

BRADNINCH TOGETHER

POLICY 02 Safeguarding (V3 01.02.24)

Nº	Procedure	More info
1.	<p>Statement; This policy defines how Bradninch Together (BradTog) a Community Interest Company (CIC) approaches safeguarding and actions which will be taken to promote welfare and protect people from harm.</p> <p>IF SOMEONE IS IN IMMEDIATE RISK OF HARM CALL 999.</p> <p>BradTog believes that no person should experience abuse and are committed to conduct which protects those we interact with. We recognise that some people are unsuitable to interact with vulnerable adults and children and that they may use volunteering as an opportunity to gain access.</p> <p>This policy and procedure reinforces our commitment to upholding safeguarding and will be incorporated in all aspects of BradTog activities and will be a requirement of activities where we collaborate with others.</p> <p>By creating awareness we will offer protection.</p>	
2.	<p>Responsibilities; The Safeguarding of Vulnerable Groups Act 2021 places a ‘duty of care’ on everyone. Each of BradTogs Directors understands their duty of care and will endeavour to implement this safeguarding policy and take reasonable care of volunteers and participants.</p> <p>The Directors will;</p> <ul style="list-style-type: none">• Appoint a Director as a Safeguarding Lead, and the point of contact for concerns and enquires.• Ensure a safeguarding risk assessment is undertaken prior to the start of initiatives, activities and projects.• Require the formulation of mitigations and safety plans which arise from risk assessments.• Ensure safeguarding is a standing agenda item at CIC meetings.• Where relevant, Directors will undertake training.• Where relevant, obtain and submit a DBS check or Enhanced DBS check.• Provide safe and confidential retention of documents complying with data protection legalisation.• Support the Safeguarding Lead in reporting allegation to the relevant authorities. <p>The Safeguarding Lead will;</p> <ul style="list-style-type: none">• Be the contact for safeguarding concerns, in the first instance contact safeguarding@bradtog.org.uk• Where relevant the Safeguarding Lead will undertake training.• Record concerns and relevant facts will use the reporting proformas devised by Devon County Council and stored securely, in line with the BradTog Policy 04: Privacy Notice	Policy 04 Privacy

- Gather information from those leading any initiative, activity or project related to the concern.
- If someone is at immediate risk of harm Call the Police.
- Report to the relevant authorities matters of concern.

Volunteers and participants will;

- Be made aware of this safeguarding policy and how to report a concern.
- Be made aware who the lead person(s) for each project is.
- Be made aware who the Safeguarding Lead within BradTog is.
- Where relevant, be asked to obtain and submit a DBS check or Enhanced DBS check.
- Where relevant, undertake training.

3. Reporting a concern;

1. If an adult or child is at immediate risk do not hesitate, call the police.
2. As soon as you are able write down what you have seen, heard, the sequence of events and who was involved.
3. Raise your concern with the project leader.
4. If your concern is about the project leader, or you would like to speak to someone who is independent, raise your concern with the BradTog Safeguarding Lead safeguarding@bradtog.org.uk
5. If approached by someone listen, observe, you may ask clarifying but not probing questions.
6. Do not promise confidentiality, but do reassure the person that you will only tell others that will help.
7. Do not discuss any incident or concerns beyond the project leader, Safeguarding Lead and the authorities.

4. The Law;

Volunteers are not covered by employment legislation but as members of the public, they are covered by health and safety, safeguarding and data protection laws.

If there are allegations of criminal offences, such as assault, theft, financial fraud, or safeguarding concerns, then a matter may be referred to the police and / or safeguarding authorities.

External agencies can be a source of advice on concerns in addition to BradTogs policies and procedures. Our web site bradninctogether.org.uk has links to a range of organisations that are specialists.

5. Types of Abuse;

Adult	Children
Physical	Physical
Domestic violence	Neglect or Acts of Omission
Sexual	Psychological or Emotional
Psychological or Emotional	Sexual abuse
Financial or Material	Peer on Peer abuse
Modern Slavery	
Discriminatory	
Organisational or Institutional	
Neglect or Acts of Omission	
Self-neglect	

www.nspcc.org.uk

<p>6. Confidentiality;</p>	<p>When concerns are raised BradTog will maintain discretion throughout any enquires and the recording of information. Any referrals to external agencies will be kept confidential.</p> <p>Emails, digital records and correspondence will be retained by BradTog for 12 months and kept in accordance with the Data Protection Act.</p>	
<p>7. KB/SE</p>	<p>This policy was approved by the Directors of Bradninch Together Community Interest Company on 13 April 2021 and is reviewed biannually.</p>	<p>Review date January 2026</p>
	<p>Bradninch Together Policies</p> <ul style="list-style-type: none"> • Policy 01: Problem Solving & Complaints • Policy 02: Safeguarding • Policy 03: Health & Safety • Policy 04: Privacy Notice (Data Protection & Confidentiality) • Policy 05: Equality & Diversity 	
	<p>Bradninch Together Guidance Notes</p> <ul style="list-style-type: none"> • 001 Guidance: Welcome to Bradninch Together • 002 Guidance: Person to Person Contact and Safety • 003 Guidance: Collection of Pre-Paid Shopping & Prescriptions • 004 Guidance: Cash & Card Shopping and Reimbursement • 005 Guidance: No Answer at the Door 	