

# **SAFEGUARDING CHILDREN POLICY**

## **For**

### **The Greater Manchester Bengali Hindu Cultural Association (GMBHCA)**

## **Introduction**

**The Greater Manchester Bengali Hindu Cultural Association (GMBHCA)** is a nonprofit charity organisation run by its members.

The **GMBHCA** is based in

*5 Prestwich Hills, Prestwich, Manchester. M25 9PY*

**GMBHCA** is managed by an Executive Committee and a group of members. One of their members has the responsibility for safeguarding.

The Team has adopted this safeguarding children policy and expects every adult working or helping **GMBHCA** to support it and comply with this policy.

Consequently, this policy shall apply to **GMBHCA** members, volunteers, contractors, students and anyone working on behalf of **GMBHCA**.

**Purpose of the Policy**

This policy is intended to protect children and young people who receive any service from the **GMBHCA**, including children of adults who receive services from us.

As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

**The risks to children**

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including

- **Sexual Harassment,**
- **Abuse and Exploitation**
- **Negligent Treatment Behaviour**
- **Physical or Emotional Abuse**
- **Bullying or Harassment**
- **Health and Safety**
- **Commercial Exploitation**
- **People may abuse a position of trust they hold within a Charity**
- **Extremism and Radicalisation**
- **Female genital mutilation**
- **People may target your Charity**
- **A Charity's Culture may allow Poor**
- **Child Trafficking**

# GMBHCA Safeguarding Policy (Child) 2024

## 1. Safeguarding Policy

**GMBHCA** recognizes its responsibility to safeguard children and vulnerable adults from harm. We aim to create an environment where individuals feel safe, valued, and able to express their needs and concerns. All activities involving children or vulnerable adults will adhere to the highest standards of safety and care.

### 1.1. Safeguarding Children at Events and Activities

There are three kinds of events or activities

- a. Those open to adults and children of all ages*
- b. Those for children accompanied by a parent or carer*
- c. Those for unaccompanied children which are sometimes run alongside other events / activities*

At events and / or activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home after the event. Young children aged 16 or 17 may attend unaccompanied if they bring written consent and mobile number of one of their parents.

At events and activities for children accompanied by a parent, children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home afterwards. If a lone adult brings more than one child, then all the children will have to stay together so that one adult can supervise them. Young people aged 16 and 17 may attend unaccompanied if they bring written consent and mobile number of one of their parents. At events or activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with an event leader.

### The enrolment must record the following information

- Child's Name
- Age and Address
- Name and Addresses of both Parents
- Mobile number of both Parents

Young people aged 16 and 17 may attend unaccompanied if they bring written consent and mobile number of one of their parents.

## 2. Designated Safeguarding Officer

We have appointed a designated safeguarding officer (DSO) responsible for:

- Overseeing the implementation of safeguarding policies and procedures.
- Acting as a point of contact for safeguarding concerns.
- Providing support and guidance to staff and volunteers regarding safeguarding matters.

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## DSO Contact Information:

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## 3. Safe Recruitment Procedures

GMBHCA is committed to implementing safe recruitment procedures for employees, volunteers, and suppliers. This includes:

Job descriptions that clearly outline safeguarding responsibilities.

- Application forms that require disclosure of any past safeguarding concerns.
- Obtaining references from previous employers or relevant organizations.
- Conducting interviews that include questions about safeguarding knowledge and practices.

## 4. Safeguarding Training

All employees and volunteers are required to complete safeguarding training, which covers:

- Recognizing signs of abuse or neglect.
- Reporting procedures for safeguarding concerns.
- Creating a safe environment for children and vulnerable adults.  
(Training will be conducted annually, with additional sessions as needed.)

## 5. Incident Reporting and Investigation

GMBHCA has established procedures for reporting and investigating safeguarding incidents. These include:

- A clear reporting process for staff, volunteers, and beneficiaries.
- An investigation procedure that ensures confidentiality and fairness.
- A commitment to take appropriate action based on investigation outcomes.

## 6. Disclosure and Barring Service (DBS) Checks

All employees and volunteers working with children and vulnerable adults must undergo DBS checks. We will:

- Conduct checks prior to employment or engagement.
- Maintain records of all DBS & EDBS checks and their outcomes.
- Recheck DBS & EDBS statuses periodically, as per regulatory guidance.

The **GMBCHA** offers the following activities for children

- Music and Dance performances,
- Drama, Poetry recitations,
- Participation at Religious Festivals and other miscellaneous activities for children

The Team will take very seriously any allegation of impropriety on the part of any member of **GMBHCA**. A member of **GMBHCA** who discovers anything amiss should get in touch with the **DSO**

The Team will review the allegation and the likely risk to children and if

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appropriate will consider banning the member responsible for this harm from both current and future events and / or revoking their membership from **GMBHCA**.

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## 7. Policy Availability and Revisions

A copy of this safeguarding policy will be available to all employees, volunteers, and stakeholders. Any revisions will be communicated promptly, and updated copies will be distributed. This Policy will be reviewed every 12 months and in the Event of an Incident related to the Policy.

## 8. Evidence of Training

**GMBHCA** will maintain records to evidence that safeguarding training has been given and received, including:

- Training Attendance Logs.
- Certificates of Completion.
- Any supplementary Training Sessions or Materials.

## 9. Employment Records

**GMBHCA** will retain documentation related to:

- Employment and engagement applications.
- References and identity verifications.
- DBS checks, including reference numbers and copies of DBS & EDBS
- Any other relevant documentation regarding safeguarding measures.

## 10. Records of Allegations and Incidents

**GMBHCA** will maintain comprehensive records of:

- Any allegations of abuse or neglect.
- Notifications made to relevant authorities.
- Actions taken in response to incidents, including investigations and outcomes.

## 11. Health and Safety Aspects

Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of steps to be undertaken to minimise those risks. The Team will keep a record of all risk assessments.

Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## 12. Policy on prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a **GMBHCA** event, those involved will be separated immediately and parents of the children involved will

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be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events but only in accordance with the rules and procedures of **GMBHCA**.

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### 13. Photographing Children

People must expect to have their photograph taken at our events and we reserve the right to publish suitable photographs of those attending, along with the names of members involved.

Allegations of adults Taking photos of Children that are deemed suspicious or malicious are to be reported straight away to the DSO.

### 14. Managing Behaviour, Discipline and Acceptable Restraint

Adults supervising children at **GMBCHA** events must never use any form of corporal punishment. If physical restraint is necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used – but for that purpose only.

**Unacceptable behaviour at GMBHCA** events for unaccompanied children will generally, be stopped by separating the children from each other or from the group. Then they will be suitably supervised and will be returned as soon as possible to the care of their parents.

The **GMBHCA** may apply a further disciplinary sanction, namely the banning of the child from one or more future events over the following *18 months*. Any such sanction would be determined by the following officer:

**DSO** (A parent who is aggrieved by this ban may appeal to **GMBHCA** who will hear the views of all relevant persons. The decision of **GMBHCA** is then final.)

### Conclusion

GMBHCA is dedicated to safeguarding children and vulnerable adults and will regularly review and update our safeguarding policy to ensure its effectiveness. We encourage all staff and volunteers to prioritize the safety and welfare of those we serve.

**Date of Policy Adoption:**

**Next Review Date:**

**Approved By:**

**Signature:**

For further information, please contact the designated safeguarding officer.

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