



Sustainable Bishop

Safeguarding and Child Protection Policy

Aims

Sustainable Bishop works with school, community groups and community members within the village of Bishopsteignton and is committed to promote safeguarding and the protecting of:

- Children, Young Adults and Vulnerable Adults
- Visitors and volunteers

Sustainable Bishop will aim to provide guidance, ensure safeguarding practice reflects statutory responsibilities, and complies with best practice to protect all of the above named in this document as All Persons.

Definitions

Safeguarding is defined as:

- Protecting all persons from maltreatment.
- Preventing impairment of all person's health or development.
- Ensuring that all persons are in circumstances consistent with the provision of safe and effective care.

Child Protection is defined as:

Child Protection refers to the situation where a child is suffering significant harm, or is likely to do so and action is required to protect children, young adults and adults

Protection

Sustainable Bishop has a moral obligation and legal duty of care that we do whatever is reasonable practicable to ensure the safety and wellbeing of anyone, including children, young people and adults at risk, with whom we work with.

Sustainable Bishop is committed to safeguarding and promoting the welfare and interests of all persons who participate in all activities. We believe that:

- All Persons have the right to be protected from harm whilst participating in activities taking place.
- All Persons need to be safe and to feel safe and to have a positive and enjoyable experience in any activities.
- All persons need support which matches their individual needs regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or social-economic background, emotional, and educational needs.
- All persons have the right to speak freely and voice their values and beliefs.
- All persons must be encouraged to respect each other's values and support each other.
- All members of Sustainable Bishop committee have an important role to play in safeguarding all persons.

Procedures for Safe Working

Direct Supervision

- Participants will be supervised by at least two staff members or volunteers where possible.

Working with children, young people (under 18) and adults at risks.

- Children or adults at risk must be accompanied by a parent, carer or legal guardian. The child or vulnerable adult will remain the responsibility of the supervising adult.

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- Children under 18 attending activities with their school, college or with another organisation will be the responsibility of the teachers or staff of that organisation.
- Volunteers should never be left alone with a child or a vulnerable adult or work with them away from their supervising parent or carer.
- Volunteers will be required to read the safeguarding policy and procedures and sign a log to ensure their awareness.

Risk Assessments and H&S

- All activities must be preceded by a risk assessment (RA); this will enable planning for safety to take place ensuring that the activities are safe and enjoyable.
- Any accidents or incidents will be recorded.
- There will be a first aid kit available at all activities.
- Volunteers will make themselves aware of any first aiders present during their activities.

Photograph and Filming

- NEVER take pictures or film children, young people or adults at risk without written permission (of a parent or guardian if under 18 – to be sought from school, college or other organisation) and NEVER share any pictures or film without the consent of all identifiable people in the picture or film.

Recognising Concerns or Evidence of Abuse

Concerns about or evidence of abuse might be raised through:

- A direct disclosure by the child, young person or vulnerable adult.
- A compliant or expression of concern by another volunteer, carer/parent/guardian, or a member of the public.
- An observation of the behaviour of the child, young person or vulnerable adult by the volunteer.

Dealing with abuse discovered, disclosed, or alleged

Action must be taken immediately in ALL cases. Do not assume someone else will act. It is the responsibility of the volunteer becoming aware of a situation to:

Responds and make safe:

- Deal with the immediate needs of the child, young person or vulnerable adult. This may mean taking reasonable steps to ensure the person is in no immediate danger and seek medical treatment if required.
- DO NOT discuss the allegation of abuse with other volunteers, group members, parents/guardians or the alleged perpetrator.
- If a volunteer is involved in the allegation or concern, or they have been witnessed behaving in a way that caused or could cause harm to children then they must be removed from the activity immediately and suspended from volunteering whilst an investigation takes place. The member of staff or volunteer should be treated fairly and honestly with reassurance that this removal does not imply any guilt but is to protect them as much as the person making the allegation. The relevant agencies will take responsibility for investigations.
- DO NOT disturb or destroy articles that could be used in evidence. Where an assault of some kind is suspected do not wash the person unless this is associated with first aid treatment necessary to prevent further harm and in this case only wash the area that needs immediate treatment.
- Respond to the person who made the disclosure by:
 - Reassuring them that they have done the right thing.
 - Giving them time to talk without probing, pushing or asking leading questions.
 - Investigation is the responsibility of the relevant agencies.
 - Avoiding making promises you will be unable to keep, including that discussions are confidential.
 - Explaining to the person that you will share this information with the relevant agencies only.
 - Where there is a serious concern about the immediate safety of a child, young person or adult at risk, this should be reported to the Police as an emergency.

Record:

- Record what was said before it is forgotten and keep it somewhere secure. The record should include:
 - The date, time and location the disclosure was made.

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- The allegation or concerns, including the date and time of the incident and what the person said in their own words about the abuse.
- The appearance and behaviour of the victim including any injuries observed.
- The actions taken.

Inform:

- If there is a safeguarding concern or disclosure that demands urgent attention, contact Devon’s Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gov.uk and give as much information as you can. The duty worker will advise on the next steps and the volunteer may be asked to fill in a referral form. An example of an urgent situation might be:
 - A child, young person or vulnerable adult discloses physical or sexual abuse.
 - If there are signs of physical abuse e.g. injury.
 - A child, young person or vulnerable adult presents as very different/scared to go home/anxious and you are aware home could be risky.
- If the disclosure is regarding child sexual exploitation or if you think a child may be at risk of sexual exploitation you should also contact the Multi-Agency safeguarding Hub (contact details above).
- Only contact the police if it is thought a crime has just been committed, the child, young person or vulnerable adult is in immediate danger of abuse or an assault is taking place.
- Providing the volunteer who has handled the disclosure has followed the procedures about to ensure the safety of the child, young person or vulnerable adult they should keep all information about the disclosure confidential or on a ‘need to know’ basis with other members of the group in order to protect the child, young person or vulnerable adult.
- Volunteers who have handled the disclosure may find this distressing and should have access to support. If you are worried about a child, even if you are unsure, you can speak to us about your concerns. Whether you want to report child abuse and neglect or are not sure what to do the NCPCC helpline – 0808 500 5000 – offers advice and support and can take the next steps if a child is in danger. Telephone lines are open Monday to Friday 8am – 10.00pm and 9.00am – 6.00pm at the weekend. You can contact the NCPCC online 24 hours a day, 365 days a year. Email is: help@nspcc.org.uk.

This policy is written in conjunction with the **Sustainable Health and Safety Policy and Risk Assessments.**

You may also wish to view the following documents:

- **Safeguarding for Volunteer Involving Organisations Guidance**, which is available at www.nsalg.org.uk/resources-and-downloads/individuals-and-schools/
- **VOYC – voycdevon.org.uk**
- **Devon Safeguarding Adults Partnership – www.devonsafeguardingadultspartner-ship.org.uk**
- **Devon Children and Families partnership – www.devonsafeguardingadultspartner-ship.org.uk**

This policy was originally agreed at committee meeting dated:

And will be reviewed and updated as necessary annually.

Reviewed:N/A

Next review is due: -----**January 2023**-----

Signed by Chair: **Dated:**

Name:

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