

## Beckley & Area Community Benefit Society Ltd (BACBS)

### Safeguarding Children and Vulnerable Adults: Policy and Procedures

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Name & position of designated Committee Member for Safeguarding	John Stradling, Chairperson BACBS
Signed & dated by designated Committee Member for Safeguarding	 (Chair)
Signed & dated by Committee Secretary, Chair or Treasurer	G. Bradley (SECRETARY) 25/11/20
Signed & dated by Committee Secretary, Chair or Treasurer	 (TREASURER) 14/12/20

## Policy statement

Beckley & Area Community Benefit Society Ltd (BACBS, the Society) is a Society registered by the Financial Conduct Authority under the Co-operative and Community Benefit Societies Act 2014. It is owned by its members, the majority of whom are residents of Beckley and the surrounding villages. The Society owns The Abingdon Arms public house, Beckley, and leases it to tenants who run the pub as a business. Additionally, the Society organises various activities for the benefit of the community. BACBS is committed to ensuring the protection of children and vulnerable adults who attend or take part in these activities through the implementation of effective policies and best practice.

The BACBS Management Committee and BACBS volunteers recognise and accept their responsibility to develop awareness in the Society and wider community of the issues involved in working with and safeguarding children and vulnerable adults.

## Definitions

The definition of a **child** is anyone who has not yet reached his or her 18<sup>th</sup> birthday. Children are vulnerable by virtue of their age and stage of physical, mental and emotional development.

The broad definition of a **vulnerable adult** is someone over the age of eighteen who is vulnerable by reason of mental or other disability, age or illness, and who is or may be unable to protect him/herself against significant harm or exploitation. That stated, all adults may be vulnerable to abuse or exploitation in certain circumstances.

Vulnerable children and adults include those with:

- mental health problems or mental illness, including dementia
- physical frailty, infirmity or disability
- drug and alcohol related problems
- sensory impairment, e.g. hearing or visual impairment
- learning disability
- physical illness
- acquired brain injury

**Abuse** may be defined as the wrongful application of power by someone in a dominant position. It involves an imbalance of power and exploitation of another person without their full and informed consent.

Abuse can take several different forms, as described below, and may be a single act or repeated acts.

**Physical abuse** – includes hitting, slapping, kicking, pushing, pinching and (in specific circumstances) withholding or misusing medication

**Sexual abuse** – includes voyeurism, sexual assault and rape, or sexual acts where the

vulnerable person has not (or could not) given consent or was forced into consenting. It also includes grooming of individuals with a view to sexual abuse.

**Psychological abuse** -- includes threats of harm, emotional abuse, humiliation, undermining, verbal abuse, intimidation, coercion, harassment, withdrawal of support, isolation and deprivation (physical and sensory).

**Material / financial abuse** – includes fraud, theft, financial exploitation, and misappropriation of property, benefits and possessions.

**Neglect & acts of omission** – includes ignoring physical care and medical needs, withholding basic living requirements (e.g. adequate nutrition, safe and warm environment), and failure to provide access to appropriate health and social care services and / or educational services.

**Discrimination** – includes offensive remarks, slurs, harassment and other behaviours based on a person's age, gender, sexuality, race, creed or culture.

## The scope of this policy

This policy aims to protect children and vulnerable adults regardless of gender, ethnicity, disability, sexuality or religion. It is the duty of the BACBS Management Committee and any volunteers working on behalf of the Society to be alert to the possibility of abuse and the signs of abuse, and to follow this policy and its associated procedures.

The Beckley & Area Community Benefit Society strives to ensure that the Society's activities and events are safe for everyone, regardless of whether they are legally classified as children or 'vulnerable'. BACBS does not tolerate and will not permit any kind of abuse and will try to ensure that such behaviours can be and are reported and addressed safely and effectively.

All children, vulnerable adults and others have the right to protection from abuse, and to be taken seriously if they express concerns or make a complaint.

## Objectives

- To provide an environment for Society activities, in which children and vulnerable adults feel safe and valued
- To ensure that Society Committee Members and volunteers at all times take responsibility for the protection of children and vulnerable adults from harm
- To appoint a BACBS Committee Member as the designated representative for all safeguarding matters ("the designated Committee Member for Safeguarding"), and to ensure the designated Committee Member for Safeguarding and the Society's volunteers receive appropriate training
- To develop and adopt a set of guidelines and a code of conduct that all Society

- Committee Members and volunteers are aware of and adhere to
- To share information and/or concerns about safeguarding when necessary in a confidential manner with appropriate outside agencies, e.g. Social Services, the police.
  - To review annually and, when necessary, update this policy and procedures.

## Code of Conduct

- Society Committee Members and volunteers must treat children and vulnerable adults with respect and sensitivity, such that their safety and dignity is maintained at all times.
- The BACBS Management Committee will ensure that Society Committee Members and volunteers who undertake certain activities with children and vulnerable adults, e.g. providing lifts in their cars to events at The Abingdon Arms, have Disclosure and Barring Service clearance and all necessary insurance (e.g. motor insurance cleared for volunteer activities).
- All Society Committee Members and volunteers have a duty to declare any existing or subsequent conviction.
- It is the duty of Society Committee Members and volunteers to ensure that vulnerable adults and children involved in Society activities are aware when appropriate that there is a designated Committee Member for Safeguarding to help them with any concerns or difficulties.
- Society Committee Members and volunteers should use the '*Cause for Concern Form*' attached to this policy to report any concerns to the designated Committee Member for Safeguarding.

## Sharing Information

- If any Society Committee Member or volunteer has concerns about the possible abuse of a vulnerable adult or child, or where a disclosure has been made, he or she
  - a. must report it as soon as possible to the designated Committee Member for Safeguarding, and
  - b. make an accurate written record of concerns, disclosures and any related incident(s) on the '*Cause for Concern Form*'.
- The designated Committee Member for Safeguarding will liaise with relevant agencies and forward the '*Cause for Concern Form*' for information and will ensure a copy is kept on file to which *only* the designated Committee Member for Safeguarding and other Committee Members, as necessary, have access.

**It is important for Society Committee Members and volunteers to avoid making assumptions and discussing concerns more widely.**

**Confidentiality, and respect for the child(ren) or vulnerable adult(s) involved, is of the utmost importance.**

## Guidance

**In safeguarding children and vulnerable adults whilst participating in BACBS activities and events, Society Committee Members and volunteers must never-**

- Undertake any tasks and duties for individuals which are over and above what is usually expected as part of a community activity
- Verbally abuse, smack, hit or physically discipline a child or vulnerable adult
- In the very rare event it is necessary to restrain someone, a written record of this should be made and given immediately to the designated Committee Member for Safeguarding.
- Allow or engage in inappropriate touching
- Allow the use of inappropriate language to go unchallenged
- Make sexually suggestive or physically threatening comments, even in fun
- Allow allegations regarding a child or vulnerable adult to go unchallenged, unrecorded or not acted upon

**Society Committee Members and volunteers must avoid:**

- Being alone with a child in all circumstances, or with a vulnerable adult where possible, without another adult being nearby.
- Taking images of children with a mobile device or camera.

## Guidance on the taking of pictures

From time to time, pictures may be taken for publicity or other purposes. In such circumstances:

- Anyone taking pictures of children should be approved by BACBS to do so, except where parents are taking photos of their own children or children for whom they are responsible at this activity.
- Any pictures taken of children should be taken only with the consent of their parent/guardian/carer.
- Any pictures should be appropriate, and children must be clothed appropriately.
- Any comment or caption in connection with the picture should not include any method of identifying the child/ren.

## What to do if there is a suspicion of abuse by a Society Committee Member or volunteer

If an allegation or hint of potential abuse is made by a child or vulnerable adult, or if a Society

Committee Member, volunteer, or anyone else notices inappropriate behaviour, the '*Cause for Concern Form*' attached to this policy should be completed and given to the designated Committee Member for Safeguarding who will contact the appropriate agencies as necessary.

**Appendix 1 --- Cause for Concern Form**

Name of vulnerable adult/child:	
Address (if known):	
Telephone number:	
Parent's / Carer's details (if known):	
Telephone number:	
<p><b>Section A</b> Please give an account of why you are concerned, including date, time and location of the incident or occurrence. Continue on additional paper if necessary.</p>	
ACTION TAKEN	BY WHOM
FOLLOW UP REQUIRED?	

**NAME (PRINT)** .....

**POSITION (PRINT)** .....

**SIGNATURE** .....**DATE**.....