



Title: Safeguarding Children and Vulnerable Adults	No.: S1	Approved:
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	Issue: 2	General Manager

1. Policy

The RSGB is committed to protecting children and vulnerable people from abuse, and supporting affiliated clubs in their endeavours in this respect, as a result of their amateur radio activity. The Society will take all appropriate steps, and will encourage affiliated clubs to do the same, to ensure that children and vulnerable adults can participate in society or club-organised events in a safe and secure environment.

2. Background

2.1 The whole area of safeguarding children and vulnerable adults is currently subject to much change. All clubs are reminded of their responsibility to take all reasonable steps to safeguard the welfare of children and vulnerable adults when they are engaged in club activity and/or on club premises.

2.2 A child is someone under the age of 18.

2.3 A vulnerable adult is someone aged 18 or over:

- who is, or may be, in need of community services due to age, illness or a mental or physical disability and
- who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation (Department of Health 2002).

Where this note refers to children, similar considerations apply throughout to vulnerable adults.

2.4 The Society has the responsibility for ensuring compliance with the regulations as far as its staff and volunteers are concerned. In practice this affects Registered Assessors (i.e. those who carry out practical assessments prior to Foundation and Intermediate examinations).

2.5 Clubs and independent training providers have the responsibility for ensuring compliance for volunteers who teach students or supervise examinations, within the context of their overall duty to protect children and vulnerable adults. This means trainers and examination Invigilators.



- 2.6 The Disclosure & Barring Service (DBS) Checks Guidance for Volunteering, formerly CRB, published in 2008 states that the decision as to whether to make a DBS check is a matter for the employer. Our legal advice is that “Employer” in this context means the RSGB for Registered Assessors, and clubs and independent providers for trainers and examination invigilators. It goes on to state that the decision should be part of an overall risk management process. The decision should, it states, be made “carefully” and “because there is a strong and demonstrable reason for doing so and not just in case”.
- 2.7 The “test” for assessing whether a person is recommended and eligible for a DBS check is if
- a) they engage in a “regulated activity” (in this case, any form of teaching, training or instruction of children and/or vulnerable adults) **AND**
 - b) they carry out this activity **EITHER** frequently (once a week or more) **OR** on more than 3 days in any 30 day period.
- 2.8 After careful consideration of the advice it is clear that
- Some trainers may fall within the definition in 2.7, depending on who they teach and how their teaching time is structured.
 - The role and scope of registered assessors do not fall within the definition in 2.7 and RSGB-sponsored DBS checks will cease. RSGB HQ will continue to take up references before registering assessors. Some registered assessors are also trainers, however, and may qualify for a DBS check depending on 2.7 above.
 - The role and scope of examination invigilators do not fall within the definition of a regulated activity. Some examination invigilators are also trainers, however, and may qualify for a DBS check depending on 2.7 above.
- 2.9 Notwithstanding the above, it may be that some trainers already have CRB/DBS clearance due to their activities outside of the club.
- 3.0 Procedure**
- 3.1 All RSGB Affiliated Clubs should formally adopt and implement the RSGB Child Protection Guidelines whether they teach students or not, and this should be made widely available. A copy is at Appendix 1. The RSGB Guidelines are also available on the website using the following link <http://www.rsgb.org/tutors/general/pdf/childprotection.pdf>
- 3.2 All independent clubs and independent training providers should develop a Child Protection Policy whether they teach students or not, and this should be made widely available. Guidance is



available on the RSGB website using the following link

<http://www.rsgb.org/tutors/general/pdf/childprotection.pdf>

- 3.3 All clubs should review their teaching schedules. If a trainer's teaching commitment falls within the definitions described in 2.7 above then a risk assessment must be undertaken by the club or independent provider to determine whether a DBS check is warranted. There should be consideration of how well the risk is mitigated by the attendance of parents or other responsible adults.
- 3.4 If the risk assessment causes the club or independent provider to decide that a DBS check is warranted then it is their responsibility to initiate the check. The General Manager is available for advice in such cases. Please send a copy of your risk assessment to gm.dept@rsgb.org.uk in the first instance.

If the trainer is an RSGB member, RSGB HQ will organise and fund an agreed check on their behalf. Non-members will need to make their own arrangements.