



SAFEGUARDING
CONSULTANCY & TRAINING

**THE RLB GUIDE TO
EFFECTIVE SAFEGUARDING
FOR EMPLOYERS**

EXPERIENCE - EXCELLENCE - EMPATHY

CREATING SAFER ENVIRONMENTS BY DELIVERING OUTSTANDING SAFEGUARDING TRAINING, EXPERT GUIDANCE, SERVICES AND SUPPORT

OUR RLB STRATEGIC PARTNERS



SAFEGUARDING

IS SAFEGUARDING IN THE WORKPLACE A THING?

Navigating the world of safeguarding at work is not an easy task, especially with ever-changing guidance or the lack of legislation, but we all have a continued responsibility for safeguarding people regardless of age.

Effective safeguarding works best when people operate within a 'culture of care' whereby everyone feels able to promote self and collective care, to look out for one-another, and know how to raise a concern or an issue about unsafe practices.

There will be many times when we will need to not only promote a culture of care and focus on prevention but to also act to prevent significant harm from coming to a person or others or when harm has already occurred.

It can feel like an enormous task and most Leaders, Managers, Employers, and Employees may not know where to start or if they are doing things in the right way. Our guide is has been developed to help you!



BUILDING SAFER WORKPLACES

There's plenty to learn about the modern approach to safeguarding at work

Often, it is assumed that safeguarding is for schools or charities, however 'safeguarding in the workplace' is now gaining both national and global recognition. Employers now have a legal and moral responsibility not just to protect, but also to proactively promote wellbeing and safety. Additional measures can be put in place when considering safeguarding measures for under-18s and work experience placements, apprentices and employees that may at times be identified as 'at risk or vulnerable'.

Frequently, certain issues stem from legislation not having caught up with the realities of the workplace, and a



Meet the founder

RLB Safeguarding Ltd is both founded and led by safeguarding specialist of 21 years, Rachael Bishop. Over the past decade it has been pioneering and redefining what it means to keep people safe at work.

lack of published safeguarding specific guidance. Occasionally personal or work-related issues can become a cause for concern, hence the need for employee assistance programmes and additional support services.

Beyond legal obligations

HR professionals and managers have long been addressing complex issues that are not always supported explicitly by employment legislation. When faced with

these recurring challenges, there is still an unspoken expectation or obligation whereby they should deal with the issue or support the individual with little or no training, and a lack of knowledge and internal procedures.

The most prevalent issues that fall under 'safeguarding' are mental health crisis, suicide, domestic abuse, different types of abuse and neglect, abuse of power from those in a position of trust, discrimination, and harassment.

TOO OFTEN, EMPLOYERS SEEK GUIDANCE IN THE EVENT OF A CRITICAL INCIDENT OR AFTER THE FACT

The ever-growing adoption of health and wellbeing and mental health first aid-style (MHFA) initiatives demonstrates that most businesses do this work without understanding the critical need for safeguarding oversight. Too often, employers will seek guidance from experts in the event of a critical incident or after the fact. Without safeguarding governance frameworks aligning with MHFA strategy, businesses consistently report near-miss risks and on occasion, suicides and other fatalities.

The consequences are people being hurt or aggrieved, and in some cases there is a death in service, suicide or murder that brings high-profile media attention. It can leave employers exposed to legal challenges, financial penalties and reputational damage.

What RLB Safeguarding can do for your business

RLB offers industry-led consultancy, policy development, accredited and bespoke training, audit services, and safeguarding lead supervision. Accreditation status ensures that its services align with recognised national standards, giving businesses credibility and reassurance.

RLB has worked with corporate and commercial clients to develop policies, deliver accredited training programmes and provide complex case advice and guidance. Clients report that they now have the confidence and assurance of compliance when dealing with complex or emergency safeguarding issues that felt bespoke to their business and people.

Hear from RLB's satisfied clients

"Working with RLB was so easy. An expert in the field takes the time to understand your requirements so that they can tailor their work to fulfil the needs of the organisation. Highly recommended for any of your safeguarding and mental health in the workplace governance needs."

HR MANAGER, NATIONAL AUTHORITY

"RLB truly listened to our needs in the business and were able to offer a bespoke and invaluable solution. RLB provided us with advice and have consulted us on cases, future processes, policies and areas of consideration. This relationship allows us to get familiar with a topic that no one internally specialises on or practices and was an eye opener. All of the support is greatly appreciated!"

HEAD OF PEOPLE, GLOBAL ENGINEERING BUSINESS

FIVE TOP TIPS FOR SUCCESS

RLB shares its most-followed advice on how SME owners should implement a safeguarding framework that is fit for purpose

- 1 Develop or review your business's existing safeguarding people policy and procedures.
- 2 Understand how safeguarding intersects with your people and industry (a 'business as usual' approach; nobody is expecting you to be emergency service professionals or to step over the line as an employer).
- 3 Provide regular training to increase awareness of safeguarding in the workplace, related issues, your reporting procedures, and roles and responsibilities.
- 4 Have a nominated and trained professional and deputy for advice and action.
- 5 Log and regularly review concerns and ensure data is used for lessons learnt and ongoing business improvements.

To find out how RLB can help your workplace, email: hello@rlbsafeguarding.co.uk
Book an appointment with Rachael Bishop at: calendly.com/rlbsafeguarding or scan the QR code to learn more



RLB
SAFEGUARDING
CONSULTANCY & TRAINING

RESPONSIBILITIES

WHAT ARE OUR RESPONSIBILITIES AS AN EMPLOYER?

- Your staff are your business- their physical and emotional wellbeing is paramount to an effective organisation. As an employer you therefore have both a legal and moral responsibility.
- **Legal requirements:**
- Health and Safety Law 1974
- Domestic Abuse Act 2021- Employers' duty of care
- Equality Act 2010- Worker Protection Act 2023
- Sexual Harassment, Bullying, Harassment and Discrimination
- HSE- Work Related Stress
- Safeguarding Vulnerable Groups Act 2006
-

“ You must fully understand your statutory and moral duties to embed a culture of safety. ”



ARE THESE RESPONSIBILITIES EXPLICIT WITHIN THE FOLLOWING?

- Policies and Procedures
- Contracts, operations, and expectations?
- Codes of conduct and behaviour expectations?
- Job Descriptions?
- Recruitment campaigns?
- Meetings and 1-1 sessions?
- Overall organisational governance?
- Checking and vetting processes?

GOVERNANCE

ARE POLICIES AND PROCEDURES UP-TO-DATE AND EFFECTIVE?

DO YOU HAVE RISK ASSESSMENTS AND ACTION PLANS IN PLACE?

DO YOU RECRUIT SAFELY AND HAVE A SINGLE CENTRAL RECORD FOR DOCUMENTS?

IS TRAINING RELEVANT, OFTEN AND BESPOKE ENOUGH FOR ROLES?

DO YOU RECORD EMBED LEARNING FROM LESSONS LEARNT?

DO YOU KNOW AND CONSIDER LOCAL/ NATIONAL RISKS?

DO YOU PROMOTE SAFEGUARDING EDUCATION AND AWARENESS?

DO YOU OFTEN SEEK STAKEHOLDER ENGAGEMENT AND FEEDBACK?

Without governance there is no accountability, oversight and assurance. Organisations do not often realise their governance is insufficient.

Safeguarding should be embedded through every department and initiative, like a golden thread.



PROCEDURES

HOW EFFECTIVE ARE YOUR PROCEDURES FOR THE FOLLOWING AND HOW DO YOU KNOW?

- Reporting a concern to the Designated Safeguarding Lead (DSL)?
- Reporting concerns about a DSL or colleague/manager concerning unsafe practice?
- Liaison with the Local Authority Designated Officer (LADO) for any staff allegations?
- Capturing low level concerns about staff or others?
- A person feeling confident enough to report the concern about themselves?
- Online safety within the organisation? Being able to access inappropriate material online and what online risks exist internally and externally?
- Mental health crisis and suicide prevention
- Suicide post-vention and death in service.

**Are policies and procedures regularly stress tested?
Are reported incidents dealt with in a timely manner
How do you know your practices are effective?**



“ Organisations should fully outline the steps and actions to be taken to protect a person's wellbeing and to keep people safe. ”

A CULTURE OF CARE

Safeguarding is not simply child or adult protection. It means to really build a culture that supports wellbeing, educates people to make more informed choices, ensures people understand how to access support and recognise concerns, and aims to prevent crisis or the event of abuse or exploitation from happening.

**BUILD STRONG
RELEVANT AND
MEANINGFUL
PARTNERSHIPS**

**CREATE
AWARENESS ABOUT
THEMES, RISKS,
HOW TO REPORT,
AND WHAT
SUPPORT IS
AVAILABLE**

**UNDERSTAND AND
APPLY LESSONS
LEARNT
INFORMATION**

**LISTEN TO ALL
STAKEHOLDERS
AND DO SOMETHING
MEANINGFUL WITH
THEIR FEEDBACK**

**TAKE A ZERO
TOLERANCE STANCE
TO ABUSE,
HARASSMENT, AND
DISCRIMINATION**

**ALWAYS HAVE THE
ATTITUDE OF 'IT
COULD HAPPEN
HERE'
IT PROBABLY IS!**

**STRESS TEST AND
STRESS TEST AGAIN
ANY INITIATIVES OR
PROCEDURES**

**TRAIN PEOPLE
APPROPRIATELY TO
THEIR ROLE AND
WHAT THEY NEED
TO KNOW**

SAFE RECRUITMENT

HOW EFFECTIVE ARE YOUR PROCEDURES FOR THE FOLLOWING AND HOW DO YOU KNOW?

- Do you have a Single Central Record in place with regular checking and vetting processes?
- Are recruiting staff/managers appropriately that are trained in Safer Recruitment? (At least one member of a panel should be).
- Are job advertisements explicit regarding safeguarding expectations and duty of care?
- Are candidates checked appropriately pre-interview?
- Are you completing online checks for potential candidates?
- Do you have a process for capturing low level concerns about staff or others?



“ We must adopt robust recruitment procedures to deter and prevent people who are unsuitable to work with children or adults at risk from applying for or securing employment, or volunteering opportunities in our organisations. ”

BEHAVIOURS

CODE OF CONDUCT AND EXPECTATIONS

- Have you thought about what you expect from others in terms of behaviours? What is not acceptable?
- Do you have a staff code of conduct and is it fully understood by colleagues?
- Does it include volunteers and sessional workers or any agency staff?
- Does it include Leaders, Managers and Trustee/Executive Board Members?
- Have the right colleagues had the correct level of Managing Staff Allegations training?
- Do your service users understand the expectations around their own behaviour especially when on your site?
- Do additional partners or stakeholders understand your expectations around behaviour?
- Are effective systems in place to deal with staff allegations?
- Are effective systems in place to deal with low level concerns?



“ Behaviour policies exist to help us protect people from abuse and understand how to conduct ourselves. We must be clear around what is expected of us as service users, employers, and employees. ”

MENTAL HEALTH

A CULTURE OF CARE FOR PEOPLE'S WELLBEING AND A COLLECTIVE CARE APPROACH

You must be aware of our duty of care towards supporting the health and wellbeing of service users, however this must extend to employees.

This includes considering wellbeing, health, and physical safety within the workplace. By implementing a best practice safeguarding framework alongside a Mental Health and Wellbeing strategy, it helps to create a wrap-around umbrella of support, and an inclusive culture that promotes safer working and learning environments for employees and learners to thrive in.

Happy, healthy, and motivated people really are the driver behind a successful business or organisation. When people are feeling their best, they really do thrive and when an organisation invests in their learners and employees' safety and wellbeing, it produces real results. At RLB, we have been helping businesses to do this successfully for over a decade.



It is also fundamental to align any Mental Health First Aid or Suicide Prevention strategies to your Safeguarding procedures and to ensure that you have the correct governance in place for mental health crisis, the prevention of suicide, postvention to suicide and support for those in Mental Health Advocate roles.

AUDIT OBJECTIVES

We all need a health check and our businesses do too

OBJECTIVE 1

Ensure there are clear leadership and accountability structures in place that are visible throughout the organisation. Demonstrate effective governance and roles and responsibilities for all levels.

OBJECTIVE 2

Ensure there are robust systems in place for preventing, effectively assessing and managing risks. Provide evidence of how these work in strategy and practice.

OBJECTIVE 3

Ensure that all colleagues and stakeholders have received appropriate training according to their role/responsibility. Demonstrate how it is fit for purpose and what impact it has on stakeholder confidence and understanding at their level.

OBJECTIVE 4

How can you demonstrate a clear culture of safety and support that exists alongside understanding and implementing stakeholder feedback?

OBJECTIVE 5

Ensure there is a broad and balanced promotion of awareness and support that builds resilience to safeguarding, social issues, online risks, extremism, and promotes cohesion and human values.

OBJECTIVE 6

Ensure that colleague wellbeing is high priority and that a culture of collective care is embedded.

ESSENTIALS



SOME OF OUR SAFEGUARDING TOP TIPS

- Ensure you have a fully comprehensive Safeguarding and Prevent policy that includes potential risks that could affect stakeholders including safer recruitment and appropriate checking guidance.
- Make sure stakeholders know how to raise a concern if they have or are being abused or exploited in any way. Having a point of contact to speak with if needed.
- Adopt a zero tolerance approach to any form of abuse, discrimination, bullying or harassment and continue to spread awareness about these topics throughout the organisation and beyond.
- Work in partnership with partners and provisions to increase positive outcomes by sharing information, good practice, and providing educational awareness opportunities.
- Embed learning into a person's personal development to ensure people understand potential risks and how to raise a concern if they have one. Keeping themselves and their families safe should be a priority.
- Ensure online safety is a priority and this should be reflected in all policies, procedures, and online systems that include remote learning or working from home arrangements.
- Consider additional risks such as peers/colleagues being abused by other peers/colleagues (child-on child abuse or peer-on-peer abuse).
- Risk assess situations and complete physical and psychological safety checks appropriately in line with Health and Safety legislation.
- Promote cohesion and inclusivity across all initiatives.
- Ensure colleagues have access to regular training appropriate to their job role. Involve parents/carers/emergency contacts where required or able.
- Adopt the attitude of "it could happen here", because we all know **it is!**

HOW RLB CAN SUPPORT YOU

OUR BESPOKE 3 PHASE APPROACH THAT HAS BEEN RECOGNISED AND IMPLEMENTED BY OUR CLIENTS

PHASE 1

You will be assigned a consultant who will get you to know your role and your organisation and either review and refresh or develop a safeguarding people policy bespoke to your organisation and people. This will be tailored to people of all ages, location, industry, legislation and guidance.

PHASE 2

We will support you to then implement and embed the policy and procedures using education and awareness training for various job roles with responsibilities with regards to people safety and mental health first aid style initiatives. We offer both accredited and bespoke training.

PHASE 3

We will then support you to implement your safeguarding and wellbeing strategy for your organisation using critical friend services, supervision, education, CPD opportunities, data, trends, support services and improvement planning.

JOIN OUR SPOTLIGHT COMMUNITY

- Each month RLB hosts a free and complimentary CPD session/opportunity for professionals to come together and network, learn, share stories and access support.
- Our lunch and learn session feature RLB trainers, guest speakers, free CPD and training on a variety of topics via an ever-growing networking forum.
- Check out our events page via our website or sign up to our newsletters for your invites and get to know us!



**IF YOU WANT LIVE
UPDATES ON LEGISLATION,
GUIDANCE AND NEWS
THEN SIGN UP TO OUR
ALERTS ON OUR RLB X
FEED.**



WE ARE HERE TO HELP

We know that the strategic management and oversight of safeguarding as well as the operational duties that come with it can be complex and sometimes feel like an overwhelming task.

We are here to help with over 21 years of experience and an empathic and supportive approach.

We offer any professional, organisation, or industry a complimentary initial consultation to discuss your needs.

Our services include bespoke and accredited training, consultancy, audit, and supervision.

So why not contact us and find out how we can support you!



ORGANISATIONS THAT TRUST RLB WITH THEIR SAFEGUARDING



Not sure what you need, feeling undecided, or just want to meet us?

Then contact us for a free consultation today!

07787243687

hello@rlbsafeguarding.co.uk

www.rlbsafeguarding.co.uk

Company number: 14032530

