



Safeguarding Policy and Guidelines: Working with Children and Vulnerable Adults

Introduction

Lincolnshire Beekeepers' Association (LBKA), registered charity 500360, wants children and vulnerable adults to enjoy their involvement with the fascinating life of honeybees. It is important that we inform, educate and enthuse children giving them a greater understanding of the vital part honeybees play in the environment.

To support this approach, trustees of the Association commit to safeguarding and child protection through this policy, noting that the primary responsibility for a child's supervision and safety must lie with a parent or guardian, or designated responsible adult.

The policy is intended to inform members to enable the necessary protection of children and vulnerable adults from all types of abuse, whether perpetrated face-to-face or online.

All members of the Association must comply with the Policy, as a condition of membership:

- in centrally organised Association and District events
- when operating as independent individuals in beekeeping

LBKA expects you to apply this Policy to all of your work with children and vulnerable people. You have a duty to do everything reasonable in your power to ensure their safety and welfare while they are in contact with LBKA and to act in accordance with the guidelines below.

The aims of this Policy are:

- To protect children and vulnerable adults.
- To define actions, responsibilities, and procedures for members.
- To ensure you respond swiftly and appropriately to all suspicions or allegations of abuse
- To ensure that information you gather is passed confidentially and as rapidly as possible to the LBKA Safeguarding Officer or appropriate external agencies.

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

Vulnerable adults: people aged 18 or over who have:

Children: all young people under the age of 18

- a learning or physical disability,
- a physical or mental illness, or
- reduced physical or mental capacity, of various kinds, that might affect any of us, either long term or transitory, e.g., from anaphylaxis due to a sting

Abuse: examples of abuse include physical, sexual, emotional and psychological, financial; also bullying, discrimination, and harassment related to gender, age, disability, racism, ethnicity or other factors.

Monitoring and review

LBKA Central Council 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:

1. Report any evidence or suspicion of abuse, whether by an adult or another child, to LBKA's Safeguarding Officer Guy Williams, (insert contact details here) the Local Authority Safeguarding Team, or the police. (insert contact details here). In an emergency you cannot reach the Safeguarding Officer please contact the LBKA Chair.
2. Treat everyone with respect, ensuring your behaviour, language, gestures, etc. are appropriate and above reproach.
3. Never abuse anyone, particularly a child or an adult at risk, verbally, physically or by any other means.
4. Avoid being alone with a child (apart from your own child).
5. Avoid physical contact with a child (apart from your own child) or an adult at risk, except when necessary to ensure physical safety. Seek the express permission of the appropriate parent, guardian, or carer unless dealing with an unforeseen emergency.
6. Only take photographs of children or film them with the consent of their parent or guardian.
7. 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

Responsibilities:

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 another group leader. Primary responsibility for them lies with that person. Make sure that these adults understand their responsibilities.
4. A detailed plan for any activity involving children or adults at risk should be agreed with LBKA's Safeguarding Officer and appropriate safeguards stated. If appropriate, DBS checks and clearance will be required for those involved.

5. The Safeguarding Officer's role is to:

- Receive any allegations of abuse.
- Pass those allegations rapidly to the Local Authority Safeguarding Team, or in an emergency, to the police.
- Maintain confidentiality.
- Give general or specific advice as possible and appropriate.

Procedures:

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.

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 LBKA Safeguarding Officer, the Local Authority Safeguarding Team, or the police.
- Make verbatim written notes as soon as practicable.
- Keep all details strictly confidential.

Social Media

Junior members (those under 18 years old) are not allowed to join or participate in any social media platform connected to or run by the Association.

Emergency Aid or First Aid

A member taking responsibility for emergencies should be in attendance at all events, with adequate means of communication to promptly contact the relevant emergency services. A written record of all incidents should be made. Anyone with a known serious allergic reaction to bee stings who wishes to attend a practical apiary demonstration must inform the organizers of their condition beforehand and carry their medication (e.g., an EpiPen) with them. Should they wish anyone to assist them to administer this medication they must put this in writing and ensure that they have shown the nominated person how it is to be used.

If any member deliberately ignores this policy and guidelines and associated codes of conduct, they will no longer be permitted to work with children or vulnerable people. They will be asked to leave the Association and serious breaches will be reported to the police and the Local Authority's children's social care services.

This policy was approved by LBKA's Central Council at its meeting April 2021 and will be reviewed January 2022