**BECT Policy Front Sheet**

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| Name of Policy | **Safeguarding Policy** |
| Policy Overview |  |
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| Notes | For internal and external disclosure. To be available on website. |

**Safeguarding Policy**

# Introduction

Safeguarding is at the heart of all our work with children, young people and Adults at Risk. Bakewell and Eyam Community Transport (BECT) has a duty to ensure that it makes arrangements to safeguard and promote the welfare of children and young people, and to protect Adults at Risk from abuse or the risk of abuse.

The legislation and guidance relevant to safeguarding and promoting the welfare of children and Adults at Risk includes the following: The Children and Social Work Act (2017), The Children Act 1989 and 2004, Working together to Safeguard Children (2018), Care and Support Statutory Guidance (revised October 2018), The Crime and Disorder Act (1998), The Health and Social Care Act (2008) and the Care Act (2014).

# Scope of the policy

The policy is to be used by any member of staff or volunteer working directly with children and young people, and Adults at Risk, and also by any other support staff or Trustee of the organisation who become involved in a safeguarding concern in the course of their work for BECT.

This policy is reviewed, endorsed and approved by the Board of Trustees annually, or when legislation changes.

# Purpose of this Policy and Procedure

This policy and procedure sets out how BECT implements safeguarding for children, young people, and Adults at Risk with whom they come into contact in the course of their work.

BECT is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children, young people and Adults at Risk from abuse and neglect. This means following procedures to protect them and reporting any concerns about their welfare to the appropriate responsible adults and/or authorities.

This policy and procedure helps us to achieve this by:

* + Supporting us to safeguard children, young people and Adults at Risk in practice, by defining abuse and informing us what to do
  + Ensuring we all work to the same policy and procedure
  + Making sure we are accountable for what we do
  + Being clear what roles and responsibilities we all have in safeguarding
  + Saying what staff can expect from the organisation to help them work effectively

This policy is informed by and supports our organisational purpose and is how we comply with local Safeguarding Children and Adults at Risk policies and procedures in Derbyshire.

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| **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*

## To achieve a safe environment, we will

* *Ensure the welfare and safety of children, young people and Adults at Risk is paramount in all our activities*
* *Listen to employees, volunteers, passengers and customers and take account of what they tell us in making decisions about them*
* *Take all reasonable steps to protect employees, volunteers, passengers and customers from harm, discrimination, and degrading treatment*
* *Regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements, as outlined in the Health and Safety Policy*

## To achieve safe processes, we will

* *Nominate a Designated Safeguarding Trustee*
* *Take all suspicions and allegations of abuse, from inside or outside the organisation, seriously, and respond to them promptly and appropriately*
* *Be clear about everyone’s roles and responsibilities*
* *Implement safeguarding procedures that are compliant with the expectations of the safeguarding arrangements in Derbyshire*
* *Respond promptly and appropriately to concerns about how we implement safeguarding in practice within the organisation*

## To achieve safe information, we will

* *Be clear with employees, volunteers, passengers and customers how the things they tell us will be used*
* *Publish our Safeguarding policy on our website*
* *Communicate promptly and clearly within BECT and with external agencies, and follow the requirements of information sharing protocols in Derbyshire*
* *Remain aware of confidentiality and GDPR regulations but this should not stop us from sharing information if there is a safeguarding concern*
* *Keep good records of our work with passengers and also of our employees and volunteers*
* *Hold employee, volunteer, passenger and customer information in accordance with GDPR, and use it for agreed purposes only*

## To achieve safe employees and volunteers, we will

* *Recruit trustees, employees and volunteers with regard to their suitability for work with children and Adults at Risk, including use of enhanced Disclosure and Barring Service (DBS) checks*
* *Ensure employees and volunteers do not work unsupervised with children or Adults at Risk without a current DBS certificate*
* *Provide trustees, staff and volunteers with guidance and regular training in their safeguarding role and responsibilities, and ensure they have access to our policies and procedures*
* *Make sure everyone has access to advice on safeguarding at all times in the course of their work*
* *Ensure all staff and volunteers carry out their roles with appropriate supervision*

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| **6. What is Child Abuse or Neglect?** |
| Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse means a child’s rights and needs are not being met as defined in The Children’s Act 2004 and the United Nations Convention on the Rights of the Child (1989). Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. Abuse may occur through the actions of an adult or adults, or another child or children.  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. |

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| **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 of 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:     |  | | --- | | * Having fewer social contacts than other children * Receiving intimate personal care from a larger number of carers * Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser * Having communication difficulties resulting in difficulties in telling people what is happening * Being reluctant to complain for fear of losing services * Being particularly vulnerable to bullying or intimidation * Being more vulnerable to abuse by peers than other children   **Disability** is defined as:   * A major physical impairment, severe illness and/or a moderate to severe learning difficulty * An ongoing high level of dependency on others for personal care and the meeting of other basic needs | | **Bullying**  Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously. | | **Self-Harming Behaviour**  Children and young people who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of the child’s health or development and in some circumstances present significant harm or the risk of significant harm.  Self-harming behaviour may also arise alongside eating disorders and/or drug misuse. | | **Female Genital Mutilation (FGM)**  Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 - 13 years but may be performed on new born babies or on young women. FGM can result in death. FGM is a criminal offence (Prohibition of Female Circumcision Act 2003). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children’s Social Care. | | **Domestic Violence as Abuse**  Domestic Violence is defined by the Home Office as: ‘Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This includes issues of concern to black and minority ethnic (BME) communities such as so called 'honour killings'.  The term domestic violence is used to include any form of physical, sexual or emotional abuse between people in a close relationship. It can take a number of forms such as physical assault, sexual abuse, rape, threats and intimidation. It may be accompanied by other kinds of intimidation such as degradation, mental and verbal abuse, humiliation, deprivation, systematic criticism and belittling. The term domestic violence includes the term domestic abuse.   |  | | --- | |  | | **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 users of services, neighbours, friends and associates or strangers. There are many kinds of abuse including: Physical This could be hitting, slapping, pushing and kicking. Sexual This includes rape and sexual assault or sexual acts to which the Adult at Risk:   * + has not consented   + could not consent   + was pressured into consenting  Emotional/Psychological This could be:   * + emotional abuse   + threats of harm or abandonment   + depriving the person of contact   + humiliating   + blaming   + controlling   + intimidating   + coercing   + harassing   + verbally abusing   + isolating   + withdrawing a person from services or support networks  Financial or Material This includes:   * + theft   + fraud   + exploitation   + pressure in connection with wills, property, inheritance or financial transactions   + misusing or misappropriating property, possessions or benefits  Neglect or Acts of Omission This includes:   * + ignoring medical or physical care needs   + failing to provide access to appropriate health care, social care or education services   + misusing medication   + inadequate nutrition or heating  Discriminatory This includes:   * + racist behaviour   + sexist behaviour   + harassment based on a person's ethnicity, race, culture, sexual orientation, age or disability   + other forms of harassment, slurs or similar treatment | | **Procedure for Making a Child Protection Report**   |  |  | | --- | --- | | **Step One**  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 | | | **Listen** to the concern – do not ask detailed questions at this stage you are **not an investigator**  **Believe** the child/young person  **Reassure** them they have done the right thing by telling you  Whilst not essential, try and obtain verbal **consent** for any actions you feel you need to take  **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  **Do NOT promise that you can keep the information secret** | | | **IS THE CHILD/YOUNG PERSON IN IMMEDIATE DANGER?** | | | **YES** | **NO** | | **PHONE 999 AND REPORT TO THE POLICE**  **or**  **REPORT TO DERBYSHIRE COUNTY COUNCIL CHILD SOCIAL CARE 01629 533190 (24/7)**  **choosing the option for Urgent Child Protection**  **Notify the Designated Safeguarding Trustee as soon as practical that this action has been taken** | **Continue to Step Two** | | **Is the child/young person under 18 years of age?** | | | **Yes** | **No** | | **Follow this safeguarding procedure for a child/young person under 18 years** | **Follow procedure for an Adult at Risk page 10** | | **Step Two**  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)  **Remember to try and use the words used by the child or referrer** | | | **Step Three**  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.  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. | | | **Step Four**  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  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) | | | **Step Five**  Check that all actions have been taken | | | | |

# Procedure for Making an Adult at Risk Protection Report

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| **Step One**  An Adult at Risk makes an allegation or raises concerns about abuse, or your assessment of the level of risk to an Adult at Risk changes  Or  An allegation or concern is raised by someone about an Adult at Risk | |
| **Listen** to the concern – do not ask detailed questions at this stage  **Believe** the Adult at Risk  **Reassure** them they have done the right thing by telling you  Whilst not essential, try and obtain **verbal consent** for any actions you feel you need to take  **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  **Do NOT promise that you can keep the information secret** | |
| **IS THE ADULT AT RISK IN IMMEDIATE DANGER?** | |
| **YES** | **NO** |
| **PHONE 999 AND REPORT TO THE POLICE**  **or**  **REPORT TO DERBYSHIRE COUNTY COUNCIL ADULT SOCIAL CARE 01629 533190 (8am - 8pm Monday to Friday and 9.30am - 4pm on Saturdays)**  **or 01629 532600 (5pm - 9am Monday to Friday and 24 hrs a day at weekends and on bank holidays)**  **Notify the Designated Safeguarding Trustee as soon as practical that this action has been taken** | **Continue to Step Two** |
| **Is the person over 18 years of age?** | |
| **Yes** | **No** |
| **Follow this safeguarding procedure for an Adult at Risk over 18 years** | **Follow the Procedure for Children on page 9** |
| **Step Two**  Check the definition of an Adult at Risk and that this procedure applies  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)  **Remember to use the words used by the Adult at Risk or referrer** | |
| **Step Three**  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.  In the event that a Responsible Adult not connected with or implicated by the disclosure made by the Adult at Risk, such as a parent/carer or day care centre manager, is immediately available, make a verbal report to them. Notify the Designated Safeguarding Trustee as soon as practical that this action has been taken. | |
| **Step Four**  You, or the Designated Safeguarding Trustee, will talk the report/concerns through with the Parent/Carer/family member or Duty Officer within Adult Social Care  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) | |
| **Step Five**  Check that all actions have been taken | |

# 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.

## 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.

## 8.2 Information Sharing Policy and Procedure

This section summarises the relevant requirements of BECT’s **Confidentiality and Information Sharing Policy and Procedures**.

**Consents to sharing information**

BECT passengers usually sign their consent for sharing information early in our contact with them. Passengers should always know what we need to do with information they give us, and their wishes about how this is disclosed and used should be taken account of wherever possible, as long as this does not jeopardise their safeguarding, or make us avoid our responsibilities, or adversely affect their welfare.

## Children and Young People

When working with children and young people, BECT will make it clear to children and young people that they cannot offer unconditional confidentiality. Young people have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. In all cases where employees or volunteers feel that they have to break confidentiality with the child/young person, they must inform the child/young person and reassure them that their best interests will be maintained.

If a child/young person does not have sufficient capacity or understanding to consent to sharing information, it should be sought from the parents/carers of the child, except if doing so would increase to risk of harm to the child.

## Parents/Carers

Information shared with safeguarding agencies on a need to know basis is not always appropriate to share with parents and carers or their School, and care should be taken not to share information with parents/carers or the School that is not consented to by the young person, unless not to do so would be inconsistent with their safeguarding and welfare.

## Adults at Risk

Information to be shared should only be that which is relevant to safeguard Adults at Risk. An adult passenger or customer should normally consent to information sharing but this consent may be overridden in certain circumstances, especially when there is a risk of harm, and the adult does not have capacity to understand and consent, or there is crime.

# 9. Roles and Responsibilities

This section describes the general roles and responsibilities held by different positions in the organisation with regard specifically to safeguarding. It does not describe ‘what to do’ in a particular situation, which will be found in the ‘Procedures’ section. Nor does it describe all their roles and responsibilities, which are in their job descriptions.

## Trustees

* Uphold the safeguarding ethos and purpose of the organisation
* Have a designated trustee with lead responsibility for safeguarding
* Agree safeguarding policies and procedures and review these annually
* Satisfy themselves that policies and procedures are carried out
* Actively involve the General Manager to set the safeguarding procedure in train when becoming personally aware of a safeguarding issue in the course of their work for BECT

**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](mailto: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](mailto: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.

**Appendix 1:**

**BECT Safeguarding 1: Safeguarding Report or Referral**

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| **1. Name of Child or Adult at Risk (essential):** | | |
| **2. Address of Child or Adult at Risk:**  **Telephone number:** | | |
| **3. Parent / Carer / Teacher / Family Member / Responsible Adult details:**  **Telephone number:** | | |
| **4. Please give an account of your concern(s) and why you are concerned (essential):**    **Time, date and location that concerns arose(essential):** | | |
| **5. Reported by (your name & contact details)(essential):**  **Telephone number (essential):**  **Email address:**  **Date (essential):** | | |
| **6.** **Any Actions Taken By You or Others (eg reported to teacher or parent/carer etc)** | **By Whom** | **Date/Deadline** |
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**The completed form should now be sent to the Designated Safeguarding Trustee as soon as possible – Nicky Loveday - safeguarding@bect.org.uk**

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| **7. Follow Up Action(s) (to be completed by the Designated Safeguarding Trustee or General Manager only)**  **Signature:**  **Date:** | **By Whom** | **Date/Deadline** |
| **8. Final Outcome (to be completed by the Designated Safeguarding Trustee or General Manager only)**  **Signature:**  **Date:** | | |

Notes for completing cause for Safeguarding Report correctly

It is important to understand that this form may be used as evidence in any investigation, and also may be used in a Court of Law.

Section 4 – this is where you may record your concerns. This could be related to a change in behaviour, attitude or mood over a period of time which is ‘out of character’ for that person. Physical evidence e.g. unexplained bruising. Please record the following:

* *When and where the abuse may have occurred*
* *Who was alleged to be involved*
* *Any obvious physical signs e.g. bruising, cuts, abrasions, burns*
* *The person’s description of what had happened*
* *Who else the person has told e.g. parents/carers*

Section 6 – this is where you record the actions you have takenie reported to School or Parent, General Manager etc