



# ROYAL SOCIETY OF CHEMISTRY

## UK Adult Safeguarding Policy

We are committed to reviewing our policy and good practice annually, or in the following circumstances:

- After a change in legislation and/or government guidance
- As a result of any significant change or event

Version Control			
Version	Author	Date	Changes
1.0	Magda van Leeuwen and Rio Hutchings	March 2022	Final version
1.1	Magda van Leeuwen	March 2023	Review, edits reflect changes in policy hierarchy

Document Control	
<b>Document Title</b>	UK Adult Safeguarding Policy
<b>Version number:</b>	1.1
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<b>Original Authors:</b>	Magda van Leeuwen, Designated Safeguarding Lead
<b>Reviewed by:</b>	Leadership Team
<b>Approved by:</b>	Audit and Risk Committee
<b>Date of next review:</b>	March 2024

## 1. Purpose & Scope

- 1.1. The purpose of this policy and associated procedures is to provide clarity to Royal Society of Chemistry Trustees, staff, contractors and volunteers on how they should engage with adults at risk when working for, on behalf of, or in partnership with RSC.
- 1.2. This policy serves to ensure that staff, contractors, volunteers and other representatives are protected.
- 1.3. This policy and associated procedures are intended to provide a common understanding of safeguarding issues, develop good practice across the diverse areas in which we operate and thereby increase accountability in this aspect of our work.
- 1.4. This policy constitutes RSC's policy for the UK and complies with the RSC Global Safeguarding Policy.
- 1.5. Any breach of this policy will be treated as a disciplinary matter, which may result in immediate termination of employment or contract, withdrawal of volunteer status, and reporting to the police, relevant regulatory authority or other body.

## 2. Legal Framework

- 2.1. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect adults at risk in the UK. We are fully committed to complying with all UK safeguarding legislation and guidance including
  - General Data Protection Regulations, 2018
  - Care Act 2014
  - Mental Capacity Act 2005
  - Safeguarding Vulnerable Groups Act 2006
  - Human Rights Act 1998

## 3. Related Policies and Procedures

- 3.1. This policy should be read alongside our **Safeguarding Adults at Risk procedures and processes**.
- 3.2. This policy also needs to be read in conjunction with our policies and procedures on:
  - RSC Professional Practice and Code of Conduct
  - RSC Volunteer Problem Solving Policy
  - RSC Volunteer Principles
  - RSC Volunteer Safer Recruitment Policy
  - Health and safety policies and procedures
  - RSC Photography and filming policy
  - Staff handbook including:
    - Code of Conduct
    - Dignity at Work Policy
    - Disciplinary Policy
    - Data Protection Policy
    - Data Retention Policy
    - Whistleblowing

## 4. Guiding Principles

- 4.1. The RSC is committed to safeguarding and promoting the welfare of all adults at risk engaged in the breadth of its activities. The RSC acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse or neglect.

**Definition:** Adults at risk are defined by the Care Act 2014 as individuals aged over 18 who:

- have needs for care and support (whether or not the local authority is meeting any of those needs) and
- is experiencing, or at risk of, abuse or neglect and
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect

A separate 'RSC Safeguarding Children' policy exists and should be referred to for safeguarding for under 18s.

- 4.2. Safeguarding is everyone's responsibility and the welfare of adults at risk involved in our activities is paramount.
- 4.3. Everyone who participates in activities and engages with services at the RSC, or run by RSC staff, contractors and volunteers, is entitled to do so in a safe and enjoyable environment.
- 4.4. All people, without exception, have the right to protection from abuse regardless of age, gender, ethnicity, disability, sexuality or beliefs.
- 4.5. No adult must be treated any less favourably than others in being able to access our services which meet their particular needs.

## 5. We will seek to keep adults at risk safe by:

- 5.1. Valuing, listening and respecting them.
- 5.2. Appointing a Designated Safeguarding Lead, Designated Safeguarding Officers (DSOs), Leadership Team leads for safeguarding and a lead Trustee for safeguarding.
- 5.3. Adopting appropriate safeguarding best practice through our policies and procedures.
- 5.4. Ensuring a robust 'safe' recruitment procedure is in place and that all RSC staff, contractors and volunteers who work with adults at risk are appropriate for that role and are provided with relevant training in safeguarding (or must evidence relevant training completed at an equivalent level in the last 2 years).
- 5.5. Taking seriously all suspicions and allegations of poor practice or abuse and responding swiftly and appropriately to them in accordance with current procedures.
- 5.6. Acting within our confidentiality policy and will usually gain permission from service users before sharing information about them with another agency.
- 5.7. Informing service users that where a person is in danger, or a crime has been committed then a decision may be taken to pass on information to another agency without the service user's or beneficiaries consent.

- 5.8. Making a safeguarding referral to the relevant local Safeguarding Adults Board as appropriate.
- 5.9. Keeping up to date with the national developments relating to preventing abuse and welfare of adults.

## **6. Questions about this Policy**

- 6.1. If you have any queries regarding how this Policy works in practice or do not understand anything in this Policy or related guidance and procedures, please contact the Designated Safeguarding Officers at [safeguarding@rsc.org](mailto:safeguarding@rsc.org).

## **7. Contact details**

### **7.1. Designated Safeguarding Lead (DSL)**

Name: Magda van Leeuwen

Email: [safeguarding@rsc.org](mailto:safeguarding@rsc.org)

### **7.2. Leadership Team leads for safeguarding**

Name: Sarah Robertson and Jo Reynolds

### **7.3. Lead Trustee for Safeguarding**

Chair of Audit and Risk Committee, currently Liz Rowsell