



STEVE BERNARD
FOUNDATION

Safeguarding Policy

Index

	Page
1. Policy Statement	2
2. Use of Terminology	2
3. Scope	2
4. Responsibility	2
5. What to do if there is a safeguarding concern	3
6. Contact numbers	3
7. Breaches of the safeguarding policy	4

Appendices

A	Reporting safeguarding concerns within the charity flowchart
B	Reporting safeguarding concerns within the charity flowchart
C	Codes of conduct
D	Glossary of Terms

1. Policy Statement

The Steve Bernard Foundation is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our charity at all times including any group and individual programmes and events that we run. This policy strives to minimise risk and respond appropriately to all safeguarding concerns and disclosures.

Whilst the charity will help children under the age of 18 years it is possible that our work will involve their families either directly or through involvement in events and activities. As such this policy encompasses policies to safeguard both children and adults at risk.

2. Use of terminology

Child: a person under the age of 18 years.

Adult at risk of abuse or neglect: a person aged 18 years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

A full glossary of terms is contained in appendix D.

3. Scope

This policy is applicable to all trustees, staff and volunteers and extends to all guests who may attend any events we hold.

4. Responsibility

Safeguarding is everyone's responsibility and not responding to a safeguarding concern is not an option.

The Trustees have overall accountability for our safeguarding policy and their contact details are included in this document. They will review and update the policy on an annual basis.

All individuals involved in the charity whether as Trustee, employee, volunteer or through their presence at events are required to adhere to the policy and to have a Disclosure and Barring Check (DBS).

5. What to do if there is a safeguarding concern

The person who is told about, hears or is made aware of the concern or disclosure is responsible for following the Reporting procedure:

- Reassure the child/adult that they are right to report the behaviour
- Listen carefully and calmly to them
- Keep questions to a minimum and never ask leading questions
- Do not promise secrecy. Inform them that you must report your conversation because it is in their best interests.
- Make a note of everything said by yourself and the witness including dates and times.
- Assess whether there is an immediate risk to a young person or vulnerable adult.
- If there is an immediate risk call the police and social services (see contact numbers in 6 below) and assess whether an ambulance is required.
- In either event contact a charity Trustee (see 6 below).
- The Trustees will carry out a full investigation and, if necessary, contact the police and or social services.
- If the allegation involves a member of staff the Trustees will assess whether a suspension is necessary and will follow the appropriate disciplinary procedures.
- If the allegation involves a consultant or other third-party providing therapy or other services that individual or organisation will be suspended from carrying out any further work until the outcome of the investigation is known.

You should inform the parent or carer of the concern unless you believe it would put the child or adult, including yourself or others, at risk.

6. Contact numbers

Trustees

Tony Bernard 01202 466989

Emergency Services 999

Dorset Police 01202 222222

Local Authority Children's Services 01202 458101

Local Authority Adult Services 01202 454979

NSPCC 08088005000

7. Breaches of the Safeguarding Policy

Breaches of this policy and/or failure to comply with the outlined responsibilities may result in the following:

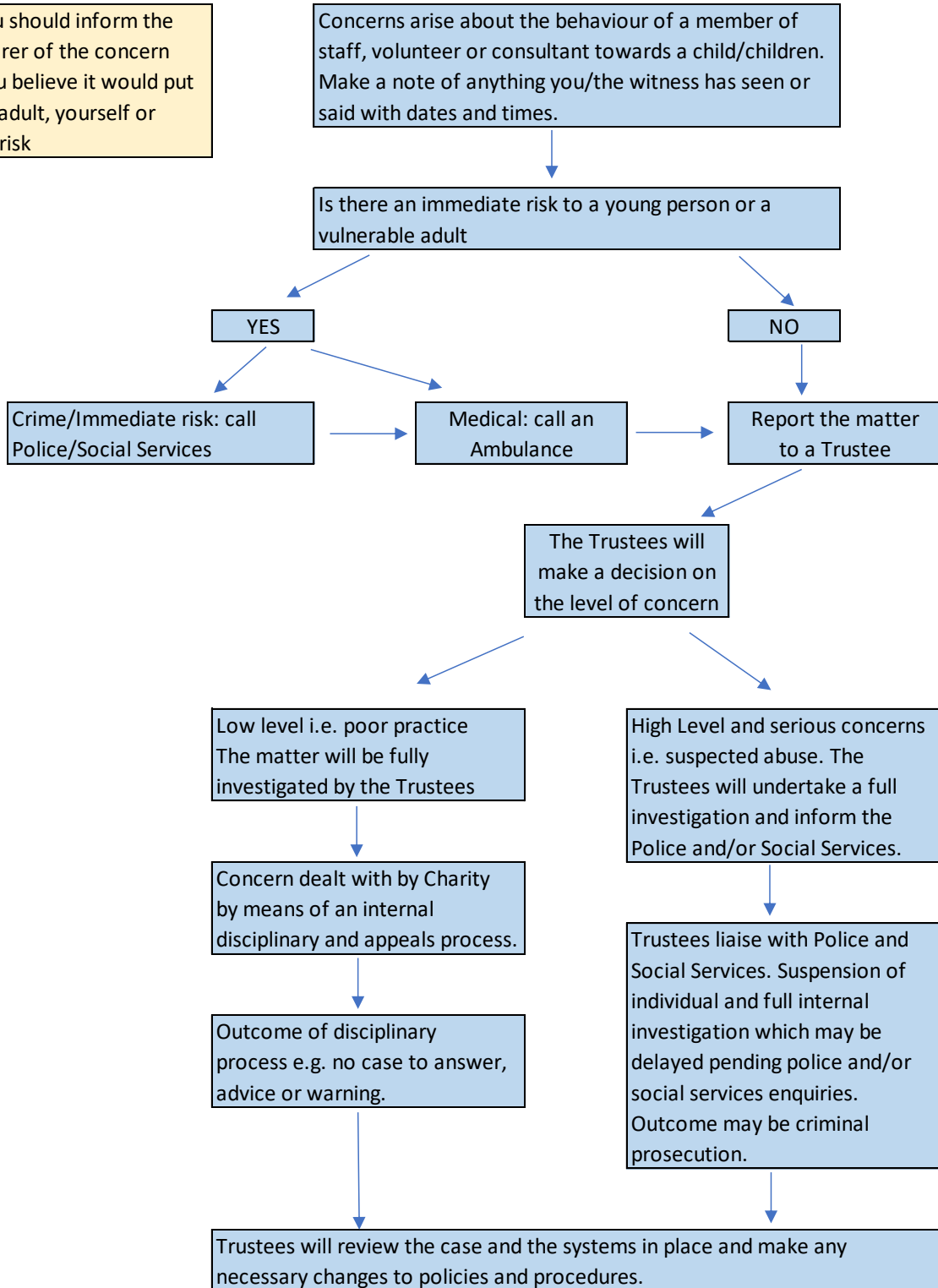
- Disciplinary action leading to dismissal and legal action.
- Termination of current and future roles within the charity.

Action taken by Trustees, staff, consultants, volunteers, parents or carers outside of the charity that are seen to contradict this policy may be considered a violation of this policy.

Appendix A

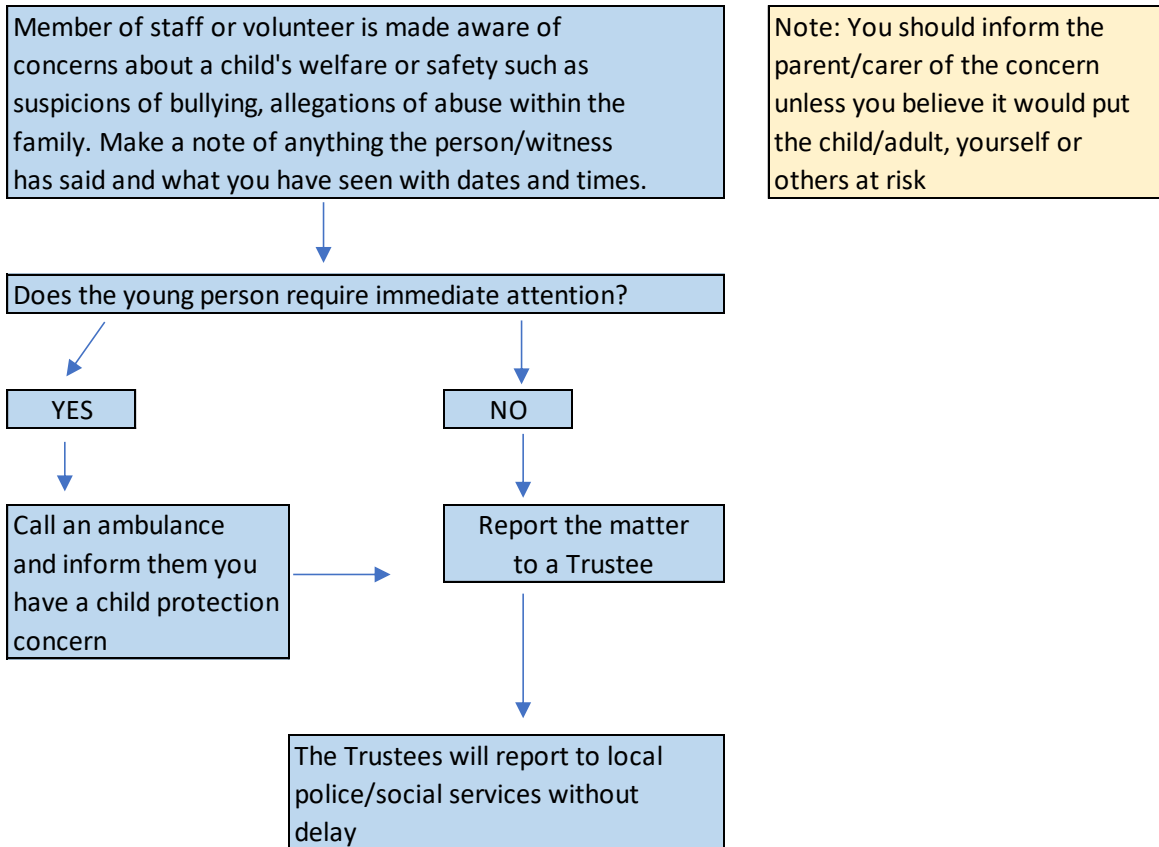
Reporting a Safeguarding Concern within the Charity

Note: You should inform the parent/carer of the concern unless you believe it would put the child/adult, yourself or others at risk



Appendix B

Reporting a Safeguarding Concern outside the Charity



Appendix C

Codes of Conduct

All Trustees, members of staff, consultants and volunteers agree to:

- Always prioritise the well-being of all children and adults at risk
- Treat children and adults at risk fairly and with respect
- Be a positive role model and always act with integrity
- Help create a safe and inclusive environment
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report any allegations of abuse or poor practice to the Trustees
- Not do anything that humiliates or harms a child or adult at risk
- Recognise diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of a therapy session or is done to avoid the individual harming themselves or others
- Avoid wherever possible being alone with a child or adult at risk unless there are exceptional circumstances or, in the case of a consultant, it is a “one to one” therapy session

All children and adults at risk agree to:

- Be friendly, supportive and welcoming to other children and adults
- Respect Trustees, staff and volunteers
- Behave, respect and listen to adults in charge
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Talk to a Trustee about any concerns they have about themselves or others

All Parents, Guardians and Carers agree to:

- Treat all children, adults, Trustees, staff and volunteers with respect
- Always use appropriate language
- Ensure your child understands their code of conduct
- Provide emergency contact details and any information about your child including relevant medical history, allergies etc

Appendix D

Glossary of Terms

Safeguarding: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances. Enabling adults at risk to achieve the outcomes that matter to them in their life; protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns. Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness

Sexual abuse: Involves forcing or enticing a child or young person to take part in abuse sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them opportunities to express their views; deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child/ adult at risk from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision to not provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions.

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

- A person who is being abused may experience more than one type of abuse
- Harassment, and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and antisocial Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.