

# SAFEGUARDING SUMMARY

## Document Information

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Type of document	Policy
Purpose of document	Summary of the full RCPsych Safeguarding Policy
Target audience	Employees, agency workers, patients, carers, volunteers, workers, members and other bodies the College works with (for example, delivery partners or connected charities)
Distribution	On website
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Author	SMT
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## Document Control

Version Number	Reason for Change	Description of Change	Date of Change	Author
SS220722	Review of Policy	To update text from Republic of Ireland to Northern Ireland	22 July 2022	HR Coordinator
SS020823	Review of Policy	Added the board of trustees contact details	August 2023	HR Adviser
SS050325	Review of Policy	Amended board of trustees details	March 2025	HR Adviser

## **SAFEGUARDING SUMMARY**

If you require reasonable adjustments to read this document or have any questions about the policy/procedure/guidance please contact [hr@rcpsych.ac.uk](mailto:hr@rcpsych.ac.uk)

### **WHAT IS SAFEGUARDING?**

The word 'safeguarding' in the United Kingdom is used to describe measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect.

As the College is an organisation that works closely with vulnerable groups and people with mental illness, intellectual disabilities and developmental disorders, it is very important to understand what safeguarding is and why it is important.

As well as safeguarding vulnerable groups, the College has a duty of care to ensure that no harm comes to those it works with from contact with our staff or volunteers because of the College's activities. Similarly, the Charity Commission's Guidance *Safeguarding and protecting people for charities and trustees* (updated on 1 June 2022) makes clear that a charity must take reasonable steps to protect from harm all people who come into contact with a charity (i.e. not just vulnerable beneficiaries like children and young people), including people who benefit from the charity's work, staff, volunteers and other people who come into contact with the charity through its work. The College takes seriously its obligations to operate in a way that ensures, so far as is possible, that its work does no harm to anyone with whom it engages. This Safeguarding Summary (and the College Safeguarding Policy and Procedures) focuses specifically on safeguarding children, young people and vulnerable adults. The College's obligations to protect other people who come into contact with the College from harm is dealt with in other policies (for example, the Anti-Bullying and Harassment Policy, the DBS check policy, the Protected Disclosure (Whistleblowing) policy and the Complaints procedure). Please refer to the Related Policies and Procedures section on page 13 of the College Safeguarding Policy and Procedures.

### **REPORTING SAFEGUARDING CONCERNS**

A safeguarding concern may arise in several ways. For example:

- You may witness abuse taking place
- A child, young person or vulnerable adult may tell you that they have suffered harm
- You may notice behaviour which gives rise to a suspicion that a child, young person or vulnerable adult has been harmed or is at risk of harm.

If you have a concern relating to a child, young person or vulnerable adult, you should take the following steps:

- If the child, young person or vulnerable adult or someone else may be in immediate danger, call the police or ambulance or both
- Discuss your concerns as soon as possible and within 24 hours of the concern arising with the appropriate person as set out below:

- a) If the College's Designated Safeguarding Lead (DSL) is available and does not have a potential conflict of interest in relation to the matter (for example, an allegation is made against them), the safeguarding concern should be reported to the DSL;
  - b) If the DSL is unavailable or has a potential conflict of interest in relation to the matter, the safeguarding concern should be reported to the College Deputy Safeguarding Lead (Deputy) unless the Deputy is also unavailable and / or has a potential conflict of interest in the matter;
  - c) If both the DSL and the Deputy are unavailable and / or have a potential conflict of interest in relation to the matter, the safeguarding concern should be raised with a member of College Senior Management Team (SMT) that is available and does not have any conflict of interest in the matter. In this instance, please contact HR Advisor for further information.
- Information should only be shared on a need-to-know basis – you should otherwise keep the information confidential.

It is the responsibility of all those who work with the College to report any safeguarding concern to the appropriate person.

You **should not investigate** any safeguarding concern yourself, as you may cause further harm.

## **SAFEGUARDING CONCERNS OUTSIDE THE COLLEGE**

If you are in a hospital, school or prison or any other environment outside College premises in respect of your role with the College, and you witness a vulnerable person being subjected to abuse or a vulnerable person makes a disclosure to you that they are being subjected to abuse in their hospital/ward/prison, please inform staff at the service immediately for them to investigate and take appropriate steps. You should also inform the appropriate person (as set out on page 2 above) as soon as possible about the concerns and what actions have been taken to report the issue.

## **COLLEGE SAFEGUARDING POLICIES**

All College employees, agency workers, patients, carers, workers, volunteers, trustees, members and other bodies the College works with should familiarise themselves with the College Safeguarding Policy and Procedures. It gives further information on:

- How to raise a concern
- Prevention
- Recognising signs of harm or abuse
- Safer recruitment (including criminal record checks)
- Photography and image sharing
- Guidance on dealing with disclosures of harm or abuse

These groups should also familiarise themselves with the related policies and procedures as set out on page 13 of the College Safeguarding Policy and Procedures.

We understand that safeguarding can be a sensitive and complicated issue and the College will provide support to any member of staff or anyone working on behalf of the College.

The College has leads for safeguarding who you should approach if you have any questions or concerns. They are:

### **DESIGNATED SAFEGUARDING LEAD (DSL)**

Name: Peter Thompson, Senior Associate Director of CCQI

Phone: 020 8618 405

Email: [Peter.Thompson@rcpsych.ac.uk](mailto:Peter.Thompson@rcpsych.ac.uk)

### **DEPUTY DESIGNATED SAFEGUARDING LEAD (DEPUTY)**

Name: Marcia Cummings, Director of HR

Phone: 020 8618 4103

Email: [Marcia.Cummings@rcpsych.ac.uk](mailto:Marcia.Cummings@rcpsych.ac.uk)

**or email [Safeguarding@rcpsych.ac.uk](mailto:Safeguarding@rcpsych.ac.uk)**

**BOARD OF TRUSTEE LEAD FOR SAFEGUARDING**

Name: Meera Nair

Email: Meera.nair@mft.nhs.uk