



YORK VIKINGS ROTARY

Safeguarding Policy

York Vikings Rotary Club Version 1.0 | Date: 3/5/26 Review Date:2/5/26

1. Policy Statement

York Vikings Rotary Club is committed to creating a safe, respectful, and inclusive environment for all members, volunteers, guests, and members of the public.

We recognise our responsibility to safeguard:

- Children and young people
- Vulnerable adults
- Members and volunteers
- The general public engaging with club activities

Safeguarding is everyone's responsibility. Any concern will be taken seriously and acted upon promptly.

2. Scope

This policy applies to:

- All Rotary Club members
- Volunteers and helpers
- Contractors engaged by the club
- Anyone representing the club at events or activities

It covers all club activities including:

- Meetings
- Fundraising events
- Community outreach
- Youth programmes
- Public-facing initiatives

3. Legal & Regulatory Framework (UK)

This policy is aligned with:

- The Children Act 1989 and Children Act 2004
- The Care Act 2014
- The Safeguarding Vulnerable Groups Act 2006
- The NSPCC safeguarding guidance
- Relevant local authority safeguarding procedures

4. Key Definitions

- Safeguarding: Protecting a person's right to live in safety, free from abuse and neglect.
- Child: Anyone under the age of 18.

- Vulnerable Adult: A person aged 18+ who may be unable to protect themselves due to age, disability, illness, or circumstance.
Abuse may include:
 - Physical
 - Emotional/psychological
 - Sexual
 - Financial
 - Neglect or omission
 - Discriminatory abuse

5. Safeguarding Principles

The club will:

- Put the welfare of individuals first
- Promote a culture of respect and dignity
- Act quickly on concerns
- Maintain confidentiality appropriately
- Work with statutory authorities when required

6. Roles & Responsibilities

Safeguarding Officer

The club will appoint a designated Safeguarding Officer responsible for:

- Receiving and recording concerns
- Acting as the first point of contact
- Liaising with authorities where required
- Ensuring policy compliance

Name: Ian Richardson Contact:07500 773111

All Members Must:

- Treat everyone with respect
- Report safeguarding concerns immediately
- Avoid situations that could lead to risk or allegation
- Follow this policy at all times

7. Code of Conduct

All members and volunteers must:

- Maintain appropriate professional boundaries
- Never engage in inappropriate or exploitative behaviour
- Avoid being alone with a child or vulnerable adult where possible
- Not exchange personal contact details unless appropriate and authorised
- Not consume excessive alcohol at events where safeguarding risks may arise

8. Safer Recruitment (Where Applicable)

Where the club runs youth or vulnerable adult programmes:

- Appropriate vetting checks (e.g. DBS) will be carried out
- References may be obtained
- Roles will be clearly defined

9. Reporting a Concern

If you have a safeguarding concern:

Step 1 - Immediate Risk

If someone is in immediate danger:

- Call emergency services (999)

Step 2 - Report Internally

- Contact the Safeguarding Officer immediately

Step 3 - Record

Provide:

- What happened
- Who was involved
- When and where
- Any witnesses

Step 4 - Escalation

The Safeguarding Officer will:

- Assess the concern
- Refer to local safeguarding authorities if required
- Maintain records securely

10. Confidentiality

- Information will only be shared on a need-to-know basis
- Confidentiality will not override safeguarding concerns
- Records will be stored securely in line with GDPR

11. Events & Public Interaction

For all events:

- A risk assessment will be carried out
- Safeguarding considerations will be included
- Clear supervision arrangements will be in place
- Incident reporting procedures will be communicated

12. Training & Awareness

The club will:

- Provide safeguarding awareness to members where appropriate
- Ensure the Safeguarding Officer is suitably trained
- Regularly review safeguarding procedures

13. Allegations Against Members

Any allegation will be:

- Taken seriously
- Investigated appropriately
- Reported to relevant authorities where required
- Managed to protect both the individual and the integrity of the club

14. Policy Review

This policy will be reviewed annually or following:

- A safeguarding incident
- Changes in legislation
- Organisational changes

15. Approval

Signed:  Name: Mick Fox
Position: PRESIDENT Date: 22/05/2026