



# Safeguarding of Children and Adults at Risk Statement and Policy for The Rivertime Boat Trust.

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## Safeguarding Statement

Introduction: Rivertime Boat Trust is a not-for-profit organisation, Charity Number is 1113992, whose registered office is Richmond House, Newlands Drive, Maidenhead, SL6 4LL. The Trust is managed by a Board of trustees, one of whom has responsibility for this policy.

At The Rivertime Boat Trust we believe that children, young people and vulnerable adults should never experience abuse of any kind. We also recognise and put great importance on our responsibility to promote the welfare of all children, young people and vulnerable adults and to operate in a way that protects them.

The purpose of this policy is to protect children and young people who receive any service from us by providing guidance and overarching principles to all Rivertime personnel.

All of our safeguarding procedures will be centred around the child, young person or vulnerable adult and the promotion of their wellbeing.

For purposes of clarity in this document Rivertime Staff includes paid staff and volunteers.

## Key Contacts

### Designated Safeguarding Lead (DSL)

<b>Name</b>	Lucy Herbert
<b>Position</b>	Managing Skipper
<b>Email</b>	skipper@rivertime.org.uk
<b>Telephone</b>	01628 780 700 / 07599 295 544

### Deputy Designated Safeguarding Lead (DDSL)

<b>Name</b>	Guy Fisher
<b>Position</b>	Manager



<b>Email</b>	manager@rivertime.org.uk
<b>Telephone</b>	01491 520 667

## External Contacts

### **Oxfordshire Local Authority Designated Officer (LADO) & Safeguarding Team**

LADO - Jo Lloyd

Safeguarding Team - 01865 810603 [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

### **Multi-Agency Safeguarding Hub (MASH)**

Phone: 0345 050 7666

Out of hours phone: 0800 833 408 to speak to the emergency duty team.

### **Oxfordshire Adult Safeguarding Board**

[www.oxfordshire.gov.uk/residents/social-and-health-care/reporting-concern](http://www.oxfordshire.gov.uk/residents/social-and-health-care/reporting-concern)

### **NSPCC**

0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Childline**

0800 1111

If you are concerned about extremism, or if you think a child might be at risk of extremism, contact the helpline on 020 7340 7264

**If you feel that the child or vulnerable adult is at risk of significant harm or is in immediate danger then call 999 and ask for the police.**

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## Roles & Responsibilities

The Designated Safeguarding Lead (DSL) will:

- Be responsible for safeguarding policies and procedures and should act as the main point of contact for staff, volunteers, parents, carers and passengers regarding safeguarding concerns.



The Deputy Designated Safeguarding Lead(s) will:

- Assume the lead safeguarding role in the event that the DSL cannot be contacted or is not available.
- All details should be passed onto the DSL at a later time.

The Board expects all Rivertime personnel to comply with the following guidelines:

- Act at all times in the best interests of the passenger
- Understand that all people, regardless of race, gender, religious beliefs, disability, age, sexual orientation, or identity, have a right to equal protection from harm.
- Some people are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- To be friendly and positive and to respond helpfully to all reasonable requests from carers.
- Not have physical contact with children and vulnerable adults except where it is absolutely necessary or to avoid an accident or injury to themselves or others on board the boat. In the event of this happening, a written record should be kept detailing the events, names, and witnesses.
- To carefully consider any situation which could give rise to any allegation whatsoever and to completely avoid such situations.
- Never be in a 1:1 situation with a child or vulnerable adult.
- Disclose all concerns or problems to the DSL or DDSL as soon as possible using the internal digital form provided or a paper form found on board placed in a sealed envelope.
- Record any concerns or disclosures confidentially
- Never discuss a safeguarding case with anyone else not directly involved in dealing with it.
- Never promise to keep secrets
- Never take pictures on their own phone device (only the Rivertime Owned Phone) and be aware of our Media and Social Media Policy.

Rivertime expects **all visitors** to Rivertime to comply with the following guidelines:

Never promise to keep secrets

- All our clients will have their own approved code of practice for dealing with matters relating to child and vulnerable adult's protection. We will expect the carers, teachers, parents and guardians who come on-board Rivertime to make us aware of any relevant issues and to be aware of our policy.
- We expect carers, teachers, parents and guardians to take full responsibility for all those in their care whilst on board Rivertime which includes the administration of medical, personal and intimate matters. RBT staff not being trained in moving and handling of people.



- At no time will children or vulnerable adults be allowed on-board without a carer, teacher, parent or guardian present.

## Type of Abuse

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Domestic Abuse:** the cross-government definition of domestic violence and abuse is: Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial



- emotional

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

**So-called Honour-Based Violence:** So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

**Forced Marriage (FM):** is a specific offence under section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

An FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

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## Recognising Abuse

There are many ways of recognising potential abuse. A lot of the signs or symptoms are similar for different types of abuse and equally many of the signs and symptoms do not necessarily mean abuse is taking place. As always, it is always better to report **all** concerns no matter how small because there may be other concerns that have been raised which build a bigger picture.

In no particular order signs and symptoms of abuse may include:

- Disclosure by an individual
- Signs of injury or bruising, particularly if:
  - On the back of hands
  - On soft tissue
  - Back of legs
  - On soles of feet



- Genital area
- Buttocks
- Outline of objects (e.g. hand mark, teeth marks, belt buckles etc)
- Multiple injuries at different stages of healing
- Multiple injuries in one area
- Change in character
- Reluctance to talk about home/school/friends/family
- Sudden weight loss/gain
- Anxious or 'clingy'
- Aggressive
- Sexual knowledge or language that is not age-appropriate
- Depressed
- Tearful
- Fearful of a person or occasion
- Lack of self-esteem or self-confidence

## Responding to a Disclosure

If someone should make a disclosure to you it is important to:

- Remain calm
- Take what the child says seriously
- Listen carefully without interrupting or prompting
- Reassure them that they are not to blame
- Let them know what you are going to do to help
- Make sure relevant emergency service is contacted if required
- Report what you have been told to the DSL (or DDSL) as soon as possible
- Record what was said and who was present, using the individual's words.

Try to not:

- Allow your shock or disgust to show
- Probe for more information than is given
- Make assumptions
- Criticise abuser
- Make promises you cannot keep
- Agree to keep information secret

You should never:

- Delay emergency action to protect the individual
- Express disbelief in what the individual is saying
- Try to investigate or question the individual, except to clarify what you have heard – especially in cases of suspected sexual abuse



The key is to make an accurate record of everything the individual tells you using, wherever possible, their own words. You can then read back the disclosure to them saying “So I make sure I have understood you correctly you are saying...”

This record can be made in any form but must be treated with complete confidentiality and should then be passed to the DSL or DDSL at the earliest opportunity.

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## Reporting Concerns and Disclosures

Everybody has a duty to report all concerns and disclosures. This can be made to the DSL or DDSL, alternatively, you can make a report directly to the local authority (see Key Contacts on page 2).

It should be made as soon as possible and in confidence. The disclosure or your concerns should not be discussed with anyone who does not need to be involved.

The individual should be told who is being involved, where the report is going to and what information it will contain.

It is advisable to involve the parents/carers in any disclosure unless there is a concern that they are either the perpetrator or are complicit in the abuse.

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## Allegations Against RBT Staff & Volunteers

All staff should take care not to place themselves in a vulnerable position with a passenger. It is always advisable for work with individual children or parents to be conducted in view of other adults.

We understand that a vulnerable adult, child or young person may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform their manager or the most senior member of staff available.





During any allegation, both the alleged victim and the staff member should be supported throughout the investigation process.

The manager on all such occasions will discuss the content of the allegation with the DSL who will, in turn, discuss the allegation with the LADO. Alternatively, anyone can raise a concern with the LADO directly if they feel it is necessary (see Key Contacts page 2).

If the allegation made to a member of staff concerns the manager themselves, the person receiving the allegation will immediately inform the DSL who will consult with LADO, without notifying the manager first.

If the allegation made to a member of staff concerns the DSL, the person receiving the allegation will immediately inform the LADO directly, without notifying the DSL first.

### **Whistleblowing**

We recognise that children and vulnerable adults cannot be expected to raise concerns in an environment where staff fail to do so themselves.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought by the DSL from the Designated Officers Team where necessary.

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## **Communications**

Staff should avoid:

- Communicating with passengers on a private 1:1 basis via text message, email, social media etc
- Interacting with passengers from personal social media accounts

All communications with students should be either via an The Rivertime Boat Trust email address or via The Rivertime Boat Trust social media accounts. If it is necessary to text or email a student directly because of logistical issues then this should be done to a parent's number or address or the main The Rivertime Boat Trust address/number should be copied on the communication.

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## Appropriate Recruitment

Appropriate Recruitment Safe recruitment and selection practice are vital in safeguarding and protecting children. The Rivertime Boat Trust recognises and takes seriously its responsibility to adopt a practice, which minimises risk to the children by ensuring that measures are in place through this practice to deter, reject or identify people who are unsuitable to work with them.

Appropriate checks are carried out on all new staff/volunteers. All staff must have a DBS check. It is the DSL responsibility to ensure best practice is followed.