



# Safeguarding Children, Young People and Adults Policy

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# Safeguarding Children, Young People and Adults Policy

**Organisation Name: British Flyball Association (BFA)**

## Context

The British Flyball Association (BFA) is an Unincorporated Association, in that it is an organisation set up by a group of individuals (members) who come together for a reason other than to make profit. The BFA is not a business, it has no owners and it makes no profit. It has no paid employees and all BFA officials are volunteers, some elected by the membership (the Committee), some appointed (by the Committee), but none receive any remuneration for their time which is provided free and in addition to their other personal or work commitments. 100% of income generated by the Association (membership fees, tournament fees, or other sources) is, without exception, put toward the necessary functioning of the Association.

The BFA is run by the membership, for the membership. As such it relies entirely on goodwill to function. It is therefore of fundamental importance to the existence of the Association that members are at all times polite and respectful to each other and are mutually supportive in all dealings relating to BFA activity. The role of the Committee is to manage the Association's resources and provide the necessary endeavour to ensure the continued functioning of the Association for the benefit of the membership. The Committee are assisted in this by a team of other members who volunteer their time to undertake specific functions as a BFA Official to maintain the framework for flyball which the whole membership rely on to fully enjoy the sport of flyball in the UK.

## Statements and Aims

### Policy Statement

We recognise that the welfare of all children, young people and adults at risk, is paramount and that *all* have equal rights of protection. We have a duty of care when they are in our charge, and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

### Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- age
- culture
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity,
- race
- religion or belief
- sex
- sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents and carers, and the relevant agencies when necessary and appropriate.

**We will:**

- ✓ treat everyone with respect and celebrate their achievements,
- ✓ carefully recruit and select all staff whether paid or unpaid,
- ✓ respond to concerns and allegations appropriately.

**When there are concerns** about the welfare of any, child, young person or adult at risk, all responsible adults in our organisation are expected to share those concerns, without delay, with the Lead for Safeguarding (or the Deputy, if the Lead is unavailable).

**Our policy** is approved by the BFA Committee and will be reviewed and updated annually. We will publish and promote this policy to all members through membership information and ongoing information sharing. We endeavour to disseminate, as appropriate, this policy to all who come into contact with our association including members, guests and spectators.

### **Policy Aim**

As members of the BFA, we aim at all times to attain best safeguarding practice throughout all our activities with children, young people and adults at risk. We endeavour to provide a safe and friendly environment and celebrate all achievements. We will achieve this by adhering strictly to this policy, guidance and risk assessments. Our organisation holds current Public Liability Insurance which covers all our activities.

## **Safeguarding Personnel**

### **Lead and Deputy for Safeguarding**

The responsibility of managing the safeguarding of children, young people and adults at risk can be both demanding and challenging, and the nature of the events that are sanctioned by the BFA mean that no one person can be a Safeguarding Lead at all times. Therefore, each flyball team that is registered with the BFA should complete the Safeguarding training that has been made available via Safecic and appoint their own Safeguarding Lead and Deputy within their team.

Their role is to oversee and ensure that our safeguarding policy, which includes eSafety, is fully implemented and that we attain SAFEcic standards.

Their responsibilities are:

- ✓ monitoring and recording concerns
- ✓ making referrals to social care, or police, as relevant, without delay
- ✓ liaison with other agencies
- ✓ arranging training for all staff

The Deputy for Safeguarding should be available to support or cover for the Lead. S/he will also handle any complaints or allegations against the Lead for Safeguarding if appropriate. It is important that the Lead and Deputy for Safeguarding are unconnected.

## Line of accountability for safeguarding

The responsibility for safeguarding at board or committee level is shared between members. Safeguarding is on the organisation's risk register, the BFA is not regulated but it is recommended that the organisation complies with the PREVENT Duty. A Committee member should be appointed to take strategic responsibility for the organisation's safeguarding arrangements. They should up to date and relevant training with the ability to develop knowledge, skills and expertise in safeguarding. This person will have the title Senior Lead for Safeguarding in the BFA.

## Senior Lead for Safeguarding

Our Senior Lead for Safeguarding is:

Name: Kelly Murdoch

Job role: Committee member

Contact details: [kelly.murdoch@bfa.email](mailto:kelly.murdoch@bfa.email)

## Why do we need a Safeguarding Policy?

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have a Committee committed to safeguarding
- are clear about peoples' responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people and adults at risk
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about, any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

## Definitions

### Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

### Definition of an adult at risk

There is no single law that defines an adult at risk across the UK. An adult at risk is a person over the age of 18 years (16 in Scotland) and is:

- having needs for care and support, and
- experiencing, or is at risk of, abuse and neglect and
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## Related Policies

### Data Protection

We will treat any personal information by which an individual can be identified, for example, name, address, and email, in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

### Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers.

We fully endorse the principle of the welfare of children, young people and adults at risk, overriding any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

### Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the Lead or Deputy for Safeguarding within their team, or the team hosting the tournament they are attending.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to the Local Authority Designated Office (LADO) (England and Wales only) social care services and/or the police.

All media enquiries will be handled by the BFA Committee.

## Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within our organisation the decision to share written information, and with whom, will be undertaken by the BFA's Senior Lead for safeguarding.

## Safer Recruitment

The BFA is committed to safe recruitment in line with the relevant legislation and guidance (where appropriate) from government for recruiting all volunteers with a responsibility within the organisation. All volunteers with a responsibility should ensure that they

- read and understand this policy (and contact the Senior Safeguarding Lead in the BFA proactively and in a timely manner (at [kelly.murdoch@bfa.email](mailto:kelly.murdoch@bfa.email) ) if they are not clear on any aspects of it) and;
- commit to safeguarding training

When needed, staff will receive further safeguarding training, at the appropriate level, as soon as possible. Updated safeguarding training is normally required every 2 years (online) or three years (face to face). Volunteers working directly with at risk groups should also undertake the free online government training for [PREVENT Channel](#) and [FGM](#)

## Working Practices

### Consent

When consent is required for any care, activity or intervention we will, unless it is an emergency, obtain consent from the individual if of sufficient age and or understanding.

Where relevant, we will ensure we fulfil our obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

### Adult Ratios to Children, Young People and Adults at Risk

There are no specific ratios that apply to BFA activities, but it is good practice, and recommended, that there should always be a minimum of two responsible adults present for any activities involving children, unless a parent or carer is present. Adults who are volunteering in roles of this nature will be briefed on their roles



and responsibilities prior to the activity and should have undertaken the SAFEcic training offered to teams registered with the BFA.

## **Lone and One to One Working**

We will avoid lone working, one to one working with children and adults at risk whenever possible to protect all individuals. A risk assessment will always be undertaken to ensure:

- ✓ the care or activity provided is suitable for one to one working,
- ✓ the lone worker has been trained and to undertake this particular role,
- ✓ that health and safety issues have been identified and recommendations followed,
- ✓ safeguards are in place to protect individual's rights to safe working practice,
- ✓ safeguards are in place in relation to strategies for emergency situations,
- ✓ relevant business insurance is in place for use of personal vehicles
- ✓ accurate and relevant written recording is maintained following any care and activity, signed and dated.

## **Home Visits**

Home visits are not expected to be made for BFA purposes.

## **Young People who volunteer in our Organisation**

All young people who are undertaking volunteer work within our organisation/group are to be included within this policy and their safeguarding as individuals given the same importance as all young people we come into contact with. Any disclosures, observations of possible harm or disturbing behaviour must be reported to the Safeguarding Lead or Deputy within the member's team, or the team who have organised the event immediately.

They will also need to be made aware of their safeguarding responsibilities through their Team Captain, or undertake the SAFEcic training offered to their team.

In addition, information on the young person recorded as relevant with emergency contact numbers.

## **Codes of Conduct**

We aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. We undertake to:

- ✓ treat all members of the BFA, including children and young people and adults at risk, with respect and dignity
- ✓ ensure that their welfare and safety is paramount at all times
- ✓ maintain appropriate and professional boundaries, both face to face and when using technology
- ✓ ensure any touch required, to carry out care, treatment or training is within relevant guidelines and is safe and appropriate.
- ✓ always listen to individuals and take account of their wishes and feeling
- ✓ always act in a professional way and not accept bullying, swearing or other disruptive behaviour
- ✓ liaise openly with parents and carers
- ✓ only use physical contact if absolutely necessary
- ✓ avoid being alone with children, young people and adults at risk whenever possible
- ✓ listen to, and act upon, any disclosures, allegations, or concerns of abuse
- ✓ participate in approved safeguarding training at appropriate levels

- ✓ ensure restraint is only used as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member concerned to their relevant Lead or Deputy for safeguarding, and they will report this to the Senior Safeguarding Lead in the BFA (at [kelly.murdoch@bfa.email](mailto:kelly.murdoch@bfa.email)) as soon as is practicable.
- ✓ follow our safeguarding policy at all times
- ✓ make activities fun and enjoyable

## Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only. It is important to be observant, listen to what is being said and record. e.g. is what you are observing and being told about an injury consistent with the injury?

- Abuse related to faith or belief
- Alcohol and Substance misuse
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Child on child abuse, including sexual violence and upskirting
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Forced marriage
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Psychological
- Physical
- Radicalisation
- Self-neglect
- Sexual
- Trafficking

## Handling Disclosures

When a disclosure is made by a child, young person or adult at risk it is important to remember to:

- take what you are being told seriously
- stay calm and reassure
- do not investigate
- do not delay

and always

- seek advice from the relevant Lead or Deputy for Safeguarding
- make a careful recording of anything you are told or observe, date and sign.

A disclosure may come from someone telling you:

- they have or are being abused
- they have concerns about someone else
- they are themselves abusing or likely to abuse someone else

## Responding to Concerns

### Safeguarding Referral Flowchart

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the relevant Lead or Deputy for Safeguarding. Everyone, including the relevant Lead, Deputy and Additional Senior Lead for Safeguarding, will deal with concerns using the following:

#### Step One:

**If you are worried a child, young person or adult at risk has been abused because:**

- you have seen something
- someone says they have been abused
- somebody else has told you they are concerned
- there has been an allegation against a colleague
- there has been an anonymous allegation
- an adult has disclosed that they were abused as a child
- a child, young person or adult say they are abusing someone else.

#### Step Two:

Check this safeguarding policy for guidance. Talk to the relevant Lead or Deputy for Safeguarding without delay. If they are implicated, then talk to your Additional Senior Lead

#### Step Three:

The relevant Lead, Deputy or Additional Senior Lead should refer the concern to the relevant adult's or children's social care service and/or the Police and follow up the referral in writing within 24 hours.

**For England and Wales**, in cases of allegations against a "person of trust" with a "duty of care" towards a child, the Local Authority Designated Officer (LADO) will co-ordinate the next procedural steps.

Under "whistle blowing", anyone can refer directly to the Police, social care services, LADO, the Charity Commission, Protect or the NSPCC (child concerns only) when they are concerned the organisation is not managing safeguarding concerns appropriately.

CONSULT,  
MONITOR  
AND RECORD  
*Sign/Date/Time*  
*Include name and  
role*

**Any consultations should not delay a referral.**  
**In an emergency do not delay: dial 999**

## Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- recorded by emailing the relevant Lead or Deputy for Safeguarding and Senior Safeguarding Lead for the BFA (at [kelly.murdoch@bfa.email](mailto:kelly.murdoch@bfa.email) )
- of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others
- accurate and factual/based on fact, as a true record of:
  - what has been monitored/observed
  - what has been said and by whom
  - what has given cause for concern
  - what action has and/or will be taken including the reason for those actions
  - the reason stated for no action being taken and by whom
- non judgmental
- timely within 24 hours
- signed and dated by the writer and co- signed by the relevant Lead or Deputy
- shared as appropriate by the relevant Lead or Deputy for Safeguarding
- stored safely and securely by the relevant Lead or Deputy for Safeguarding

## Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

Our policies and procedures are in line with the statutory guidance and our disciplinary, complaints and grievance procedures. These will be made available to everyone.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the relevant Lead or Deputy will, in all cases, discuss the situation with social care services (the LADO with regards to children England and Wales only) and / or the police before making an open decision about the best way forward.

In the case where a Lead is implicated, the Deputy should be informed. In the exceptional circumstances that both are involved, the person concerned will inform the Senior Safeguarding Lead for the BFA (at [kelly.murdoch@bfa.email](mailto:kelly.murdoch@bfa.email) ). If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow”

With regards to disciplinary and grievance procedures, we will take no steps until we have fully discussed and agreed a strategy with social care services and / or the police, (the LADO, with regards to children England and Wales only). Any investigation will override the need to implement any such procedures.

## Bullying and Harassment

Bullying and harassment can take many forms and include:

- physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact
- indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- it is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability

Whether directed at children, young people, adults at risk, staff, volunteers or parents and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as

a safeguarding concern when aimed at children, young people and or adults at risk. If children, young people and/or adults at risk are engaging in bullying or harassment it is also a safeguarding concern and should be reported to the relevant Lead or Deputy for safeguarding.

We will:

- provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment
- report all incidents of bullying or harassment observed or disclosed, to the relevant Lead or Deputy who will take the appropriate action
- take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment
- record all incidents with observations and witness statements, and action taken, signed, timed and dated

## eSafety

### Why do we need to include eSafety?

Modern digital technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking and discussions. Government guidance is clear, that all organisations working with children, young people adults at risk, families, parents and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy

### eSafety Code of Conduct:

We expect everyone in our organisation to agree to our eSafety code of conduct to:

1. use the internet and other forms of communication in a sensible and polite way.
2. only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. seek permission if they want to use personal information or take photographs of other people.
4. report any concerns to the relevant Lead or Deputy
5. not maintain confidentiality if there is a concern about the welfare of a child, young person or adult at risk.

### What are the Risks?

There are many potential risks including:

- accessing inappropriate or illegal websites.
- receiving unwanted or upsetting texts, e-mail messages or images.
- being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs or crime.
- sharing nudes or semi nudes.
- viewing or sending unacceptable material such as inciting hatred or violence.
- sending bullying messages or posting malicious details about others.
- ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.

- overspending on shopping and gambling sites.
- being at risk of identity fraud for money transactions.
- inappropriate relationships or prostitution.

## **What else might be of concern?**

### **A child, young person or adult at risk who:**

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing online.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile for long periods and at all hours
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.
- does not appear to have the money they should have.

### **A person who:**

- befriends a child, young person or adult at risk on the internet or by text messaging.
- has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- is secretive about what they are doing and who they are meeting.

## **What do I do if I am concerned?**

If you have any concerns, speak to the Lead or Deputy for Safeguarding.

Remember:

- do not delay.
- do not investigate.
- seek advice from the Lead or Deputy
- make careful recording of anything you observe or are told.

## eSafety Referral Flowchart – Child and Adult

Is a crime in progress or is anyone in immediate danger?

Yes  
➔



**Dial 999 Immediately**

No  
↓

Inform your relevant Lead or Deputy for Safeguarding who will take the following steps, if not available, you must take action:

Is the concern about child sexual content anywhere in the world?

No  
➔

Yes  
↓



Contact the IWF  
(Internet Watch Foundation)  
[www.iwf.org.uk](http://www.iwf.org.uk)

Is the concern about a person communicating with a child for sexual reasons?

No  
➔

Yes, Child  
↓

Yes, Adult  
➔



Contact CEOP  
(Child Exploitation and Online  
Protection Centre)  
[www.ceop.police.uk](http://www.ceop.police.uk)

Is the concern about a known person, non-sexual harassment or other potential crime?

Yes  
↓



Contact the local police

Record the concern and the relevant Lead/Deputy for Safeguarding will liaise, await response, advise you and review eSafety arrangements as necessary.



## Minimising the Risks

Where appropriate we will:

- talk to children, young people and adults at risk about what they are accessing online.
- explain the risks of giving out personal details online.
- talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies, school.
- encourage children, young people and adults at risk to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- advise children, young people and adults at risk to only text, chat or webcam to people they know in real life.
- talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- discuss how people hide their identities online and the importance of never meeting new online “friends” in real life.
- make sure children, young people and adults at risk understand they can always talk to us, or their parents and/or carers, about anything that makes them feel uncomfortable.
- look on the internet together for information about how to deal with or report problems. e.g. [Thinkuknow](#)
- talk about how/when information or images get on to the internet, they can never be erased.

## Safeguarding Practical Guidance

### Photography & Filming Guidance

Both still and moving images are key to recording the successes and achievements of children, young people and adults at risk in their lives and activities. However, it is vital to remember that images (especially digital images) can be used, shared, stored and/or distributed inappropriately, and that their storage and use must comply with the UK GDPR.

It is therefore important to be clear about:

- explaining to parents and carers why caution is necessary
- the purpose of images e.g. parent’s and carer’s own record, media and publicity etc
- the content required when using a professional photographer
- informing parents and seeking their consent for any publication or media use
- publishing only necessary identifying details alongside individual’s photos in newspapers, websites etc
- taking photographs openly and away from sensitive areas (changing rooms, toilets, etc)
- the suitability of clothing e.g. swimsuits
- any group photos being taken only during the activity or on the premises

- all those taking photos signing a registration form, which also identifies the purpose and use of any images
- ensuring secure storage of all images
- identifying how long unused images will be retained
- identifying how long copies of published images will be retained

The above guidance applies to all still and moving images, however they are created (mobile phone, still camera, video camera etc). The type of equipment and the equipment's owner should also be recorded on the registration form.

## **Transport**

If BFA members are providing transport to children, young people and adults at risk in relation to BFA events or activities:

They should ensure that they:

- gain written permission from parents or carers to carry children, young people and adults at risk
- keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified
- provide all transporting and being transported with an emergency contact numbers
- plan journeys regarding time, distance and stopping points
- consider if another driver might be required or the possible need for extra supervision
- have emergency procedures in place

and ensure that drivers:

- are suitably qualified to drive the required vehicle
- provide proof of appropriate insurance
- can evidence the vehicle is roadworthy and suitable for transporting each individual
- provide suitable and age appropriate seat belts, booster seats and wheelchair anchor points
- avoid transporting children, young people or adults at risk on their own

## **Activities, Events and Visiting Speakers/Activity Leaders**

We will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- ensuring that those who run activities have the expertise, knowledge and skills to do so properly
- completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events
- risk assessing any changes being made to activities or events involving children, young people and adults at risk
- having a written plan in place if the event or activity has to be cancelled
- having a written plan in place in case of emergency including contact numbers
- implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis

## **The Late Pick Up of a Child, Young Person or Adult at Risk**

If attempts to contact the parent and nominated emergency contact fail, then the supervising adult should wait with the child, young person or adult at risk with other staff, volunteers or parents wherever possible.

Supervising adults should avoid:

- taking the child, young person or adult at risk home or to another location
- waiting alone with the child, young person or adult at risk in a vehicle or at the venue
- sending the child young person or adult at risk home with another person, without parental consent
- leaving the child young person or adult at risk alone.

If all attempts to make contact fail, it may be advisable to contact the police for advice.

## **Child, Young Person or Adult goes Missing**

If a child, young person or adult at risk goes missing during BFA related events or activities, it should be reported to the police. Use 999 where there is a concern that they cannot be found or are vulnerable.

A missing person may be assessed as 'at risk' if they fit one or more of the following categories.

- is under 16
- has expressed feelings of suicide
- has dementia
- has been acting totally out of character
- has mental health issues
- is under increased stress
- has an illness or a physical disability
- has a learning disability
- is in need of regular medication/care

The relevant Lead or Deputy for Safeguarding should be informed as soon as possible, and all details and actions recorded dated timed and signed.

## **First Aid**

First Aiders should have completed specific training and hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- to give immediate first aid to children, young people, adults at risk, staff or visitors when needed
- to ensure that an ambulance or other professional medical help is called when necessary.

Organisers of BFA events or related activities will undertake to ensure there is always a trained First Aider on site at venues or, if other venues used such as schools, that they have appropriate first aid cover. They should ensure sufficient equipment is available to deal with accidents or spillage.

All incidents will be recorded in writing and emailed to the BFA Committee so a central record can be held. They should be emailed to the Senior Safeguarding Lead for the BFA (at [kelly.murdoch@bfa.email](mailto:kelly.murdoch@bfa.email) )

## Buildings and Venues

Safeguarding risk assessments should be carried out on all building and venues used by our organisation, event organisers or by the host's venue management.

The safeguarding risk assessment should cover:

- access especially how people enter and leave the building
- signing in protocol
- use of keys
- toilets and changing rooms
- any outside space
- car parks
- any other relevant issues

## Ethical fundraising

We are committed to our fundraising being:

- **Legal:** All fundraising must meet the requirements of the law.
- **Open:** Fundraisers must be open with the public about their processes and must be willing to explain (where appropriate) if they are asked for more information.
- **Honest:** Fundraisers must act with integrity and must not mislead the public about the cause they are fundraising for or the way a donation will be used.
- **Respectful:** Fundraisers must demonstrate respect whenever they have contact with any member of the public.

## SAFEcic Recommendations

In order to attain the highest standards of safeguarding practice, everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the Lead and/or Deputy. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting these policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

## **Policy Date**

This policy was agreed and disseminated on **31.07.2023** and will be reviewed annually or when there are substantial organisational changes.

**Signed:**

**BFA Committee**

**Senior Lead for Safeguarding for the BFA:**

**Date: 31.07.2023**

**Date of next review: 31.07.2024**