



# The Royal Scottish Forestry Society

February 2021

## Safeguarding policy

### Introduction

The Royal Scottish Forestry Society (RSFS) is committed to the protection of children and vulnerable adults (vulnerable people or vulnerable persons) and regards the safeguarding and promoting of the interests and wellbeing of vulnerable people as of paramount concern.

The RSFS considers it the duty of all those involved with the organisation, to prevent the physical, sexual or emotional abuse or neglect of vulnerable people with whom they come into contact, including reporting any abuse discovered or suspected.

### Definitions

**Colleague** refers to any person in a position of responsibility within RSFS either as a trustee, contractor, event organiser, event volunteer or other capacity.

**Delegate** refers to any attendee at an RSFS organised event, meeting or gathering whether they are a member of the RSFS or not.

**Safeguarding** means measures in place to protect the health, well-being and human rights of vulnerable persons, to enable them to live free from abuse, harm and neglect.

**Vulnerable people or persons** are defined as:

- all children and young people under the age of 18 years
- adults with care and support needs who may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be adults who are usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

### Scope of application

This policy applies to all RSFS Colleagues and all strategic and operational activities of the RSFS.

The purpose of this policy is:

- To protect vulnerable people who participate in any activity organized or run by the RSFS; and
- To provide Colleagues with the overarching principles that guide our approach to safeguarding



The RSFS believes that vulnerable people should never have to experience abuse of any kind. We have a responsibility to promote the welfare of the vulnerable and to keep them safe. We are committed to practice in a way that protects them.

## Legal Framework

This policy has been drawn up on the basis of laws and guidance applicable in Scotland that seeks to protect those who are vulnerable, namely:

The United Nations Convention (of the rights of the child 1992) states that each child has a right to be treated as an individual and have protection from all forms of abuse, neglect or exploitation. For a child to require protection from abuse it does not require it to have actually taken place but there must be prior assessment that identifies a significant likelihood or risk that abuse could occur.

The Protection of Vulnerable Groups (Scotland) Act 2007 aims to improve safeguarding for children and protected adults by preventing (barring) unsuitable people from doing regulated work through the maintenance of lists of disqualified persons. The RSFS does not engage in regulated work.

The Protection of Children (Scotland) Act 2003 defines children as anyone under 18 years of age. This act provides the legislative framework for Scotland's child protection system.

The Sexual Offences (Scotland) Act 2009 – Abuse of Trust makes it an offence for a person aged 18 years and over to have sexual intercourse or engage in any other sexual activity with or directed towards a person under that age if the person aged 18 and over is in a position of trust in relation to the younger person.

The Rehabilitation of Offenders Act 1974, as amended, requires that we do not discriminate unfairly against a trustee, volunteer, contractor or member on the basis of a spent criminal conviction or other information revealed by a check where it is not relevant to the requirements of the activity. Under Part V of the Police Act 1997, where a position is classified as being regulated work it is exempt from this Act and a PVG Records check will be conducted. The RSFS currently has no position to which this applies.

## We recognise that

The welfare of vulnerable people is paramount:

- Some of those who are vulnerable, due to the impact of previous experiences, their level of dependency, their communication needs or other issues;
- All those who are vulnerable regardless of their age, disability, gender, race, religious beliefs, sexual orientation or identity, have the right to equal protection from harm;



- Working in partnership with young people, their parents, vulnerable adults, carers and other agencies is essential in promoting the welfare of those we need to protect.

## Keeping safe

We will aim to keep vulnerable people safe by:

- Valuing them, listening to them and respecting them as individuals;
- Implementing thorough procedures and a code of practice for Colleagues that adopts child protection best practices;
- Developing and implementing an effective e-safety policy;
- Providing effective management for all Colleagues through supervision, support and training;
- Appointing Colleagues being aware of our safeguarding obligations and ensuring all necessary checks are completed;
- Sharing information about child protection and good practice with children, parents, staff and volunteers;
- Sharing concerns with relevant agencies and involving carers, parents and children appropriately;
- Making our policy and safeguarding expectations available on our website.

## Your responsibilities

All Colleagues are expected to report any concerns to the named person for safeguarding. If the allegation is against one of our Colleagues, seek advice from RSFS's safeguarding lead [insert the person's name]. If the allegation is against the safeguarding lead, seek advice from the President of the RSFS.

The designated safeguarding lead should be responsible for providing acknowledgement of the referral and brief feedback to the person raising the original concern. Feedback should be given in a way that will not make the situation worse or breach the General Data Protection Regulations or Act.

If the police are involved, and there is a presumption that they will be, then they should be consulted prior to giving feedback to the referrer to ensure any criminal investigation is not adversely affected.

The RSFS should not conduct its own safeguarding enquiry unless instructed to do so by the local authority or police.

## Review

We are committed to reviewing our policy and good practice annually:

This policy was last reviewed by the Board of Trustees on 1<sup>st</sup> February 2021.

Simon MacGillivray, President

XX February 2021



# The Royal Scottish Forestry Society

February 2021

## Safeguarding procedures

### Introduction

Safeguarding means putting measures in place to protect the health, well-being and human rights of vulnerable people, to enable them to live free from abuse, harm and neglect.

### Definitions

**Colleague** refers to any person in a position of responsibility within RSFS either as a trustee, contractor, event organiser, event volunteer or other capacity.

**Delegate** refers to any attendee at an RSFS organised event, meeting or gathering whether they are a member of the RSFS or not.

**Event** refers to any meeting of two or more Colleagues or Delegates organised under the authority of the RSFS.

**Safeguarding** means measures in place to protect the health, well-being and human rights of vulnerable people, to enable them to live free from abuse, harm and neglect.

**Vulnerable people or persons** are defined as:

- all children and young people under the age of 18 years
- adults with care and support needs who may be unable to protect themselves from harm or exploitation due to many reasons, including their mental or physical incapacity, sensory loss or physical or learning disabilities. This could be adults who are usually able to protect themselves from harm but maybe unable to do so because of an accident, disability, frailty, addiction or illness.

### Purpose and scope

These procedures apply to all RSFS Colleagues, including those of implementing partners whom it funds, and who we expect to work in accordance with our policies and procedures as a condition of their involvement with the RSFS. They provide guidance and information when dealing with safeguarding situations.

You may become concerned that a vulnerable person is at risk of harm or abuse when:

- observing a vulnerable person showing some discomfort when being handled by, or in close contact with another Colleague or Delegate;
- observing some behaviour in a vulnerable person which is unusual or quite out of character for them;
- observing injuries on a vulnerable person which cannot be reasonably explained;



- A vulnerable person tells you they have been abused or harmed directly (a disclosure);
- someone else Colleague, Delegate or member of the public tells you that they think a vulnerable person is being abused or they suspect they are or have been
- the behaviour or approach of a Colleague, Delegate or member of the public towards a vulnerable person makes you feel uncomfortable or concerned.

For details about the different types of abuse and other safeguarding issues see Appendix 4.

## Responding to concerns

Being a Colleague of the RSFS you may be in contact with vulnerable people, possibly with complex needs, as well as being involved with our operations. It is important that the safety and well-being of vulnerable people is paramount, and any disclosures or observations of abuse or neglect, or potential abuse or neglect, must be taken seriously at all times. Safeguarding Vulnerable Persons training will be provided for all Colleagues (see Appendix 7).

### Do's and Don'ts where you have a concern

Things to do	Things you don't do
<ul style="list-style-type: none"> <li>• Stop any other activity you are involved in, if possible, and focus on what the vulnerable person is telling you or what you are observing;</li> <li>• Remain calm and listen without interrupting, allow extra time if the vulnerable person has communication difficulties or differences in language;</li> <li>• Where possible make sure you are in a private place away from others, but not in a closed room, a corridor which is secluded or alone in a vehicle;</li> <li>• Reassure the vulnerable person that you are taking them seriously and that they are brave and they have done the right thing in telling you;</li> <li>• Keep questions to an absolute minimum to ensure that the vulnerable person has communicated in their own words, and avoid leading questions;</li> <li>• Explain to the vulnerable person that you need to discuss this with someone else in order to help them;</li> <li>• Inform the vulnerable person what will happen next, who has to be informed and why;</li> </ul>	<ul style="list-style-type: none"> <li>• Show that you are shocked or upset about this information or what you have observed;</li> <li>• Panic – the vulnerable person needs you to listen to them in a calm and concerned manner as this may be the first time they have shared this information;</li> <li>• Probe or ask leading questions;</li> <li>• Enquire into the details of the abuse;</li> <li>• Make the vulnerable person repeat the story unnecessarily;</li> <li>• Promise to keep it a secret or confidential;</li> <li>• Make any negative comments about the alleged perpetrator;</li> <li>• Make assumptions or suggestions as to what might have happened, stick to listening to the facts of the story that the vulnerable person is describing to you;</li> <li>• Contact or discuss your concerns with the family or carer of the vulnerable person if it may place the vulnerable person at risk of greater harm, or place yourself or others at risk;</li> <li>• Let any person suspected of perpetrating abuse know what is happening;</li> <li>• Physically examine the vulnerable person or ask them to remove clothing, e.g. to show</li> </ul>



Things to do	Things you don't do
<ul style="list-style-type: none"><li>• Seek consent from the vulnerable person, where appropriate, to share the information about your safeguarding concerns;</li><li>• Consider whether immediate action is needed to protect the vulnerable person who may be at risk;</li><li>• Report the matter in line with these procedures to the Designated Safeguarding Officer or alternate (see Section 3) and Flowchart (Appendix 1);</li><li>• Make a comprehensive and accurate record of what was said and/or what you saw using the incident form as soon as possible and within the timescales in Appendix 3. Include full name and date of birth of the vulnerable person about whom you are concerned. Ensure you clearly record the story relayed by the vulnerable person or your observations, sticking to the facts. If appropriate and you can reasonably obtain consent, you may wish to consider photographs or video of any injuries;</li><li>• Do continue your relationship with the vulnerable person as before, but do not pursue the matter any further or refer to it again unless the vulnerable person initiates the discussion.</li></ul>	<p>you a bruise or injury;</p> <ul style="list-style-type: none"><li>• Act without seeking help from the Designated Safeguarding Officer (DSO);</li><li>• Disclose the details of the allegation to anyone else, apart from the DSO and, if the allegation involves them, it must be passed to the President (see Appendix 2).</li></ul>

### Remember

If you have any concerns about a vulnerable person, however minor, do talk to the DSO as soon as possible, but at least within 24 hours.

If you think a vulnerable person is at immediate risk, follow these procedures and speak to your DSO without delay.

If a vulnerable person requires urgent medical attention or they are in immediate danger contact the relevant emergency service.

We recognise that a Colleague may experience emotional and practical difficulties when faced with a situation of having to report abuse and take action. However, you have an obligation to report any disclosure, suspicion or observed incident of abuse or neglect, and maintain your responsibility to safeguard the vulnerable person.



## Designated Safeguarding Officer role and responsibilities

The contact details for the RSFS Designated Safeguarding Officer (DSO) and alternates are in Appendix 2. This section of the procedures document focuses on the role and responsibility of the DSO.

The DSO and alternates are responsible for:

- providing information and advice to staff and volunteers concerned about the safeguarding of a vulnerable person;
- ensuring that all the relevant and key information about alleged or suspected abuse and/or neglect of a vulnerable person is recorded appropriately on the incident form, and that consent has been obtained to share this where appropriate, following an adequate risk assessment (see Safeguarding Risk Assessment Procedures) to prevent further harm, disrespect or indignity to the victim/survivor or others who may be affected;
- making a verbal referral to child/adult social care (Gateway services in Northern Ireland or other appropriate local agency outside the UK) in the first instance, following the local safeguarding children/adult procedures, followed up in writing within 48 hours;
- liaising with child/adult social care (or other appropriate local organisation outside the UK) regarding the outcome of the safeguarding referral and any multi-agency actions required.

The role and responsibility of the DSO is also detailed in the flowchart in Appendix 1.

Respecting confidentiality is most important between a Colleague and the DSO at this stage in order to ensure that the vulnerable person is not placed at further risk of harm. The information should only be shared with the appropriate people responsible for taking action, e.g. children's/adults social care, police (or other appropriate local organisation outside the UK).

Should the DSO have any issues about sharing information they should seek further advice from child/adult social care and keep a record of why this information has been shared, and with whom.

Please be aware of cultural and legal differences when dealing with concerns of abuse or neglect.

Any matters relating to confidentiality and information sharing will operate within the parameters of the Data Protection Act (2018) principles (Appendix 8).

The DSO will keep written records of all concerns relating to vulnerable persons, even when there is no need to refer the matter immediately.

Where a vulnerable person has made a disclosure and wherever possible/appropriate, the DSO should obtain written/verbal consent from them before sharing this information with the relevant authorities. However, there are some situations



where permission is not needed, e.g. if seeking permission should cause delay or increase risk.

The DSO should inform the President, unless the matter concerns the President, of any safeguarding vulnerable person incidents, and the course of action taken, immediately or at least within 24 hours.

All records of safeguarding vulnerable persons' incidents and concerns will be kept centrally by the Designated Safeguarding Officer and be processed and stored securely.

Abuse and neglect can take place within families but also outside, such as within organisations, usually those where there is easy access to vulnerable persons. This section relates to anyone who is working within the RSFS, whether in a paid or voluntary capacity, including those of its implementing partners whom we fund.

## Allegations against Colleagues

Where an allegation is made against a Colleague, we will follow the safeguarding procedures and comply with the RSFS Safeguarding Vulnerable Persons Policy and Procedures, and Complaints Policy.

### Allegations by members of the public

If a member of the public has a safeguarding concern about a Colleague's behaviour towards a vulnerable person, they should either ask to speak to the organiser of the event regarding their concerns, or alternatively make a complaint using the RSFS Complaints Policy which can be found on its website or accessed here. Concerns made to a Colleague, or by using the Complaints Policy, will be forwarded to the Designated Safeguarding Officer for action.

If an allegation is made by a member of the public to you about yourself as an RSFS Colleague you must contact the DSO as soon as possible, providing details in writing of the allegation and your account of the matter. The DSO will then advise accordingly.

### Allegations by Colleagues

If a Colleague within the RSFS is concerned about another Colleague's behaviour towards a vulnerable person, they should discuss this with the DSO in the first instance. If a Colleague has concerns about the DSO, then they should discuss this with the President, who will then be responsible for the appropriate actions.

The DSO discuss the concerns with the President on the same day. Following this discussion, a decision will be reached, following our safeguarding children or safeguarding adult procedures for managing allegations against Colleagues regarding what action needs to take place.

The DSO will be responsible for initiating this action. This may involve a referral to the local authority Social Work Department and or the police.



For allegations regarding staff and volunteers of implementing partners, the same procedures will be followed as appropriate.

Where there is an allegation of abuse or concerns raised against a Colleague, the DSO will discuss the matter with the President as a matter of urgency.

- A complaint against a volunteer, including a trustee will be dealt with under our Code of Conduct for Volunteers;
- A complaint against a contractor, including a trustee will be dealt with under our Code of Conduct for Contactors,

A Safeguarding Risk Assessment will also be undertaken where allegations are made about Colleagues. It is important that the member of staff or volunteer should not have contact with any vulnerable person during the investigation of the allegation.

### Management of allegations against Colleagues

It is important that all suspicions or allegations are taken seriously when they concern Colleagues and are acted upon in a timely manner.

The DSO will follow the safeguarding children or adult procedures for managing allegations of abuse against Colleagues.

There is an expectation that where allegations have been made, this should be recorded in writing within 24 hours, with as much detail as possible. Do not carry out an investigation without having had instructions from the local authority or police.

Where the allegation is regarding a child at risk the DSO, following the local safeguarding children procedures, will make a decision regarding whether it should be forwarded to the Local Authority's Designated Officer (LADO) to coordinate the investigation.

Where the issue is in relation to an adult at risk, the DSO, following the local safeguarding adult procedures, will make a decision whether it should be forwarded to the police and the relevant adult social care department manager, and identify which agency will be leading on the investigation.

A discussion and agreement must be reached with the authorities as to which agency will inform and update the family/parents/carers.

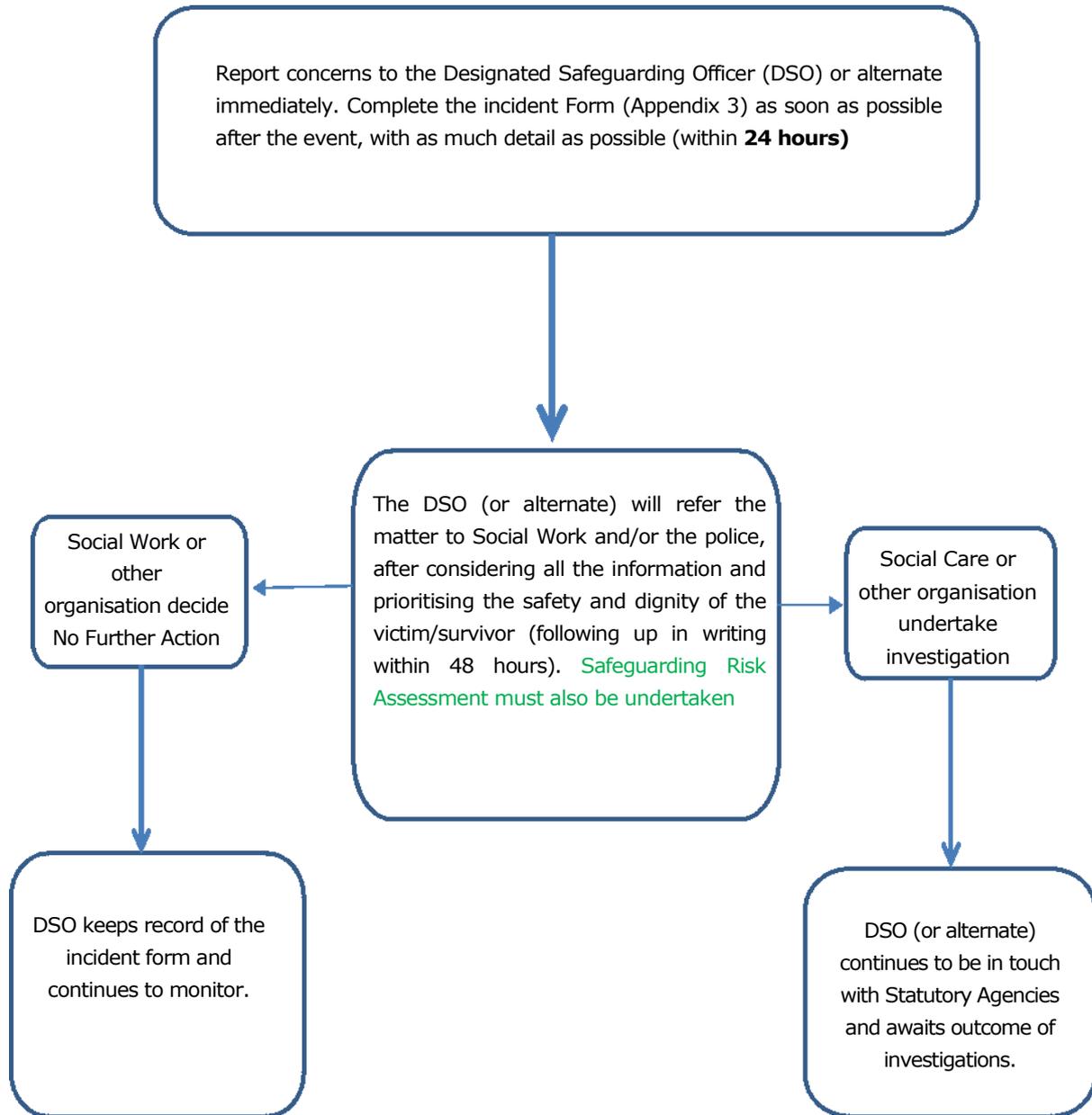
Any information regarding an allegation against a Colleague will be kept confidential and stored securely by the DSO.

Should the Colleague be found guilty of a criminal offence against a vulnerable person, or their behaviour contravenes good practice within the RSFS, then action under our Code of Conduct may be instigated which could lead to removal as a Colleague and as a Member of the Society. A Safeguarding Risk Assessment will also be completed to minimise any current or ongoing risk to vulnerable persons.



# Appendix 1

## Concern about the safeguarding of a vulnerable person, or the behaviour of a Colleague





## Appendix 2

### Contact details of the DSO and alternate

Designated Safeguarding Officer: WHO  
Email: Address  
Phone:

Primary alternate: Simon MacGillivray, President  
Email: Address  
Phone:



## Appendix 3

### Incident, Allegation & Suspicion of Abuse/Neglect Reporting Form

Details of person reporting incident
Date incident/concern reported:
Person recording the incident/concern:
Role:
Knowledge of and relationship to the vulnerable person:
Contact address:
Telephone:
Email address:

Details of the vulnerable person at risk
Full name of person at risk
Date of birth:
Contact address:
Telephone number:
Any special needs applicable



Details of incident
Location of incident/concern (where did it take place, describe the actual location):
Person recording the incident/concern:
Date and time of incident/concern:
Detailed information (where applicable in the vulnerable person's own words if possible):
Details of any observations made by you or to you <i>(e.g. description of visible bruising, other injuries, vulnerable person's emotional state, etc.). Make a clear distinction between what is fact and hearsay.</i> <i>(Also use this form to include any concerns you have about a Colleague or Delegate's behaviour in relation to a vulnerable person)</i>
Actions taken so far: <i>Have you reported it to the Designated Safeguarding Officer or alternate?</i> <i>Did you say anything to the vulnerable person about what would happen next? Make clear notes about what you have done so far and whether the vulnerable person's consent has been given to share information</i>

Details of alleged abuser
Name:
Date of birth (if known):
Relationship to vulnerable person:



Details of alleged abuser
Role within RSFS:
Contact address:
Telephone:
Email address:
Any other information

External agencies contacted					
	Yes/No	Contact name	Contact number	Date	Time
Police					
	Details of advice received in relation to the incident and any further action:				
	Yes/No	Contact name	Contact number	Date	Time
Social work					
	Details of advice received in relation to the incident and any further action:				
	Yes/No	Contact name	Contact number	Date	Time
Other statutory services					
	Details of advice received in relation to the incident and any further action:				
	Yes/No	Contact name	Contact number	Date	Time
GP, school, etc.					
	Details of advice received in relation to the incident and any further action:				



Please continue on an additional sheet providing any other information that you have; any discussions that have taken place with the Designated Safeguarding Officer, and any other actions by anyone by the RSFS or another organisation in relation to an incident or concern.

The DSO should add any extra information either on this form or on an additional sheet, and all this information should be kept secure and confidential, and a copy sent to the President.

I confirm these details are accurate and will remain confidential, and information is only shared in order to safeguard vulnerable persons.

Name of person completing the form:

Signature and date:

Name of DSO receiving and reporting on this form:

Signature and date:



## Appendix 4

### Types and definitions of abuse relating to safeguarding of vulnerable people

#### Definitions

The following definitions of abuse apply to all vulnerable persons, children and adults:

#### Physical abuse:

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a person. Physical harm may also be caused when a carer fabricates the symptoms of, or deliberately induces, illness in a vulnerable person.

#### Emotional/psychological abuse:

The persistent emotional maltreatment of a vulnerable person such as to cause severe and persistent adverse effects on the person's emotional development. It may involve conveying to a vulnerable person that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the vulnerable person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on people. These may include interactions that are beyond a vulnerable person's development capacity, as well as overprotection from and limitation of exploration and learning, or prevention of the person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing people to frequently feel frightened or in danger, or the exploitation or corruption of vulnerable people. Some level of emotional abuse is involved in all types of maltreatment of a vulnerable person, though it may occur alone.

#### Sexual abuse (including exploitation):

Involves forcing or enticing a vulnerable person to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving vulnerable people in looking at, or in the production of, sexual images, watching sexual activities, encouraging vulnerable people to behave in sexually inappropriate ways, or grooming a vulnerable person in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other vulnerable people.



### Neglect:

The persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or development.

Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a vulnerable person from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a person's basic emotional needs.

The following types of abuse only apply to adults with care and support needs, and not children:

Financial abuse: includes property theft, fraud, exploitation, internet scamming, pressure in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

### Discriminatory abuse:

This includes discriminatory and oppressive attitudes towards race, gender, cultural background, religion, physical and/or sensory impairment, sexual orientation and age.

Signs of discriminatory behaviour include:

- low self-esteem
- withdrawal
- depression
- fear or anger

Organisational abuse: can occur in any service provided to people with additional care and support needs. Indicators include:

- a culture of abusive behaviour
- a tolerance of abusive behaviour
- the repeated failure to prevent abuse or neglect within a service
- the incorrect use of restraint, isolation or unauthorised deprivations of liberty.

Repeated lower level or initially unsubstantiated concerns about a service may indicate possible organisational abuse or neglect.

Safeguarding concerns within a service relating solely to the behaviour of an individual staff member would not on their own usually be seen as organisational abuse, but where there are wider concerns about the culture, practice or supervision within an organisation this can indicate organisational abuse.



### Self-neglect:

There are many types of self-neglect, including hoarding, lack of self-care etc. There are many factors that can contribute to people neglecting themselves and putting themselves at risk. People who neglect themselves can often be at risk of other forms of abuse and exploitation.

### Domestic abuse:

Women's Aid defines domestic abuse as "physical, sexual, psychological, or financial violence that takes place within an intimate or family-type relationship and forms a pattern of cohesive and controlling behaviour. This can include forced marriage and so-called 'honour crimes'. Domestic violence and abuse may include a range of abusive behaviours that may not include physical violence".

Domestic violence and abuse should only need to be addressed under Safeguarding Vulnerable Persons procedures and guidance if:

- the person has care and support needs and as a result of these needs is less able to protect himself or herself from abuse;
- it is likely to be best for the person involved, taking into account their wishes.

### Modern slavery:

encompasses; slavery, human trafficking, child labour, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### Bullying:

The Anti-Bullying Alliance defines bullying as follows:

- bullying behaviour deliberately causing hurt (either physically or emotionally)
- bullying behaviour that is repetitive (though one-off incidents such as the posting of an image, or the sending of a text which is then forwarded to a group, can quickly become repetitive and spiral into bullying behaviour)
- bullying behaviour that involves an imbalance of power (the person on the receiving end feels like they cannot defend themselves).
- Bullying can take the following forms:
  - emotional – being unfriendly, ignoring someone, not involving them in activities, sending hurtful or tormenting texts, humiliating or ridiculing someone
  - physical – pushing, kicking, hitting, punching or pinching or any use of violence
  - racist – racial taunts, graffiti or gestures
  - disability – bullying because of how somebody looks or presents related to their disabilities. People with disabilities are more likely than their non-disabled peers to be excluded from activities
  - sexual – unwanted physical contact or sexually abusive comments. Sexual bullying can also relate to gender and gender identity and includes those who do not fit with the gender role prescribed to them



- homophobic – because of, or focussing on the issue of a young person’s actual or perceived sexual orientation
- verbal – in the case of people with disabilities this can take place in sign language – name calling, sarcasm, spreading rumours or teasing.

### Cyberbullying:

According to Internet Matters, cyberbullying is a growing concern.

Cyberbullying is when someone bullies another person using social media and messaging services on the internet through a mobile phone, tablet or some gaming platform. It is repetitive and causes a lot of distress. It can consist of a range of methods such as threats, intimidation, harassment, rejection, taunting and manipulation. It is important to be aware of this since, like all bullying, it is very upsetting and many vulnerable people find it hard to discuss.

### Radicalisation:

is defined as the process by which an individual comes to support any form of extremism or terrorism. It has the potential to cause significant harm to the individuals and to others and is therefore aligned to safeguarding principles.

Prevent is part of the UK's counter terrorism strategy, aimed at reducing the risk of people (including patients and/or staff) becoming involved and know who to discuss our concerns with.



# Appendix 5

## Colleague Code of Conduct

TO BE ADDED IN DUE COURSE



# Appendix 6

## Delegate Code of Conduct

TO BE ADDED IN DUE COURSE



## Appendix 7

### Safeguarding vulnerable persons learning and development strategy

TO BE ADDED IN DUE COURSE



## Appendix 8

### Principles of the Data Protection Act 2018

The Data Protection Act 2018 identifies eight principles for managing data. Data handled by the Royal Scottish Forestry Society will be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in line with your rights;
- secure;
- not transferred to other countries without adequate protection.