

Lincolnshire Beekeepers' Association (Registered charity 500360)

Policy and Guidelines: Working with Children and Vulnerable people

Introduction

LBKA wants children and vulnerable people 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.

The Policy and Guidelines are there to help members to provide the expected protection of children and vulnerable adults and to avoid situations in which well-intentioned actions could be misinterpreted.

This document should be used in conjunction with the adult and junior codes of practice for Safeguarding Children, acceptance of which are considered as conditions of membership of this Association.

The Policy:

Aims:

- Together with the attached codes of conduct this policy aims to define the reasonable and responsible practice and procedures for members, in order to safeguard and promote the welfare of children and vulnerable people with whom we come into contact in relation to our activities within LBKA.
- It is aimed at protecting both the individual child or vulnerable adult and the member.
- To respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate individuals within LBKA and appropriate external agencies.

Who do we mean by vulnerable persons?

"Children" up to the age of 18.

"Vulnerable adult", means a person aged 18 or over who has: i) a learning or physical disability; ii) a physical or mental illness, chronic or otherwise; or iii) a reduction in physical or mental capacity.

YOU ARE EXPECTED TO:

- **Treat everyone with respect. THIS IS THE GOLDEN RULE.** Any mis-use of power could be regarded as an abuse.

- Not physically, emotionally or sexually abuse any child or young or vulnerable person.
- Take all reasonable steps to ensure the health, safety and welfare of any child or vulnerable person in contact with the LBKA.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Be aware of Child Protection issues in relation to the work you do and do not become complacent.
- Ensure that appropriate consent forms are signed.
- Ensure that no adult is ever normally alone with a child.
- Prevent any other person from putting any child or vulnerable person in a situation in which there is a significant risk to their health and safety.
- Take appropriate action if you become aware of anyone physically, emotionally or sexually abusing a child or vulnerable person.
- Report any evidence or reasonable suspicion that a child has been physically, emotionally or sexually abused whether by an adult or another child to the nominated LBKA Welfare Officer and the Local Authority Social Services Child Protection Team.

The policy applies to: Any member of LBKA whose beekeeping activities brings them into contact with children or vulnerable person. This may include:

- organized visits to an apiary
- attending training courses
- attending any shows or events

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.

Remember that all children have a right to protection from harm and YOU CANNOT SHIRK THIS RESPONSIBILITY. Open discussion of Child Protection should be encouraged since this helps to make members more comfortable with the issues involved. Do not keep it 'under wraps' for fear of upsetting or embarrassing people. The overriding principle (as laid down in the Children's Act 1989) should be that: "The interests of the child are paramount".

Guidelines

This section gives general Guidelines, if you have any doubt about best practice in any specific area, contact your Local Authority Social Services Child Protection Team for further advice.

A. Scope of your Responsibilities

1. A responsible adult should normally accompany children or vulnerable people e.g. parent, teacher, carer or other group leader and primary responsibility for them should lie with that person. Make sure that these adults understand their responsibilities. The beekeeper remains responsible for safe beekeeping within the apiary.

If, owing to illness or another unexpected event an LBKA member is left in charge of a child or vulnerable person then they should act in accordance with this Policy and Guidelines.

2. You should NOT undertake activities where you are the only adult present with children.

In all cases: Plan the activities and make decisions during the event following the principles set out in this Policy and Guidelines

3. Non-members volunteering at an event should only be persons who are well known to the organizers and for whom contact details are held. When a volunteer assists to work with children they must have read the Policy and Guidelines and agree to work in accordance with it.

B. 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.

C. Dealing with allegations of abuse

It is to be hoped that you will never have to deal with an incident of abuse to report ANY concerns regarding the welfare of children and vulnerable persons.

There are three likely scenarios, which you should be aware of and be prepared to deal with if necessary:

- a) There is suspicion or evidence that a person associated with the event is abusing a child

b) A child accuses a person associated with the event of abusing them

c) A child discloses abuse happening elsewhere e.g. at home In all cases you must:

- Act in a calm manner and as quickly as you can without causing any further distress to the child.
- Keep any details strictly confidential and share only on an absolute 'need to know' basis. This should include reporting to the nominated LBKA Welfare officer (contact details as published on the LBKA website). In the event of the LBKA Welfare Officer not being available the report should be made to the Chair.
- Contact Social Services for advice ASAP. Make sure you know the contact point.
- Do not question the child further or give any undertaking of confidentiality to the child.
- Make your own verbatim written notes as soon as practicable.

D. 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, retained only as long as necessary for that purpose and disposed of in a way which maintains the young persons' confidentiality.

E. Photographs of Young Members and Children attending Events

Permission should be sought from parents or responsible adults to take and/or use photographs of children attending events. Any information that can allow the young people to be identified by name or home/school location must not accompany the use of photographs of children in promotion or display materials.

F. Suitability for working with children. At present, there is no explicit requirement in the circumstances applicable to this Policy for any checks regarding the suitability of members or volunteers to work with children under the Protection of Children Act 1999.

If you have any concerns regarding suitability, contact your local police (or use the Home Office website) for information on how to proceed with checks against lists maintained by the Home Office.

If however, after a reminder, 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 may be asked to leave the Association and serious breaches may be reported to the police and the Local Authority's children's social care services.

BBKA Advisory leaflets referring to good practice in relevant situations: B1 Bee Stings, B5 Managing live bees at shows, B6 Organizing an apiary meeting.

Policy approved by Central Council 08/01/2013

Reviewed and amended at Central Council Meeting on 12th July 2016.

Next review January 2018.