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# Belfast & District Beekeepers Association (BDBKA)

## BDBKA Guidance – Implementing UBKA Policy & Procedure for Safeguarding People

*(Children and Vulnerable Adults)*

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### 1. INTRODUCTION

The Belfast & District Beekeepers Association (“BDBKA”) provides educational seminars, information sessions, and training courses about honeybees and the craft of beekeeping. These activities may bring BDBKA volunteers into contact with children and vulnerable adults directly or indirectly through the course of their activities.

BDBKA is committed to the protection of children and recognises that the welfare of children is paramount. Alongside our responsibility to safeguard children, we also have a responsibility to safeguard and report concerns about the abuse, neglect, and ill-treatment of adults who are at risk of being harmed.

The **UBKA Policy & Procedure for Safeguarding People (2024)** (“UBKA policy”) provides an overarching framework for safeguarding children and adults at risk. It applies to all volunteers, members, and trustees who deliver the work of UBKA and its member associations. BDBKA will utilise the policy in responding to safeguarding incidents.

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### 2. PURPOSE

The purpose of this document is to signpost members to essential elements of the UBKA policy and to identify actions which they may be required to carry out without delay.

For clarity, this document references excerpts of the core content of the 2024 UBKA policy, focusing primarily on the reporting of incidents or concerns. This guide should be read alongside other BDBKA policies, procedures, guidance, and related documents, including:

- Data Protection
  - Health & Safety
  - Record Management & Data Handling
  - Code of Conduct (including Bullying)
  - Whistleblowing
  - Disciplinary Procedure
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### 3. BDBKA DESIGNATED SAFEGUARDING OFFICER (DSO)


BDBKA has appointed a Designated Safeguarding Officer (DSO), whose key role is to advise, accept, and report on any safeguarding concerns raised within BDBKA, whether the alleged abuse involves an external person or BDBKA personnel. DSOs have been trained in safeguarding children, young people, and vulnerable people, and are committed to the principle of confidentiality.

The BDBKA DSO will notify one of the UBKA Designated Safeguarding Leads (DSLs) of any safeguarding concerns/issues raised involving BDBKA.

#### **BDBKA DSO Contact Details:**

Mrs Esther Ross


 [esther.ross@hotmail.co.uk](mailto:esther.ross@hotmail.co.uk)

 07922 424100

#### **BDBKA Deputy DSO and UBKA DSL Contact Details:**


Ms Nichola Whan

 [oldfortbees@gmail.com](mailto:oldfortbees@gmail.com)

 07849 973086

Ms Valentine Hodges

 [ubkaexecutivechair@gmail.com](mailto:ubkaexecutivechair@gmail.com)

 07793 023643

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### 4. SAFEGUARDING AND REPORTING PROCEDURES

- If the child/adult at risk is considered to be in imminent danger of harm, refer to the Police or Social Services without delay—and inform the DSO at the earliest opportunity.
- Where there are concerns but uncertainty about abuse, seek advice from the DSO first.
- Refer to the UBKA policy for indicators of abuse:
  - Appendix 6 – Child Safeguarding Flowchart
  - Appendix 8 – Adult Safeguarding Flowchart

To report concerns, use the **BDBKA Safeguarding Incident Report Form** (Annex 1). If the allegation relates to the BDBKA DSO, inform the Deputy DSO. If it involves all safeguarding officers, contact Social Services directly.

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### 5. RECORD & INFORMATION MANAGEMENT

All safeguarding matters must be recorded in writing and kept securely and confidentially by the BDBKA DSO, in line with BDBKA's Record Management & Data Handling guidance. Access is restricted to the Deputy DSO and UBKA DSLs.

Information is governed by the common law duty of confidentiality and the **Data Protection Act 1998 (DPA)**.

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## **6. TRAINERS: Requirements / Code of Conduct / Disciplinary Action**

BDBKA will appoint trainers with the experience and skills to provide a safe and positive experience for children and adults at risk.

### **Trainer Requirements:**

- Minimum of an AccessNI basic check
- Completion of NSPCC Introduction to Child Protection training

Trainers should be familiar with UBKA policy guidance:

- Appendix 2 – Code of Conduct
- Appendix 3 – Health & Safety Guidance

### **Policy Implications for Volunteers:**

- Breaches of the Code of Conduct may result in disciplinary action.
  - Allegations will be investigated per BDBKA's Disciplinary Procedure.
  - If a trainer/volunteer receives inappropriate advances, they must report to the DSO and complete a Safeguarding Incident Form.
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## **7. DATA PROTECTION: Photography, Video & Filming**

BDBKA will comply with **Appendix 4** of the UBKA policy regarding consent and use of media. Concerns about photographers or publications should be reported to the DSO and, if necessary, the Police.

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## **8. REVIEW**

This document will be subject to annual review and/or updated as required.

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## **Annex 1 – Safeguarding Incident Report Form**

*(Please complete and pass to your Designated Safeguarding Officer within 24 hours of the incident/concern)*

If the person at risk is in imminent danger, refer directly to Police or Social Services.

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