



BMETVFM Safeguarding Policy and Procedures

Section heading	Section content
1. Introduction	<p>BMETVFM makes a positive contribution to a strong and safe community. We recognise the right of every individual to stay safe.</p> <p>BMETVFM comes into contact with children and / or vulnerable adults through the following activities:</p> <ul style="list-style-type: none"> Sport Events Training Activities and Courses Workshops <p>The types of contact with children and / or vulnerable adults will be reregulated and controlled. This means regulated frequent contact' with a vulnerable person (once a month or more) or as 'intensive contact' (3 days or more within a 30 day period). And controlled activity through our Premises Managers.</p> <p>This policy seeks to ensure that BMETVFM undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.</p>
2. Confirmation of reading	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for BMETVFM</p> <p>Please complete the details below and return this completed form to Ewemade Orobator, the Senior Manager for this policy.</p> <p>Employee/Volunteer Name :</p> <p>Employee/Volunteer Signature:</p> <p>Date:</p>

<p>3. Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002: ○ The Children act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – DBS 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
<p>4. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional abuse ● Bullying ● Neglect ● Financial (or material) abuse <p>Definition of a child A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p> <p>Definition of Vulnerable Adults A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.</p> <p>This may include a person who:</p> <ul style="list-style-type: none"> ○ Is elderly and frail ● Has a mental illness including dementia ● Has a physical or sensory disability ● Has a learning disability

	<ul style="list-style-type: none"> • Has a severe physical illness • Is a substance misuser • Is homeless
<p>5. Responsibilities</p>	<p>All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures. We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>Trustees have responsibility to ensure</p> <ul style="list-style-type: none"> • The policy is in place and appropriate • The policy is accessible <p>SMT have responsibility to ensure</p> <ul style="list-style-type: none"> • The policy is implemented • The policy is monitored and reviewed • Liaison with and monitoring the Designated Senior Manager work • Sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented <p>The Designated Senior Manager is Ewemade Orobator. This person’s responsibilities are:</p> <ul style="list-style-type: none"> • Promoting the welfare of children and vulnerable adults Ensure staff (paid and unpaid) have access to appropriate annual training/information. • Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately • Keep up to date with local arrangements for safeguarding and DBS • Develop and maintain effective links with relevant agencies. e.g. through attendance at strategy meetings, initial case conferences, core groups. CAF meetings] • Take forward concerns about responses
<p>6. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> • Whistleblowing –ability to inform on other staff/ practices within the organisation • Grievance and disciplinary procedures – to address breaches of procedures/ policies • Health and Safety policy, including lone working procedures, mitigating risk to staff and clients • Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory

- Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose
- Staff induction
- Staff training

Safe recruitment

BMETVFM ensures safe recruitment through the following processes:

- Providing the following safeguarding statement in recruitment adverts or application details –‘recruitment is done in line with safe recruitment practices.’
- Job or role descriptions for all roles involving contact with children and / or vulnerable adults will contain reference to safeguarding responsibilities.
- There are person specifications for roles which contain a statement on core competency with regard to child/ vulnerable adult protection/ safeguarding
- Shortlisting is based on formal application processes/forms and not on provision of CVs
- Interviews are conducted according to equal opportunity principles and interview questions are based on the relevant job description and person specification
- DBS checks will be conducted for specific roles for all staff (paid or unpaid) working with children and vulnerable adults. Portable/ carry over DBS checks from another employer will not be deemed to be sufficient. It is a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts.
- No formal job offers are made until after checks for suitability are completed (including DBS and 2 references). (You may wish to add in a qualifier about measures in place for exceptional and justifiable circumstances where employment/ role could commence prior to DBS clearance).

Disclosure and Barring Service (DBS) Gap Management

The organisation commits resources to providing Criminal Bureau Records check on staff (paid or unpaid) whose roles involve contact with children and /or vulnerable adults.

In order to avoid DBS gaps, the organisation will ask the Senior Manager to maintain and review a list which is reviewed at least every 6 months of roles across the organisation which involve contact with children/ vulnerable adults’.

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established staff the following processes are in place;

- BMETVFM will ensure that our established staff and roles are regularly reviewed through a 3 year rolling programme of re-checking DBS’s is in place for holders of all identified posts.
- Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children / vulnerable adults will be subject to a DBS check.

	<p>Service delivery contracting and sub contracting</p> <ul style="list-style-type: none"> • There will be systematic checking of safeguarding arrangements of partner organisations • Safeguarding will be a fixed agenda item on any partnership reporting meetings. <p>Contracts and memorandums of agreement for partnership delivery work will include clear minimum requirements, arrangements for safeguarding and non compliance procedures</p>
<p>7. Communications training and support for staff and Volunteers</p>	<p>BMETVFM commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include:</p> <ul style="list-style-type: none"> • Discussion of the Safeguarding Policy (and confirmation of understanding) • Discussion of other relevant policies • Ensure familiarity with reporting processes, the roles of line manager and Designated Senior Manager (and who acts in their absence) • Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding • We may also formally assess new members of staff's competence in applying safe practices (e.g. during probation period) <p>Training</p> <p>All staff who, through their role, are in contact with children and /or vulnerable adults will have access to annual safeguarding training at an appropriate level. This training will take place at least once every year but additional training may need be undertaken if required. Sources and types of training will include</p> <p>www.barnardos.org.uk www.nspcc.org.uk</p> <p>In addition staff will have access to the following information:</p> <ul style="list-style-type: none"> • The Children Act 2004 • Children's Workforce Development Council Induction Standards 2009 • Common Core of Skills and Knowledge for the Children's Workforce DCSF 2010 • Working Together to Safeguard Children 2010 • The Munro Review of Child Protection 2011

Communications and discussion of safeguarding issues

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- team meetings
- SMT meetings
- Board meetings
- One to one meetings (formal or informal),
- clinical supervision
- Participation in multi agency safeguarding procedures and meetings in order to be involved in child/ adult protection procedures
- Participation in joint client visits
- Involvement in the CAF process
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.
- Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection
- Some organisations will have a safeguarding representatives team. If so it should be referred to in this section.
- How staff are reminded about policies and procedures (refresh sessions etc)

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted by line manager /DSM within a certain timescale e.g. 1 week).

8. Professional boundaries

Professional boundaries are what define the limits of a relationship between a support worker and a client. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

BMETVFM expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- **Giving and receiving gifts from clients:** A typical statement would be ‘BMETVFM does not allow paid or unpaid staff to give gifts to or receive gifts from clients. However gifts may be provided by the organisation as part of a planned activity’.

- **Staff contact with user groups.** A typical statement would be: 'Personal relationships between a member of staff (paid or unpaid) and a client who is a current service user is prohibited. This includes relationships through social networking sites such as facebook and instagram. It is also prohibited to enter into a personal relationship with a person who has been a service user over the past 12 months.'

We also will not tolerate any of the following practices:

- Use of abusive language
- Response to inappropriate behaviour / language
- Use of punishment or chastisement
- Passing on service users' personal contact details
- Degree of accessibility to service users (e.g. not providing personal contact details)
- Taking family members to a client's home
- Selling to or buying items from a service user
- Accepting responsibility for any valuables on behalf of a client
- Accepting money as a gift/ Borrowing money from or lending money to service users
- Personal relationships with a third party related to or known to service users
- Accepting gifts/ rewards or hospitality from organisation as an inducement for either doing/ not doing something in their official capacity
- Cautious or avoidance of personal contact with clients

Staff/Volunteers should also refer to our policies and procedures ie Code of conduct, e-safety, computer misuse.

Staff and Volunteers must declare actual or potential interests (e.g. discussing them with line manager or Designated Senior Manager). We also have a Conflict of Interests Policy which should also be referred to..

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

9. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at BMETVFM

If you're worried about the wellbeing of a child or a case of abuse or maltreatment has already occurred, you must report it immediately. We operate in different locations so please contact the local authority responsible for that area. We do not provide services at schools but if aware of the school that the child may attend, then of course report the incident to that particular school who will have robust proceedings in place. And of course, if you are concerned about any immediate danger, the Police can be contacted.

The steps you take at this time are important, but it can be confusing for someone doing it for the first time, especially if they want to ensure no further emotional or physical harm befalls an involved party. Here are the steps you need to know, from how to report a concern to what happens next.

1. Know What Constitutes a Safeguarding Concern

People in need fall into two categories.

Children in Need

Under the Children Act 1989, a child in need is defined as one who is unlikely to achieve or maintain a reasonable level of health or development. It could also mean a child whose health and/or development is likely to be impaired or a child who is disabled.

Local authorities are required by law to provide services to children in need to both safeguard them and promote their welfare and development.

Children Suffering or Likely to Suffer Significant Harm

Under section 47 of the Children Act 1989, it's the legal and moral responsibility of authorities or organisations to make enquiries or take action in regards to any suspected abuse or maltreatment.

If there are any concerns regarding maltreatment with either of these categories, direct action must be taken. This may be the gathering of information or the notifying of an authority.

If you have a suspicion of maltreatment cases such as abuse, neglect, radicalisation, sexual exploitation or other concerns, it's time to raise your concerns via the following steps...

2. Reporting Safeguarding Concerns: The First Steps

Here are the steps you can take when first reporting a circumstance of abuse or maltreatment:

- If a child or young person has approached you, make sure they know they have done the right thing.
- Listen carefully to their story and respect their rights.
- Notify the child or young person that only the people who need to know will be informed.
- Don't try to solve the situation yourself or confront anyone.
- Remember to take all claims seriously.
- Write up their narrative, giving as much detail as possible. Remember to include date and time, what was said and any names and locations.
- Don't disclose any information to non-relevant parties.
- Contact the local authority immediately and inform them of the situation using the report you made. Their designated safeguarding lead (DSL) will directly contact us if appropriate or a child protection agency, the police or simply provide further advice.
- If the DSL is unavailable and you believe the situation to warrant further action, contact a child protection agency or the police.

After the disclosure, take these steps:

- Make a report of what you've seen and any evidence that would support your claim, including time and date. Do this in line with the local authority's child protection policy.
- Report what you have seen to a superior or a DSL who will then take the issue further if they see fit. The DSL should always be available to support this process.

3. What Happens After a Report

If you've called a protection agency or the police, they will take your report and act on it accordingly. If you've given your report to a DSL, they may simply contact a further authority while making sure the head of our organisation is aware of the issue if appropriate. Furthermore, these parties may:

- Make efforts to gain more information surrounding the concern.
- Inquire with any relevant social worker about historical information or ask them to seek out evidence.
- Take immediate action if they think the child is severely at risk.

Within one day of an official report being made, a local social worker will decide which type of response to the concern is required.

If a social worker decides to carry out a statutory assessment, staff members and the DSL must support this with their full capabilities.

Depending on the situation after this point, the process may be escalated to a higher authority.

4. Seek Further Advice Where Necessary

If you think abuse or maltreatment is being carried out against someone vulnerable but you're still unsure of what to do, get in touch with a child protection agency using the following numbers.

- NSPCC (for adults): 0808 800 5000
- Childline (for children): 0800 1111

<p>10. Allegations Management</p>	<p>BMETVFM recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows:</p> <p>First step: Any member of staff (paid or unpaid) from (insert name of organisation) is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer. If possible a written record of the concern will be completed by the safeguarding manager.</p> <p>Second step- contact the respective Local Authority Designated Officer (LADO)</p> <p>Third step – follow the advice provided</p> <p>BMETVFM recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>
<p>11. Monitoring</p>	<p>BMETVFM will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> • Safe recruitment practices • DBS checks undertaken • References applied for new staff • Records made and kept of supervision sessions • Training – register/ record of staff training on child/ vulnerable adult protection • Monitoring whether concerns are being reported and actioned • Checking that policies are up to date and relevant • Reviewing the current reporting procedure in place • Presence and action of Designated senior manager responsible for Safeguarding is in post
<p>12. Managing information</p>	<p>Information will be gathered, recorded and stored in accordance with the following policies –Data Protection Policy, Confidentiality Policy.</p> <p>All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Designated Senior Manager.</p> <p>All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.</p>

<p>13. Conflict resolution and complaints</p>	<p>BMETVFM is aware of respective local authorities policies on resolution of professional disagreements in work relating to the safety of children / Escalation Policy and if necessary this will be taken forward by Ewemade Orobator the Designated Senior Manager. He can be contacted by phone 0207 544 1054 . Or by email at president@bmetv.net or in writing to our HQ Address Suite 501, international House, 223 Regents Street, W1B 2QD.</p> <p>Conflicts in respect of safety of vulnerable adults will be taken forward by Ewemade Orobator the Designated Senior Lead(DSL). via the respective local authorities Community and Adult Care Directorate. If the complaint is against the DSL, you can contact the Chief Executive , Kevin McKenzie by phone and he will give further contact details as appropriate and in confidence.</p>
<p>14. Communicating and reviewing the policy</p>	<p>BMETVFM will make clients aware of the Safeguarding Policy through the following means:</p> <ul style="list-style-type: none"> • A statement to customers about safeguarding arrangements may be produced and displayed on our website. • Where necessary an agreement with each client or a pack will be produced for clients which explain the safeguarding arrangements. This will include reference to the Complaints Policy/Procedure could be referred to which outlines how clients can make complaint about the service. <p>The President on an Annual basis will provide a report to the Trustees which will be a Review and Recommendations to, check it is still appropriate and making recommendations changes as necessary. The policy will also be reviewed if there are changes in circumstances or legal requirements.</p>

Document approved by Trustees on Tuesday 10th January 2023.



**Ewemade Orobator
President**