

BECT Policy Front Sheet

Name of Policy	Safeguarding Policy
Policy Overview	
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Staff relevant to	All
Date of next Review	March 2025
Notes	For internal and external disclosure. To be available on website.

4. Who is a Child, Young Person, Adult at Risk?

Child/Young Person

A child or young person means someone who is under 18 years of age, that is, has not reached their 18th birthday.

For BECT, this could refer to the child/young person we are working with directly eg School Run, or the child of another person, with whom we are in contact in the course of our work. When concerns are raised about the child of a passenger or customer (child or vulnerable adult), the needs of the youngest takes precedence.

Adult at Risk

This policy applies to any 'Adult at Risk', defined by the Care and Support Statutory Guidance (revised October 2018) as the following:

Any person aged 18 or over who -

- has needs for care and support (whether or not the local authority is meeting any of those needs)
- is experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

BECT will sometimes be working with an Adult at Risk where a child/young person has reached 18 years and community care service support is continuing, usually short term. Also, BECT will come across Adults at Risk in the course of their work with families and customers. There may be occasions when we come across Adults at Risk within the household of, or associating with, a child/young person or parent we are working with and we will adopt a Family approach, working with adult agencies to also meet their needs.

Remember that members of BECT employed staff or volunteers may also be Adults at Risk.

5. Objectives of Policy

We will achieve a safe workplace by having these things in place:

- Safe organisational ethos
- Safe environment
- Safe processes for working with passengers and customers
- Safe collection and use of information, and ways of communicating
- Safe employees and volunteers

Principles

In support of these objectives, we are committed to the following principles:

To achieve a safe ethos, we will

- *Promote the safety of children, young people and Adults at Risk in all our work, both directly and indirectly*
- *Have in place quality assurance processes that help us to ensure we are all safeguarding in practice*
- *Treat all children, young people and adults fairly, regardless of gender, ethnicity, disability, sexual orientation or beliefs*

Where a child is disabled, injuries or behavioural symptoms may mistakenly be attributed to his/her disability rather than the abuse. Similarly, where a child is black or from a minority ethnic group, aggressive behaviour, emotional and behavioural problems and educational difficulties may be wrongly attributed to racial stereotypes, rather than abuse. Cultural and religious beliefs should not be used to justify hurting a child. Safeguards for all children and young people are the same regardless of disability or ethnicity.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces or causes ill health to a child whom they are looking after. This situation is called Induced Fabrication Illness by a Carer (formerly known as Munchausen's by proxy).

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Witnessing the harm of another person, such as in the case of domestic violence, is a form of emotional abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse & Sexual Exploitation

Sexual abuse involves forcing or enticing a child or young person to take part in, or observe, sexual activities, including sexual exploitation, whether or not the child is aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact or non-penetrative acts. They may include non-contact activities, such as involving children in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in Internet chat rooms, involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur as a result of maternal substance abuse during pregnancy. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Abuse of Disabled Children

Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

Forced Marriage

A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children or Adults at Risk of physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care. In the case of a young person at risk of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the young person.

Internet Harm

Sexual exploitation (see above) also includes non-contact activities, such as involving children in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour in Internet chat rooms, involving children looking at, or in the production of, pornographic material of watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Trafficking

Children can be trafficked into, within and out of UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children in this situation to give informed consent. Even when a child understands what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children are protected too.

Children are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them. Trafficking is carried out by individual adults and organised crime groups.

Sexual activity with child/young person under the age of 18, or living away from home Consensual sexual activity involving a young person under 18 years is not always abusive, but it may be. A child's or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a school bus driver); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

Child Criminal Exploitation

Child Criminal Exploitation is common in 'county lines' and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology. Criminal exploitation of children is broader than just county lines, and includes for instance children forced to work on cannabis farms or to commit theft.

7. What is Abuse of an Adult at Risk?

Abuse is a violation of a person's rights or dignity by someone else. It can be done by anyone including relatives and family members, professional staff, paid care workers, volunteers, other

Procedure for Making a Child Protection Report

<p align="center">Step One</p> <p>A child/young person makes an allegation or raises concerns about abuse, or your assessment of the level of risk to a child changes Or An allegation or concern is raised by someone about a child/young person</p>	
<p>Listen to the concern – do not ask detailed questions at this stage you are not an investigator</p> <p>Believe the child/young person</p> <p>Reassure them they have done the right thing by telling you</p> <p>Whilst not essential, try and obtain verbal consent for any actions you feel you need to take</p> <p>Explain what you will need to do with the information, who you will tell, who you won't tell, when you will tell, what might happen</p> <p>Do NOT promise that you can keep the information secret</p>	
<p align="center">IS THE CHILD/YOUNG PERSON IN IMMEDIATE DANGER?</p>	
YES	NO
<p>PHONE 999 AND REPORT TO THE POLICE or REPORT TO DERBYSHIRE COUNTY COUNCIL CHILD SOCIAL CARE 01629 533190 choosing the option for Urgent Child Protection Notify the Designated Safeguarding Trustee as soon as practical that this action has been taken</p>	<p>Continue to Step Two</p>
<p align="center">Is the child/young person under 18 years of age?</p>	
Yes	No
<p>Follow this safeguarding procedure for a child/young person under 18 years</p>	<p>Follow procedure for an Adult at Risk page 10</p>
<p align="center">Step Two</p> <p>Make an immediate record of the concern or allegation, include details of the referrer, any alleged victim, any alleged perpetrator/s, date and time, how received (phone, text, email, letter, in person)</p> <p>Remember to try and use the words used by the child or referrer</p>	
<p align="center">Step Three</p> <p>Discuss what immediate action to take with the Designated Safeguarding Trustee (Nicky Loveday 07870 412830) or the General Manager if the Designated Safeguarding Trustee is not immediately available.</p> <p>In the event that a Responsible Adult not connected with or implicated by the disclosure made by the child, such as a teacher, parent or carer, is immediately available, make a verbal report to them. Notify the Designated Safeguarding Trustee as soon as practical that this action has been taken.</p>	
<p align="center">Step Four</p> <p>You, or the Designated Safeguarding Trustee, will talk the report/concerns through with the Headteacher of the School, Parent/Carer or Duty Officer within Children's Social Care</p> <p>Irrespective of the outcome of Step 3, follow up by completing the Safeguarding 1 Form (Appendix 1 Pages 15-16) and emailing all details to the Designated Safeguarding Trustee (Nicky Loveday 07870 412830 safeguarding@bect.org.uk)</p>	
<p align="center">Step Five</p> <p>Check that all actions have been taken</p>	

8. Supporting Procedures & Processes

The following sections summarise the requirements of supporting policy, practice or procedures; readers should look at the whole policy or procedure for further information.

8.1 Recruitment of Trustees, Employees and Volunteers This section summarises some aspects of BECT's Recruitment Procedures. The procedures set out below apply to both paid staff and volunteers, including Trustees.

Applicants for both paid and voluntary positions that involve significant access to children, young people or Adults at Risk or their information will complete an initial application form designed to extract information about their past career, and to disclose any criminal record or other matter that has a bearing on their suitability to work with children. Failure to disclose relevant information will result in disciplinary action and possible dismissal. All Trustees, employees, and volunteers in direct contact with young people or Adults at Risk, and/or confidential information about them, will be subject to an enhanced DBS check on recruitment.

At least two references will be taken up in relation to trustees, employees and volunteers.

Posts will be subject to satisfactory clearance, and consent will be obtained from applicants to carry out Disclosures through the DBS, or a check through the DBS online portal. Please note, individuals registered on the DBS portal as volunteers, must undergo a new DBS check if they are moving into a paid role. This will help to establish whether applicants have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children or Adults at Risk. A new DBS will be completed – or online check carried out – every 3 years.

Where a prospective employee, volunteer or trustee does have a criminal record that does not prevent them from working with children, young people and/or Adults at Risk or acting in their particular role, their prospective line manager will have a discussion with them, and a risk assessment will be carried out to ascertain their suitability for the position for which they are applying. This assessment must be signed off by the General Manager.

We recognise that the absence of any relevant Disclosure does not guarantee that the individual is safe to work with children or Adults at Risk.

In line with GDPR, all information received in relation to applicants will be kept secure and treated with strict confidentiality.

The Board of Trustees recognises that BECT could take all reasonable steps to assess the suitability of a potential employee or volunteer to work with children or Adults at Risk, but that these do not guarantee that an individual is safe to work with children and/or Adults at Risk. Therefore, the Trustees and General Manager will ensure that appropriate management, supervision, and support systems are in place to reduce any risk to vulnerable people.

After appointment, all employees and volunteers will be inducted and trained in local safeguarding procedures and relevant BECT policies, and their performance, and their training and development needs will be reviewed regularly by supervising managers.

Designated Trustee for Safeguarding

- Receives and responds in a timely and decisive manner to requests for procedural advice or guidance from employees and volunteers
- Agrees when any formal action is needed to ensure that another organisation is carrying out its safeguarding procedure with respect to a child or Adult at Risk known to BECT
- Acts upon any concern raised about BECT or individual employee or volunteer practices in relation to safeguarding

The Designated Trustee for Safeguarding is Nicky Loveday. Contact on 07870 412830 or email safeguarding@bect.org.uk

General Manager

- Acts as the **BECT Designated Safeguarding Deputy**
- Ensures this policy and procedure is in place, is communicated to employees and volunteers, reviewed and practiced
- Puts in place arrangements to recruit, train and manage employees and volunteers to practice safely
- Receives and responds to requests for procedural advice or guidance from employees and volunteers in the absence of the Designated Safeguarding Trustee
- Agrees when any formal action is needed to ensure that another organisation is carrying out its safeguarding procedure with respect to a child or Adult at Risk known to BECT
- Acts upon any concern raised about BECT or individual employee or volunteer practices in relation to safeguarding
- Carries out an annual risk assessment and review of the safety of premises, activities, equipment and travel

Contact andy.coxon@bect.org.uk

Employees and Volunteers working with Children/Young People and Adults at Risk

- Act upon safeguarding concerns and allegations involving passengers or customers
- Report concerns and allegations according to these procedures to the Designated Safeguarding Trustee and agree what actions should be taken and by whom
- Act in a timely manner, taking account of the perceived level of risk, when the Designated Safeguarding Trustee or their Deputy is not available
- Record concerns, analysis of concerns, information, decisions, actions, clearly and promptly
- Support safeguarding investigations or plans by sharing information appropriately and working to the plan with the child or Adult at Risk
- Report safeguarding concerns to another safeguarding coordinator/s or manager/s, when these arise in the course of participating in events and activities where other professionals are the supervising workers (for example activities in settings such as schools, play facilities, day centres, residential units, etc.) Ensure a manager is aware of changes that might affect the assessment of the level of risk carried by a child or Adult at Risk they are working with, and generally work with the guidance and within the decisions of their line manager
- Report any concerns about safeguarding practice of a colleague or manager or Trustee to the person's line manager in the first instance, or to the Designated Safeguarding Trustee or the General Manager.

