

Safeguarding of Beneficiary S.O.P

There are four main categories of abuse:

Physical abuse: When a beneficiary is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.

Neglect: Persistently failing to meet a beneficiaries basic physical and/or psychological needs usually resulting in serious damage in their health and development. Neglect may involve a parent or carer failing to provide adequate food, clothing and shelter, ensuring adequate supervision or access to appropriate medical care or treatment

Sexual abuse: Forcing or enticing a beneficiary to take part in sexual activities. It doesn't necessarily involve violence and the beneficiary may not be aware that what is happening is abuse. Sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the beneficiary sexually. Non-contact abuse happens when the beneficiary is exposed to sexually explicit inappropriate language or showing a beneficiary any type of sexual and/or pornographic material.

Emotional abuse: Usually persistent and, over time, it severely damages a person's emotional health and development. It can take the form of constantly putting a beneficiary down, shouting at a beneficiary, calling them names, humiliation, persistently ignoring a beneficiary and acting in anyway which is detrimental to the beneficiaries self-esteem.

Please take note that this is not an exhaustive list and the presence of one or more of the indicators is not proof that abuse is actually taking place. Any concerns you have about any child must be handled appropriately.

Any concerns or disclosure must be reported to the RDA centre appointed safeguarding officer (CSO) "GM / Honorary Secretary"

The CSO is the first point of contact for staff, volunteers, young people or parents/guardians for any issue concerning safeguarding, child protection, welfare, poor practice or potential/alleged abuse.

It is important for those working or volunteering in our program to adopt the following guidelines:

- Always work in an open environment, ensuring that, where possible, interactions take place in view of others and with the consent of those involved
- Treat all beneficiaries fairly and with dignity and respect irrelevant of gender, ability, race, ethnicity or sex
- Ensure that the beneficiaries welfare is always of paramount concern
- Recognise the needs of each individual beneficiary to avoid undue pressure
- Build and maintain friendly, balanced and appropriate relationships with beneficiaries; including parents/carers where possible
- Do not engage in any rough, physical or sexually provocative games or behaviour
- Do not show any form of favouritism
- Giving/receiving hugs with beneficiaries is not acceptable, 'high fives/hand shakes' are more appropriate.
- Do not shout, making any negative comments or any other form of bullying
- Do not use any harassing, discriminatory or provocative language
- Do not spend any time alone with a beneficiary in any 1:1 situation
- Do not assist any beneficiary to the bathroom, please call the parent/guardian/caregiver to assist them with this