

SAFEGUARDING POLICY

It is the policy of Northumbria in Bloom ('NiB') actively to promote the welfare of children and adults at risk involved with its activities by establishing appropriate safeguarding standards. This policy must be followed by all members of NiB at its events.

The term safeguarding is used to define actions taken to protect vulnerable groups from harm. This harm might come from adults or other children.

NiB has a zero tolerance policy for any abusive or harassing behaviour across all of its activities.

NiB believes that

- The welfare of children and adults at risk is paramount
- All members have an individual responsibility to safeguard all other members and to act in accordance with the policy and procedures
- All suspicions and allegations or abuse should be taken seriously and responded to swiftly and appropriately
- All members should be clear on how to respond appropriately
- Inappropriate verbal or physical behaviour must not be accepted or condoned
- All members must provide a positive role model for dealing with other people

Definitions

For the purpose of this policy, a child is defined as any person under the age of 18 unless specified otherwise. An adult at risk is a person aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Aims of the policy

- To promote and prioritise the safety and wellbeing of children and adults at risk
- To raise awareness that everyone who comes into contact with children/adults at risk has a role to play
- To provide assurance to parents and carers that NiB takes reasonable steps to manage risk and keep children and adults at risk safe
- To ensure that everyone understands their roles and responsibilities in respect of safeguarding
- To ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or adults at risk

Safeguarding leads

NiB's designated safeguarding lead officer is **Sue Featherstone**, contact suefeatherstone58@gmail.com or phone 07885 663101. **Val Giles**, Secretary is the nominated designated safeguarding deputy: contact 01434 240462. The leads are responsible for engaging the appropriate external authorities if required after advising the Trustees.

Training

The safeguarding lead officer is to be trained to Level 3. Safeguarding awareness training is provided to new members of the group as part of induction.

SAFEGUARDING PROCEDURES

Code of conduct

During NiB's activities all members will:

- Treat everyone with whom they come into contact with respect
- Report incidents of alleged abuse to the designated safeguarding lead
- Report any inappropriate behaviour they might observe or any concerns they might have
- Behave in a responsible and appropriate manner to, and ensure that they are not alone with, children or adults at risk

- Exercise caution when discussing sensitive issues with children or adults at risk maintaining confidentiality within the process
- Report any safeguarding concerns immediately to the designated safeguarding lead
- Treat and handle safeguarding information securely at all times. The access of safeguarding information must be on a need to know basis

Photographs

- No photography or video will be taken of individuals or small groups of children or adults at risk without advising the subjects, parents or carers of the purposes of such images beforehand and obtaining consent. In what format - do we have a template consent form?
- All images will be taken in open public areas
- Signage must be prominently displayed at NiB's public events to the effect that photographs will be taken during the event.

Suspicious of abuse

- If you see or suspect abuse of a child or vulnerable adult, please make this known to the designated safeguarding lead or if the lead is the source of the problem to the deputy safeguarding lead.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

Disclosure of abuse (person to whom disclosure is made)

If a child or adult at risk confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action
- Listen carefully to what has been said. Allow the child/adult at risk to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Make it clear that you may need to share this information with others, but that you will only tell the people who need to know and who should be able to help.
- Reassure the child/adult that "they did the right thing" in telling someone.
- Speak to the person with responsibility for safeguarding as soon as possible
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's or adult at risk's own words. Note the date, time, any names that were involved or mentioned, and the name of the person to whom you gave the information. Make sure you sign and date your record.
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Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.
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General

- This policy will be reviewed at each AGM.
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File: nibsafeguardingpolicy2024
Reviewed 15 May 2024
Next review due May 2025