated, and include the person involved, the concern, actions taken, decisions made and the reasons for those decisions. All records must be stored securely and confidentially in line with UK GDPR, the Data Protection Act 2018 and RPCT's Privacy Policy.

Digital safeguarding records: Digital records must be stored only in RPCT/RPL's approved digital filing system, with access restricted to authorised safeguarding or senior staff on a need-to-know basis. Records must not be saved on personal devices, personal email accounts, USB sticks or unauthorised cloud storage, and must be labelled, retained and securely deleted in line with RPCT's Privacy Policy and retention schedule.

10. Safe Recruitment and Selection

RPCT and RPL are committed to safe recruitment practices that reduce the risk of harm to children, young people and vulnerable adults from people who are unsuitable to work with them or have contact with them. Recruitment procedures will include appropriate role assessment, application and interview processes, references, identity checks, consideration of gaps in work or volunteering history, and Disclosure and Barring Service checks where a role is eligible.

11. Social Media and Digital Technology

All trustees, employees, volunteers, sessional workers and relevant contractors must follow RPCT's Social Media Policy, Staff Handbook and Code of Conduct when using social media, mobile phones, cameras or other digital technology in connection with RPCT or RPL activities. Children, young people and adults at risk must not be photographed, filmed or identified online without appropriate consent and a clear safeguarding reason. Digital communication must be appropriate, transparent and consistent with safeguarding expectations.

12. Whistleblowing

RPCT and RPL encourage trustees, employees, volunteers, sessional workers, contractors and others working on behalf of the organisation to speak up promptly if they suspect dangerous, illegal, unethical or improper conduct, including failures to follow safeguarding duties or attempts to conceal safeguarding concerns. Safeguarding concerns must be reported in line with this policy. Where the concern relates to wider organisational wrongdoing, reprisals, concealment or failure to act, it should also be raised in line with RPCT's Whistleblowing Policy.

13. Safeguarding Procedure

If you are aware of, or concerned that, a child, young person or adult at risk may be at risk of harm, act promptly:

1. Report the concern as soon as possible to the relevant safeguarding lead, your manager, session leader or safeguarding trustee.
2. Make a factual written note as soon as possible. Sign and date the record.
3. Pass the record to the relevant safeguarding lead or safeguarding trustee, who will decide the next action and refer to the relevant authority where required.

In Birmingham, use the following referral routes:

Children and young people: contact Birmingham Children's Advice and Support Service (CASS) on 0121 303 1888 or email CASS@birminghamchildrenstrust.co.uk. Out of hours, call 0121 675 4806.

Adults at risk: contact Birmingham Adult Social Care on 0121 303 1234 or email CSAdultSocialCare@birmingham.gov.uk. For urgent out-of-hours adult safeguarding concerns, call 0121 464 9001 or email AMHPoutofhours@birmingham.gov.uk.

4. If there is immediate danger, or a crime has been committed, contact the police on 999 without delay.

Allegations or concerns about a trustee, employee, volunteer, contractor or anyone acting for RPCT or RPL must be referred promptly to the relevant safeguarding lead or safeguarding trustee and handled under safeguarding, HR and disciplinary procedures. Where a child is involved, advice should be sought from the local authority safeguarding team or Local Authority Designated Officer. Immediate protective action may be taken to reduce risk.

14. Important Contacts

Adult Safeguarding Lead	Tina Gaston · tina@rowheathpavilion.co.uk · 07519 773818
Under-18 Safeguarding Lead	Lynn Mixture · lynn@rowheathpavilion.co.uk · 07950 552148
Safeguarding Trustee	Wendy Sorbee

Birmingham safeguarding referrals

Children and Young People

Contact number: 0121 303 1888

Email: CASS@birminghamchildrenstrust.co.uk

Out of hours: 0121 675 4806 (Emergency Duty Team)

Adults at Risk

Contact number: 0121 303 1234

Email: CSAdultSocialCare@birmingham.gov.uk

Urgent out of hours: 0121 464 9001 or AMHPoutofhours@birmingham.gov.uk

Police

Emergency: 999

Non-emergency: 101

NSPCC Helpline
0808 800 5000

15. Related Policies

This policy should be read alongside RPCT's Safeguarding procedures, Recruitment Policy, Staff Handbook, Volunteer Policies, Code of Conduct, Privacy Policy, Social Media Policy, Whistleblowing Policy, Grievance Procedure, Disciplinary Procedure and Health and Safety Policy.

16. Review

This policy will be reviewed annually, or sooner if there are changes in legislation, statutory guidance, Charity Commission guidance, local safeguarding arrangements, organisational activities or lessons learned from an incident.

17. Trustee Approval

Approved by the Trustees of Rowheath Pavilion Christian Trust on behalf of RPCT and Rowheath Pavilion Limited.

Chair of Trustees	Wendy Sorby
Signature	Signature on file
Date	3/9/2026
Review Date	1/8/2027