



# THE IPSWICH & EAST SUFFOLK BEEKEEPERS' ASSOCIATION

First founded 1880. Charitable Incorporated Organisation number 1183025. Via the Suffolk BKA, an area association of the BBKA.

## Safeguarding

### Our policy & procedures for working with children & adults at risk

**Safeguarding is everybody's responsibility.** In our Association's constitution our second Object is to advance the education of the public in the importance of bees in the environment. As occasionally overlooked parts of the general public, we want to encourage children and adults at risk of harm to enjoy involvement with all aspects of keeping bees and the fascinating life of the honey bee.

Our Committee commits wholeheartedly to the safeguarding of children and adults at risk. We point out, however, that for children the primary responsibility for this lies with their parent or guardian. For adults at risk who have a designated carer, responsibility lies with that person.

This policy is intended both to inform members and to ensure the necessary safeguarding of children and adults at risk from all types of abuse, whether perpetrated face-to-face or online. As a condition of continuing membership, all members of the Association must comply with the Policy. This applies both to organised Association events and when operating as independent individuals.

**Definitions** within the context of this policy are:

- **Children:** all young people under the age of 18
- **Adults at risk of harm:** (as set out in the Care Act 2014) are adults who:
  - have needs for care and support, whether or not the local authority is meeting any of those needs and
  - are experiencing, or are at risk of abuse or neglect and
  - as a result of their care and support needs are unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- **Anyone** who has reduced physical or mental capacity, of any kind, either long term or transitory, e.g. from anaphylaxis due to a sting.

**Abuse:** Categories of abuse for children include: physical, sexual, emotional, and neglect.

Categories of abuse for adults include: physical, sexual, emotional, neglect, domestic abuse, self-neglect, hoarding, modern slavery, psychological, neglect/ acts of omission, financial/material, discriminatory, organisational physical, sexual, emotional and psychological, financial, bullying, discrimination and harassment related to their sex, age, disability, racism, or other factors.

#### **The Aims of this Policy:**

1. To safeguard children and adults at risk.
2. To define actions, responsibilities, and procedures for members.
3. To ensure a swift and appropriate response to any suspicion or allegation of abuse
4. To ensure that information is passed confidentially and as rapidly as possible to the I&ES BKA's Safeguarding Lead and/or to the appropriate external agencies.

#### **Monitoring and review:**

The Committee will monitor the implementation and effectiveness of this policy annually at its first meeting every calendar year and take any action necessary.

#### **Actions, Responsibilities and Procedures:**

Actions:

- Report any evidence or suspicion of abuse, whether by an adult or another child, to the I&ES BKA's Safeguarding Lead (currently, Dr Jon Tuppen, a retired GP), the Local Authority Safeguarding Team, or the police. Details below.
- Treat everyone with respect, ensuring your behaviour, language, gestures, etc. are appropriate and above reproach.
- Never abuse anyone, particularly a child or an adult at risk, verbally, physically or by any other means.
- Avoid being alone with a child (apart from your own child).
- Avoid physical contact with a child (apart from your own child) or an adult at risk, except when necessary to ensure physical safety. Unless dealing with an unforeseen emergency, seek the express permission of the appropriate parent, guardian, or carer.
- Only take photographs of children or film them with the consent of their parent or guardian.
- Treat information about children and adults at risk in the strictest confidence, e.g. names and addresses.

**If someone is at immediate risk of harm, dial 999 or 112**

Suffolk MASH (the Multi-Agency Safeguarding Hub) offers advice. This organisation is made up of a range of organisations responsible for safeguarding adults and children. They include: Suffolk County Council, Suffolk Police, health services, District and Borough Council Housing Services, Education, Probation and The Youth Offending Service. It brings together some 60 professionals, most of whom are based at Landmark House in Ipswich. See: [Suffolk MASH](#).

Dr Jon Tuppen (the I&ES BKA's Safeguarding Lead)	07710 561043
Suffolk MASH (for consultation, not for referrals)	0345 606 1499
Referral route for safeguarding concerns: Customer First	0808 800 4005
To make a safeguarding referral, use the relevant Suffolk County Council Portal (child or adult).	<a href="https://suffolksp.org.uk/concerned/">https://suffolksp.org.uk/concerned/</a>
NSPCC helpline	0808 800 5000

**Further definitions of responsibilities and procedures:**

1. For children who are Junior Members of the Association, the primary responsibility for their safeguarding lies with their parent or guardian. This includes occasions when the child attends any of the Association's centrally organised events or activities.
2. For children who are pupils of a school which is a member of the Association, in school hours the primary responsibility for their safeguarding lies with their school.
3. A designated responsible adult should accompany visiting children and/or adults at risk who have a designated carer, e.g. parent, teacher, carer or other group leader. Primary responsibility for them lies with that person. Make sure that these adults understand their responsibilities.
4. No Association member may run a club or event to which a child or adult at risk is invited unless they have already been DBS (Disclosure and Barring Service) checked. Signed parental consent forms must be held for each participating child.
5. The Safeguarding Lead's role is to:
  - Receive any allegations of abuse.
  - Pass those allegations rapidly to the Local Authority Safeguarding Team, Suffolk MASH, or in an emergency, to the police.
  - Maintain confidentiality.
  - Give general or specific advice as possible and appropriate.

### **Use of Information relating to children**

Information about children, e.g. names and addresses, must be treated in strictest confidence. It must be kept securely by a responsible adult, used only for the purpose required, and retained only as long as necessary.

A detailed plan for any activity involving children or adults at risk should be agreed with the I&ES BKA's Safeguarding Lead and appropriate safeguards stated. If appropriate, DBS checks and clearance will be required for those involved.

### **Dealing with allegations of abuse.** In every case:

- Do not question the child or adult at risk.
- If asked to keep the information confidential, explain that you **must** communicate with the relevant authority.
- Act calmly and as quickly as possible without causing any further distress to the child or adult at risk.
- As appropriate, contact the I&ES BKA's Safeguarding Lead, the Local Authority Safeguarding Team, or the police.
- Make verbatim written notes as soon as practicable.
- Keep details strictly confidential.

**This policy and its procedures will be in operation from 1<sup>st</sup> December 2020.  
Last review: December 2020.**

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# **How to report a concern**

**Inform our Safeguarding Lead, Dr Jon Tuppen: 07710 561043.**

If he is not available, to discuss whether or not a referral is required, call the Professional Consultation Line: 0345 6061499 to speak to a MASH social worker - or use the webchat facility (details below).

**If you have a concern about a child or an adult at risk and wish to make a safeguarding referral, you must use the relevant Suffolk County Council on-line Portal (child or adult).**

The first time you complete a form you will be asked to create a new portal account. They say it is quick and easy to register for an account and using one means the information you send them is secure.

Access the [Children and Young Peoples Portal](#) There are user guides and video guidance available if you need help using the portal.

[Access the Adult Care Portal User Guides and Video Guidance](#) [Access the Children and Young People's Portal User Guides and Video Guidance](#)

If there is an allegation of abuse of a child by a member or a volunteer, as soon as you have made a referral and have informed our Safeguarding Lead, you must also to contact the Local Authority Designated Officer (LADO) either by email: [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk) or phone: 0300 123 2044.

If the allegation of abuse is against a child by a volunteer/member and if the volunteer/member has or may have abused an adult then the Position of Trust (POT) officer at SCC must also be informed: [positionoftrust@suffolk.gov.uk](mailto:positionoftrust@suffolk.gov.uk). See also <https://suffolksp.org.uk/assets/Position-of-Trust-Policy.pdf>:

**Flowchart for referral for actual or suspected abuse**  
**(To be read in conjunction with I&ES BKA's Safeguarding Policy and Procedures)**

**Concern**

Suspicion/allegation of abuse by: personal disclosure, observation, report by another person, or anonymous communication

**RECORD Sign and Date**

**Consult**

Speak to our Safeguarding Lead. See referral numbers below

**IMPORTANT: It is NOT your responsibility to decide whether abuse has happened or not. It IS your responsibility to report it to the Safeguarding Lead, and/ or appropriate authority.**

**RECORD Sign and Date**

**Action reporting for children**

**DO NOT INVESTIGATE**

Our Safeguarding Lead would normally make the referral. You would only do so if a delay in contacting our Safeguarding Lead would put a child at risk.

You must notify our Safeguarding Lead a.s.a.p. of any referral you make.

Refer to "Customer First" or Police – see numbers below.

Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in making a referral.

**RECORD Sign and Date**

**Confirm**

Verbal referrals must be followed by a written Multi Agency Referral Form (MARF) within 24 hours via the secure Suffolk Children and Young Peoples' Portal link on Suffolk Safeguarding Partnership website.

**RECORD Sign and Date**

**Action reporting for adults at risk**

**DO NOT INVESTIGATE**

Wherever possible, the adult at risk should decide the course of action to be taken, BUT, where relevant, take into account their mental capacity.

However, the people and organisations caring for, or assisting them, must do everything they can to identify and prevent abuse happening wherever possible and evidence their efforts.

Our Safeguarding Lead would normally make the referral. You should only do so if a delay in contacting our Safeguarding Lead would put a vulnerable person at risk

You must notify our Safeguarding Lead a.s.a.p. of any referral you make.

**Referral via the Suffolk County Council Adult Care Portal (link on Suffolk Safeguarding Partnership website).** If you have difficulties making the referral, contact "Customer First" or the Police as appropriate

**Commitment**

You may be required to give more information.

Should there be a formal or criminal investigation, your notes may well be called in evidence. *Your notes should record exactly the words of the complainant, the suspect and anyone else involved. Separate opinion from fact, change nothing. Ensure your notes are accurate, dispassionate and dated.*

**Contact: Customer First: 0808 800 4005**

**Call the police on 999 if it is an emergency**

**Ipswich & East Suffolk BKA Safeguarding Lead: Dr Jon Tuppen: 07710 561043.**