

# Safeguarding Policy for Children and Vulnerable Adults

Rock City Academy

Effective Date: 4 August 2025 Last Updated: 4 August 2025

---

## 1. Policy Statement

Rock City Academy is fully committed to safeguarding the welfare, safety, and rights of all children and vulnerable adults involved in its programmes, services, or activities. We have a zero-tolerance approach to abuse, neglect, exploitation, or discrimination in any form.

We believe all children and vulnerable adults have the right to be protected from harm and to grow, learn, and thrive in a safe environment.

## 2. Scope of Policy

This policy applies to:

- All staff, teachers, volunteers, and contractors
- Students and programme participants
- Third parties working with or on behalf of the academy
- Visitors or guests interacting with children/vulnerable adults on-site or online

### 3. Definitions

#### a. Child

Any person under the age of 18 years, as defined by the Child Rights Act, 2003.

#### b. Vulnerable Adult

A person aged 18 or over who is unable to protect themselves from abuse or exploitation due to age, illness, disability, or mental capacity.

#### c. Safeguarding

Protecting a person's right to live in safety, free from abuse and neglect.

#### d. Abuse

Any act that results in actual or potential harm, including:

- **Physical abuse:** hitting, shaking, burning
- **Emotional abuse:** threats, bullying, humiliation
- **Sexual abuse:** inappropriate touching, exploitation
- **Neglect:** failing to provide basic needs or supervision

### 4. Legal Framework and Compliance

This policy is guided by the following Nigerian laws and international conventions:

- Child Rights Act (2003)
- Trafficking in Persons (Prohibition) Enforcement and Administration Act (2015)
- Nigeria Data Protection Regulation (NDPR, 2019)
- Convention on the Rights of the Child (CRC)
- UN Convention on the Rights of Persons with Disabilities

## 5. Responsibilities

### a. Management

- Ensure all staff are trained on safeguarding policies
- Designate a Safeguarding Lead/Officer
- Maintain reporting systems and incident documentation
- Regularly review safeguarding procedures

### b. All Staff and Volunteers

- Report concerns or disclosures immediately
- Avoid inappropriate physical contact or private, unsupervised meetings
- Maintain professional boundaries
- Treat all individuals with respect and dignity

## 6. Code of Conduct for Working with Children and Vulnerable Adults

### ? Always:

- Listen to children and adults respectfully
- Use appropriate language
- Work in open, visible settings
- Obtain consent before taking photos or videos
- Report concerns, even if they are only suspicions

### ? Never:

- Hit, slap, or physically punish
- Engage in sexual conversations or contact
- Use threatening, humiliating, or discriminatory language
- Give personal contact details or meet alone outside official activities
- Ignore a disclosure or delay reporting abuse

## 7. Recognising Abuse

Signs may include:

- Unexplained injuries or bruises
- Fear of certain adults or locations
- Withdrawal, aggression, or behavioural changes
- Inappropriate sexual behaviour or knowledge
- Poor hygiene or signs of neglect
- Repeated absences or lateness

## 8. Reporting Procedures

1. Respond calmly and listen—do not interrogate.
2. Record the facts (who, what, when, where).
3. Report the concern to the Designated Safeguarding Officer (DSO) immediately.
4. Refer: The DSO will determine if further action is needed (e.g., involving parents, police, or child protection services).

**?? Never promise confidentiality.** You may need to share information for the person's safety.

## 9. Designated Safeguarding Officer (DSO)

**Name:** Mr Tayo Are

**Position:** Designated Safeguarding Lead/Officer

**Phone:** +234 704949 3845

**Email:** hr@rockcityacademy.live

This person is the first point of contact for all safeguarding issues.

## 10. Training and Awareness

- All staff receive safeguarding training during induction
- Regular refresher sessions are conducted (annually or bi-annually)
- Visitors are briefed on safeguarding expectations
- Students are educated on their rights and how to report concerns

## 11. Confidentiality and Data Protection

- Information about safeguarding concerns will only be shared on a need-to-know basis
- All reports and case files will be securely stored in compliance with the NDPR

## 12. Policy Review

This policy will be reviewed annually or following any safeguarding incident or change in legal requirements.

**Next review date:** 03 August 2026

## 13. Contact and Emergency Numbers

- **Designated Safeguarding Officer** – Mr Tayo Are
- **National Agency for the Prohibition of Trafficking in Persons (NAPTIP)** – 0703 0000 203
- **Nigeria Police Child Protection Unit** – 112 or 199