

# BSBI Safeguarding Policy

Prepared by & date	Jane Houldsworth, April 2018
Approved by & date	Board of Trustees, 25 April 2018
Next review date	Summer 2021 (update delayed)
Interim update 14 May 2021	Change of BSBI Safeguarding lead contact: Julia Hanmer, Chief Executive 07757 244651 <a href="mailto:julia.hanmer@bsbi.org">julia.hanmer@bsbi.org</a> (to replace Jane Houldsworth).

The following outlines BSBI's approach to safeguarding all those that it comes in to contact with, including children (under the age of 18).

## 1. Context and Risk Management

- i. It is a requirement that all charities have a safeguarding policy together with processes and procedures to ensure that it is followed.
- ii. The public is increasingly subjected to stories related to a lack of appropriate safeguards, particularly where children are concerned.
- iii. The public's perception of a charity and its moral and ethical behaviour is critical to its reputation and ability to operate and fundraise successfully.
- iv. This Policy sets out how BSBI handles Safeguarding.

## 2. Definitions

- i. **Children** – anyone under 18.
- ii. **Vulnerable adults** - anyone over 18 who could be, is, or may be, unable to take care of him or herself against significant harm or exploitation. A vulnerable adult is any person aged 18 or over who has a mental health problem, a disability, a sensory impairment, is old or frail, or has some form of illness.
- iii. **Volunteers** – anyone leading or participating in an activity on behalf of BSBI. This could include, but isn't limited to, Vice-County Recorders, field or indoor meeting leaders, trustees or members of BSBI's Council or committees.
- iv. **Serious breach** – any incident which breaks the law in the country in which it occurred (UK or Ireland).

## 3. Policy and Application

- i. This policy applies to all staff, volunteers and trustees of BSBI.

## 4. Purpose

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- i. The purpose of this policy is: to protect all who come in to contact with BSBI, including those who work in and for it; to protect the children who engage with the BSBI from abuse; and to protect adults who engage with children on behalf of the BSBI from unfounded allegations of abuse.

## 5. Legal framework

This policy has been drawn up having regard to:

- i. Children Act 1989
- ii. United Nations Convention on the Rights of the Child 1991
- iii. Protections for Persons Reporting Child Abuse Act 1998
- iv. Data Protection Act 1998
- v. Sexual Offences Act 2003
- vi. Children Act 2004
- vii. Equality Act 2010
- viii. Protection of Freedoms Act 2012
- ix. Relevant government guidance on safeguarding

## 6. We recognise that:

- i. We have a duty to provide a safe and trusted environment for all who come in to contact with BSBI, both adults and children
- ii. We have a particular duty to promote the welfare of children
- iii. All adults and children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have an equal right to protection from harm or abuse
- iv. Some adults, those described as 'vulnerable' (see definition above), may be more susceptible than others
- v. Some children are particularly vulnerable because of previous experiences, their level of dependency, communication needs or other issues
- vi. Working in partnership with children, their parents, carers and other agencies is essential in promoting their welfare

## 7. We will seek to keep adults and children safe by:

- i. Adopting a Code of Conduct for staff and volunteers (see below)
- ii. Valuing, listening to and respecting all who we work with, and children in particular
- iii. Communicating regularly with staff and volunteers who work with others, and in particular with children, at field or indoor meetings or through other means (e.g. social media), and advising them of our policy and Code of Conduct
- iv. Appointing two designated leads for Safeguarding
- v. Seeking to identify where and when we work with children
- vi. Ensuring we don't work regularly with children (defined as once a week or more, or on 4 or more days in 30, or overnight)
- vii. Sharing information about child protection and good practice with staff, volunteers, parents and children

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- viii. Sharing concerns with agencies who need to know, involving parents and children as appropriate
- ix. Keeping our policy and procedures under review

## 8. Related Documents

- i. Meetings Guidance
- ii. Personal Data Policy

## 9. BSBI's Code of Conduct for Safeguarding

- i. The purpose of this Code of Conduct is to create a safe and trusted environment for all who work in, for and with BSBI. In addition, it is to help to protect children from abuse and inappropriate behaviour from adults, and to protect staff and volunteers from unfounded allegations of abuse.

### 9.1 Applicability and enforcement

- i. This code of conduct applies to all members of staff, volunteers and trustees operating on behalf of BSBI. Any breaches of this Code of Conduct, whether relating to adults or children, must be reported to the BSBI's Safeguarding Leads (both of whom are DBS (Disclosure and Barring Service) checked):
  - Chief Executive: Julia Hanmer, (07757 244651 or [julia.hanmer@bsbi.org](mailto:julia.hanmer@bsbi.org))
  - Honorary Field Meetings Secretary: Jonathan Shanklin (01223 571250 or [jdsh@bas.ac.uk](mailto:jdsh@bas.ac.uk)).
- ii. A breach of this Code of Conduct by staff may be regarded as a disciplinary offence under BSBI's Staff Disciplinary Procedures.
- iii. Serious breaches (see definition in section 2 above) by any volunteer or staff member will result in a referral to a statutory agency including: the police, the local authority children's social care department, the Independent Safeguarding Authority or the Charity Commission (UK) or the Health Service Executive or An Garda Síochána (Ireland).

### 9.2 Staff and volunteers must:

- i. Observe this general Code of Conduct
- ii. Seek to promote a safe, trusted and respectful environment for all adults and children by:
  - i. Treating all fairly, avoiding favouritism
  - ii. Ensuring language used is appropriate and not offensive or discriminatory
  - iii. Ensuring the right to privacy is respected
- iii. Ensure that any risk assessment for an activity takes children appropriately into account
- iv. Ensure that any contact with children is appropriate for the activity
- v. Keep a tally of how frequently they work with children and if this approaches regular contact (defined as once a week or more, or on 4 or more days in 30, or overnight), report it to BSBI's Safeguarding Leads.
- vi. Ensure their parent/ carer is present with them at all times during physical meetings and obtain parent/ carer permission for any other form of regular contact (e.g. by email or social

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media) and/ or to take and use images containing children. A permission form is provided in the appendix below.

- vii. Ensure that there is more than one adult present (within sight or hearing) during activities with children
- viii. Report all concerns or allegations of breach of this policy and Code of Conduct to BSBI's Safeguarding Leads, Julia Hanmer (07757 244651 or [julia.hanmer@bsbi.org](mailto:julia.hanmer@bsbi.org)) or Jonathan Shanklin (01223 571250 or [jdsh@bas.ac.uk](mailto:jdsh@bas.ac.uk))

## 9.3 Staff and volunteers must not:

- i. Allow concerns or allegations of abuse to go unreported
- ii. Make promises to adults or children not to report disclosures of abuse
- iii. Work regularly with children (defined as once a week or more, or on 4 or more days in 30, or overnight)
- iv. Develop inappropriate relationships with children
- v. Allow children to be resident at a field meeting, i.e. stay overnight in the same hotel or other dwelling that the meeting is being held in. However, children will be welcomed to attend the related day-time activities, so long as all other elements of the Code of Conduct are followed.

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## Appendix

### Child consent form

BSBI recognises the need to ensure the safety and welfare of all children.

In accordance with our Safeguarding Policy we will not permit photographs, video or other images of children (under the age of 18) to be taken without the consent of the parent/carer of the child.

BSBI will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform BSBI immediately.

In addition, BSBI will take all steps to ensure that communication with children is carried out with parent/ carer permission and/ or in public view (i.e. through social media).

*[Please complete the sections below as appropriate]*

I \_\_\_\_\_ (parent/carer) consent to BSBI photographing or videoing \_\_\_\_\_ (name of child)

I \_\_\_\_\_ (parent/carer) consent to BSBI communicating regularly with \_\_\_\_\_ (name of child)

Date: \_\_\_\_\_

Activity organiser: \_\_\_\_\_

Parent/carer email: \_\_\_\_\_

Parent/carer tel. no: \_\_\_\_\_