



## Bring It On Limited

### Safeguarding Policy for Children and Vulnerable Adults

#### 1. Definitions

Terms appearing in **Bold** in this document will have the meanings defined in Appendix 1, 'Definitions' for the purpose of this document

#### 2. Purpose

This policy outlines Bring It On Limited's (BIOL) commitment to safeguarding, its responsibilities, a code of practice for **Relevant Persons** to follow and the steps that should be taken in the event of BIOL becoming aware of a safeguarding issue.

#### 3. Policy Statement

- 3.1.** BIOL is committed to pro-actively safeguarding **children** and **vulnerable adults** with whom **Relevant Persons**, come into contact, during **BIOL Events**
- 3.2.** BIOL does not routinely manage **Events** itself but employs third party organisations to do this on its behalf and generally operates in a removed capacity - at arm's length. BIOL must ensure that appropriate due diligence is carried out on these third-party organisations, checking whether they have adequate safeguarding policies and procedures and where they do not, ensure that they operate in accordance with this policy.
- 3.3.** The welfare and safety of the person at risk is paramount. All vulnerable people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- 3.4.** BIOL takes all reasonable care to protect its Supporters and seeks to treat donors fairly. BIOL will never exploit vulnerability and will do everything it can to ensure that potential donors are able to make an informed decision about the support they choose to give.
- 3.5.** BIOL is committed to the promotion of equality of opportunity.
- 3.6.** BIOL **Events** will normally be organised such that **children** and **vulnerable adults** are supervised by responsible persons, such as school staff, parents or guardians who act 'in loco parentis'
- 3.7.** If this is the case, **Relevant Persons** will not be required to be **DBS checked** unless that is required by law or required by an organisation, such as a school, who have authority over the **Event**.

#### 4. Applicability

Safeguarding is more than recognising and responding to allegations of abuse. It is about making sure that people are safe by proactive planning and working.

This policy applies to **Relevant Persons** attending any **Event** where **children** or **vulnerable adults** are present. For the absence of doubt, the terms 'attending' and 'present' apply not only to face to face engagement but also engagement by electronic or digital means, including, but not limited, to video conferencing, telephone interaction, messaging, social media platforms and the exchange of emails, images or other digital files.

#### 5. Responsibility and Accountability

- 5.1. The **Directors** of BIOL are overall responsible for safeguarding, even if certain aspects of the work are delegated to others. They should proactively safeguard and promote the well-being and welfare of **directors**, staff, volunteers and others who come into contact with BIOL. This is a key governance priority.
- 5.2. The issue of safeguarding is subject to regular reviews at Board level and is reported on by exception at Board meetings. In addition, 'Safeguarding' will be reported upon in the Annual Report and Accounts.
- 5.3. The Nominated Lead for safeguarding policy and management of BIOL will normally be a **Director** as appointed by the Board from time to time. The current nominated lead is:

*Thomas Chacko , **Director** and Chair of the Board, who can be contacted at [thomas.chacko@sky.com](mailto:thomas.chacko@sky.com)*

- 5.4. The Nominated Lead will have the following responsibilities:

- Provide information and advice on safeguarding and protection within the organization and ensure that any necessary training is carried out.
- Ensure that this Safeguarding Policy and associated procedures are adopted, implemented and regularly reviewed
- Ensure that risk assessments are prepared as necessary and that a risk register is maintained as required by this procedure
- Be the nominated recipient of reports of alleged abuse, and ensure that appropriate action is taken expeditiously, that the necessary record is kept and that relevant persons are kept informed of progress and outcomes.
- Ensure that any lessons learned as a result of an incident are disseminated and that any necessary policy or procedural changes are duly implemented and notified.
- Ensure that information on legislative changes and other developments, and examples of best practice, are noted and disseminated

#### 6. Risk Assessments

Our **Directors** have a duty to manage risk and to protect the reputation and assets of

BIOL. It is therefore vital that **Directors** assess the risks that arise from the BIOL's activities and operations involving children and vulnerable people and develop and put in place appropriate safeguarding policies and procedures to protect them. They must also undertake on-going monitoring to ensure that these safeguards are being effectively implemented in practice.

An appropriate Risk Register shall be maintained.

## 7. Code of Safer Working Practice

The Code (at Appendix 2) is provided for **Relevant Persons** to follow, in working and volunteering with **children** and **vulnerable adults**. The Code represents the behaviours which constitute safe practice. As such it will assist those working with children and vulnerable adults to do so safely and responsibly, enabling each to monitor their own standards of integrity and good practice. The Code sets clear expectations of behaviour and codes of practice which serve to reduce the possibilities of positions of trust being abused or misused, or false accusations being made.

## 8. Incident Reporting

**8.1. Relevant Persons** need to be aware of their responsibilities for reporting concerns in relation to safeguarding matters.

**8.2.** Safeguarding concerns about **children** and **vulnerable adults** and others who come into contact with BIOL will be diligently and promptly responded to, recognising the sensitivity it may hold for those involved. Where there is a concern, this must be reported to the Nominated Lead (see 5.3 above) immediately where possible, but at least within 24 hours, to determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and with sensitivity. It will also ensure that suitable steps are taken as a result of any investigations, which may include contacting the police and/or fulfilling the legal duty to refer information to the DBS and/or the Local Safeguarding Children Board (LSCB) or Local Safeguarding Adults Board (LSAB) as required. Not all concerns justify a notification to the relevant authorities but must still be recorded.

**8.3.** The **Directors** acknowledge their duties to make a Serious Incident report and report of a Notifiable Event to the Charity Commission of England and Wales and to any other relevant bodies if there has been an incident where someone has been abused or mistreated (alleged or actual) and this relates to the activities of BIOL

## 9. Policy Review

This policy will be reviewed by the Nominated Lead annually and the refreshed version presented to the Board for review.

Date	Issue	By	Comments
29/6/20	0	Bowman Bradley	First Issue
25/11/21	1	Carol Harrison	Reviewed with no changes

## Appendix 1 – Definitions

For the purposes of this document, the following terms will have the definitions as indicated:

### **Children**

The term **Children** means persons being below the age of eighteen years.

### **DBS Checked**

In possession of a valid Disclosure and Barring Service Certificate for an Enhanced BDS Check which is not more than three years old

### **Director**

The term **Director** refers to those who are registered Directors of Bring It On Limited who, if Bring It On Limited becomes a Registered Charity, will also be Trustees of the Charity.

### **Events**

For the purpose of this document the term **Events** refers to any activity organised by or on behalf of Bring It On Limited or any time where a **Relevant Person** is properly representing Bring It On Limited.

### **Relevant Persons**

The term **Relevant Persons** means any **Director**, employee or volunteer acting on behalf of Bring It On Limited at any **Event** where **children** or **vulnerable adults** are present. It includes directors or employees of, or volunteers engaged by, any organisation employed by Bring It On Limited unless that organisation has demonstrated to the satisfaction of Bring it On Limited that it has in place its own adequate safeguarding policies and procedures.

### **Vulnerable Adults**

For the purpose of this document **Vulnerable Adults** are persons who are 18 years of age or over, and who is or may be in need of community care services by reasons of mental or other disability, age or illness (whether they are receiving such care or not) and who is unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

## Appendix 2 – Code of Practice

**Relevant Persons** will follow the following code of practice when attending any **Event** where **Children** or **Vulnerable Adults** are present.

For the absence of doubt, the terms ‘attending’ and ‘present’ apply not only to face to face engagement but also engagement by electronic or digital means, including, but not limited, to video conferencing, telephone interaction, messaging, social media platforms and the exchange of emails, images or other digital files

- Consider the wellbeing and safety of **Event** participants in advance through proper planning and development of safe methods of working/activities.
- treat all **children** and **vulnerable adults** with respect and dignity, keeping your own language, attitude and body language respectful.
- actively communicate with **children** and **vulnerable adults** and where possible involve them in planning and running of activities.
- develop a culture where staff, **children** and **vulnerable adults** feel comfortable to point out inappropriate attitudes and behaviour in each other.
- make it plain to whom someone can speak about a personal concern and be proactive in addressing concerns and allegations.
- keep physical contact specific to the needs of the activity and always seek permission from the person first.
- never use rough play, sexually provocative words and games or any forms of physical punishment.
- never scapegoat, ridicule or reject **children** or **vulnerable adults**, or allow others to do so
- avoid one-to-one access with **children** and make sure that others can clearly observe you.
- avoid personal relationships with **children** or **vulnerable adults**.
- obtain consent for any photographs or videos to be taken, shown or displayed
- remember that inappropriate behaviour can also occur over the telephone, email, social media or internet – communication through social media should only be on public pages and avoid colloquial language or abbreviations which may be misinterpreted e.g. LOL;
- report incidents of alleged abuse relating to themselves or others.

### Revision Record

Date	Issue	Comment	Signed
28-6-20	0	Approved by the Board of Directors	Bowman Bradley

**Review Due:** 28-6-2021