



Safeguarding Policy and Procedure

Version	1.1 (6 pages)
Agreed by	Brockenhurst Village Trust Board
Date ratified	July 2019
Next review due	August 2021 (last reviewed August 2020)
Responsible trustee	David Bennett
Related documents	Health and Safety Policy CCTV Policy

BROCKENHURST VILLAGE TRUST (BVT)

SAFEGUARDING

Children, Young People & Vulnerable Adults

Purpose: To inform Trustees, staff, managers/leaders of hall user groups & volunteers about their responsibilities when working with, observing or encountering children, young people and vulnerable adults during the course of any BVT programme or activity. It is the responsibility of Hall staff to ensure that users, volunteers and other visitors are aware of this policy and its implementation.

Approved by: The Trustees for Brockenhurst Village Trust.

Responsibility for Update: David Bennett - Designated Safeguarding Trustee.

This Policy & Procedure document applies to:

- 1) Children and young people up to the age of 18 years of age.
- 2) Vulnerable Adults defined as persons 18 years of age or over who are or may be in need of community care services by reason of learning or other disability, age or illness and who are or may be unable to take care of themselves, or unable to protect themselves against harm or exploitation.
- 3) All Trustees, staff members, managers/leaders of hall user groups, users, and volunteers who work with or otherwise observe/encounter children, young people or vulnerable adults during the course of BVT activities.
- 4) All children, young people and vulnerable adults who, for whatever reason, visit the BVT site, or are included in excursions organised from the BVT site, including transport to and from the site.

DEFINITION OF ABUSE

For the purpose of this document the definition of abuse is any behaviour towards a person that deliberately or unknowingly violates the right of a person to enjoy life with a confident assurance of safety, with dignity & respect, without fear of intimidation or harm and, wherever possible, independently.

THIS POLICY AND PROCEDURES DOCUMENT IS BASED ON THE FOLLOWING PRINCIPLES:

- The welfare of children, young people and vulnerable adults is of paramount concern.
- All children, young people and vulnerable adults, whatever their age, culture, racial/ethnic origin, religious belief, language, disability, health status, gender, sexual orientation, or socio-economic status have the right to safeguarding from abuse.
- It is everyone's responsibility to listen, observe, record & report any concern about safeguarding to a member of BVT staff who will inform the Designated Safeguarding Trustee. It is solely the responsibility of Hampshire Children's Services or Adult Services, and/or the Police to conduct an investigation into any safeguarding concerns that have been raised.

- All incidents of alleged poor practice, misconduct or abuse will be taken seriously and responded to appropriately, without delay.
- All personal data, including CCTV footage, will be processed in accordance with the requirements of the Data Protection Act 1988 and the General Data Protection Regulation (GDPR) as described in the corresponding CCTV Policy.

ESSENTIAL SAFEGUARDING CONTACTS

Police Tel: 101 (Non emergency referral + automatic referral to Social Services)

Police Tel: 999 (Emergency referral only + automatic referral to Social Services)

BVT Designated Safeguarding Trustee: David Bennett
Tel: 01590623077, m. 07976751269,
Email: david.bennett@brockenhurstvillage.org.uk .

Hampshire Children's Services Tel: 0300 555 1384
Email: csprofessional@hants.gov.uk

Hampshire Adult Services Tel : 0300 555 1386
Email : adult.services@hants.gov.uk

DISCLOSURE & BARRING

The Designated Safeguarding Trustee will ensure that the required Disclosure and Barring (DBS) checks are in place in accordance with and on the advice of Community First New Forest Disclosure & Barring Service and that Trustees, staff and hall user group managers/ leaders are aware of the requirements.

Hall staff, with user group managers/leaders will ensure that all their members/volunteers have appropriate up to date DBS clearance where required to do so.

A 'satisfactory' DBS check is defined as having no criminal convictions (including cautions, reprimands, and final warnings) relevant to the post.

All staff and volunteers engaged with children, young people and vulnerable adults must report any subsequent criminal convictions to the Designated Safeguarding Trustee.

RESPONSIBILITY

Responsibility for any BVT programme or activity rests with the individual manager who is directing or organising that activity. Responsibility for ensuring this is done rests with the Hall Manager. This person is expected to:

- Ensure that staff, group members and volunteers (as applicable) are aware of and abide by the Code of Good Practice set out below.

- Ensure that the activity is planned, organised and delivered in accordance with this Safeguarding Policy and Procedure.
- Ensure that everyone involved in the activity knows who is responsible for safeguarding and how to report any concerns.
- Arrange DBS checks, training, induction and guidance for all staff and volunteers as required or appropriate.
- Inform a member of staff or Designated Safeguarding Trustee and complete a detailed written report of any safeguarding concerns as soon as possible within 24 hours of the incident.
- Complete a Health & Safety risk assessment and review procedures annually.

CODE OF PRACTICE FOR TRUSTEES, STAFF & VOLUNTEERS

The following guidelines are intended to be a **common sense** approach that both reduces the opportunities for the abuse of children, young people and vulnerable adults and helps to protect staff and volunteers from any unnecessary allegation.

TRUSTEES, STAFF, USERS AND VOLUNTEERS SHOULD:

- Always be aware of the power difference between staff /volunteers and the child, young person or vulnerable adult s/he is encountering/ working with.
- Treat all children, young people and vulnerable adults with respect and respect their wishes, feelings and privacy.
- Exercise patience and gentleness in your actions and tone of voice.
- Ensure that, wherever possible, there is more than one adult present during activities or that you are within sight of or the hearing of others.
- Exercise caution in initiating or accepting any physical contact with a child, young persons or vulnerable adult.
- If they have safeguarding concerns, remember to **listen, observe, record and report (LORR) within 24 hours. It is not the role of a Trustees, staff member, manager, group leader or volunteer to investigate the concerns you raise**, but the accuracy of their report will be invaluable to safeguarding a child, young person or vulnerable adult. (See Appendix 1 and familiarise themselves with types of abuse.)
- Share your concerns confidently with their manager/group leader who will ensure that the Designated Safeguarding Trustee is informed and has a copy of your report.
- Actively challenge unacceptable behaviour or language safely and appropriately and report all allegations or suspicions of abuse. If in doubt, confidently ask for help and support, in the first instance from hall staff.

TRUSTEES, STAFF, USERS AND VOLUNTEERS SHOULD NOT:

- Share personal information with anyone other than their manager/leader, BVT staff member and the Designated Safeguarding Trustee.
- Spend time alone with a child, young person or vulnerable adult away from their group without the knowledge and consent of your manager or group leader.
- Take a child, young person or vulnerable adult to the toilet or administer personal care without the knowledge and consent of your manager or group leader.
- Take a child, young person or vulnerable adult alone on a car journey or to their home without the knowledge and consent of your manager or group leader.
- Engage in physical or sexually provocative games including horseplay.

- Allow or engage in inappropriate touching of any form.
- Communicate verbally or non verbally in a sexually suggestive way to a child, young person or vulnerable adult...even as a joke.
- Allow over familiar or sexually suggestive behaviour or language made by a child, young person or vulnerable adult to go unchallenged or unrecorded.
- Use a raised, irritable or aggressive tone of voice.
- Do things for a child, young person or vulnerable adult that they can do for themselves, especially things of a personal nature.
- Take photographs, videos or other images of a child young person or vulnerable adult without the express permission of their parent, guardian or carer or the vulnerable adult themselves, where able to do so.

IF YOU HAVE SAFEGUARDING CONCERNS YOU SHOULD

- **listen, observe, record and report (LORR) within 24 hours.**
- If you have any doubts, please inform the hall staff in confidence.
- **It is not the role of a Trustees, staff member, manager, group leader or volunteer to investigate the concerns you raise**, but the accuracy of your report will be invaluable to safeguarding a child, young person or vulnerable adult. (See Appendix 1 and familiarise yourself with types of abuse.)

APPENDIX 1

Abuse may be:

- **Financial or material abuse** - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Physical abuse** - including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- **Neglect and acts of omission** - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Sexual abuse** - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse (including a raised and/or aggressive tone), cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks
- **Organisational abuse** - including neglect or poor care practice within an organisation or specific care setting, such as a hospital or care home. It can also be in relation to care provided in your own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Discriminatory abuse** - including forms of harassment, slurs or similar treatment because of race, gender and gender identity, age, disability, sexual orientation or religion.
- **Self-neglect** - this covers a wide range of behaviour such as neglecting to care for your personal hygiene, health or surroundings and includes behaviour such as hoarding.
- **Domestic abuse** - including psychological, physical, sexual, financial, emotional, or so-called 'honour' based violence.
- **Modern slavery** - encompasses slavery, human trafficking, forced labour and domestic servitude. Trafficking and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Telephone or on-line abuse** - any type of abuse that happens via the telephone or the internet, including social media networks, playing on-line games, on-line gambling or using mobile phones etc.