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Safeguarding Policy

Date of approval & adoption	Approval by & at	Review Required

ADD YOUR GROUP NAME HERE

- Safeguarding means protecting peoples' health, wellbeing, safety and human rights, enabling them to be free from harm, abuse and neglect.
- The practices and procedures within this policy are based on the principles contained in UK legislation and guidelines from the Charity Commission for England.
- Currently all activities where children, young people, or vulnerable adults are welcome, require supervision from a known responsible adult.

Policy Statement

- It is our aim, where activities involve supervised children, young people, and vulnerable adults, that we provide a safe and secure environment in which they can participate, contribute, and enjoy themselves.
- We will designate a named person from our committee to be the Safeguarding Lead for our group.
- We will never assume a legal duty of care.
- At all events and activities, it is to be made clear that all children, young people, and vulnerable adults must be supervised by a responsible adult.

Objectives of this Policy

- To provide volunteers and contractors with a basic framework when it comes to working with children, young people, and vulnerable adults.
- It is intended to raise awareness of relevant legal requirements and offer advice on the basic do's and don'ts of working with children, young people, and vulnerable adults.
- It does not serve as a blueprint on children, young people, and vulnerable adults' rights, or how to best provide for their social, intellectual, physical, or emotional needs.
- Our volunteers and contractors come into contact with children, young people, and vulnerable adults only when they are supervised by a responsible adult at organised events.
- Unless you have substantial access to children, young people, or vulnerable adults, then you are not under a "legal duty of care". However, it is still helpful to adhere to certain guidelines that are offered to those who are employed to work with children, young people, and vulnerable adults.

- The advice offered is not set in stone and much of it is based on common sense, but it should provide a guideline in how to deal with certain situations if they should arise.
- This is a complicated and sensitive area – the aim of this document is to improve your confidence and create a support network of those who can help.

Promoting Positive Behaviour

Children, young people, and vulnerable adults have the right to be protected from all forms of abuse. Our role in offering activities for supervised children, young people, and vulnerable adults is to ensure this, and more positively to:

- Help children, young people, and vulnerable adults to achieve their full potential.
- Build their self confidence.
- Appreciate their contribution and skills.
- Help them to discover new talents and interests.
- Provide good experiences and good memories.

To do so, volunteers and contractors must:

- Treat children, young people and vulnerable adults with respect at all times.
- Not make discriminatory or exclusionary remarks.
- Take care to avoid showing favouritism.
- Take responsibility for preventing abuse of children, younger people, and vulnerable adults by others including other children, young people, and vulnerable adults.

What if I suspect a child, young person or a vulnerable adult is being abused?

Forms of abuse or exploitation largely fall into four categories;

- neglect,
- physical injury,
- sexual abuse
- emotional abuse

The following are indicators that a child, young person or vulnerable adult may be being abused:

- A child, young person or vulnerable adult may make a direct allegation.
- A child, young person or vulnerable adult may make a comment which suggests abuse
- A child, young person or vulnerable adult may have bruises or marks
- Something about the behaviour of a child, young person or vulnerable adult's behaviour may suggest the possibility of abuse.
- Something about the behaviour of an adult may suggest that he/she is not a suitable person to care for children, young people, and vulnerable adults.

General Advice

- If you have a genuine concern that a child, young person, or vulnerable adult is being abused, then list the reasons for your concern and note names, addresses, and dates of birth where possible. **Remember it is better to record your concerns no matter how small, than**

to remain silent. Keeping a record of any concerns is important as they may be useful for future reference.

- Share your feelings and the detail with the nominated Safeguarding Lead if this is possible.
- If appropriate and safe to do so, share your feelings in the moment with someone who has regular contact with the child, young person, or vulnerable adult and who can observe them over a longer period. Report to the Safeguarding Lead that you have done so.
- You should never ask the child, young person or vulnerable adult leading questions which could encourage them to change his or her version of events in any way. For example, you should say “Tell me what has happened” rather than “did they do X to you?”. Usually, a child might disclose something to you in which case the same applies.

Use **TED** form of questioning which allows you to gather information with open questions:

- **Tell** me about that.
- **Explain** that to me a bit more.
- **Describe** that to me.
- Always thank the individual for sharing the information with you and advise them that you will need to share the information if it has caused you concern. Never promise to keep anything secret.
- The chief task at this stage is to listen and only interrupt when necessary, remembering not to promise a child, young person, or vulnerable adult confidentiality, whilst reassuring them that you will only tell people who really need to know.
- It is imperative to record factual information only; exactly what the child, young person, or vulnerable adult has said, including what you have said to them, and not what you think he or she has meant. Share this with the Safeguarding Lead.
- If you feel your concern is great enough, then talk to the adult supervising the child, young person, or vulnerable adult at the event/activity, unless the allegation relates to them.

Safeguarding Procedures

If you suspect abuse or if abuse is disclosed or made known to you, you must report your concerns as soon as possible so action can be taken to keep people safe. You must act according to the following procedures.

1. If your concern is an emergency, or if someone is in immediate danger, contact the Police on 999. Report all other crimes to West Midlands Police by calling 101.

the
2. Information about the safety and welfare of an individual must be shared with
designated safeguarding lead. The designated safeguarding lead is

ADD NAMED COMMITTEE PERSON HERE.
ADD THEIR EMAIL ADDRESS HERE
ADD THEIR TELEPHONE NUMBER HERE

Adult
3. Concerns relating to an adult should be reported to Birmingham Safeguarding Board by copying and pasting the following link into your browser;
<https://www.bsab.org/>

4. Concerns relating to a child or young person should be reported to Birmingham Children's Trust by copying and pasting the following link into your browser.
https://www.birminghamchildrenstrust.co.uk/info/3/information_for_professionals/40/refer_a_child_who_you_re_concerned_about

relating
know
5. Confidentiality is to be maintained at all stages of the process. Information
to the concern and management of such will be shared strictly on a need to
basis and will be kept secure at all times.