



BCS SAFEGUARDING POLICY STATEMENT

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Bungay Community Support - Safeguarding Policy

Purpose:

The purpose of this policy statement is:

- to protect people from harm, whilst volunteering for Bungay Community Support (BCS) or engaging in any activities or events organised by BCS.
- to provide trustees, employees and volunteers with the overarching principles that guide our approach to safeguarding

This policy applies to anyone working on behalf of BCS, including the Board of Trustees, employees, volunteers and contractors.

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

BCS is committed to the following principles

- The welfare of people is paramount
- Everyone has the right to protection from abuse, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- Safeguarding is everyone's responsibility
- All suspicions and allegations of abuse must be properly reported to the relevant authorities and dealt with swiftly and appropriately
- Sharing appropriate information with other professionals and with Local Safeguarding Children Board (LSCB) or Safeguarding Adult Board

We will seek to keep people safe by:

- we will ensure our volunteer co-ordinator understands the criteria and referral processes
- appointing two trustees, with appropriate child and adult safeguarding training, to the roles of Safeguarding and Deputy Safeguarding leads
- providing effective supervision at volunteer working parties and other BCS events
- advocating, and endeavouring to ensure, that all children under 16 years old are accompanied and supervised by a parent or guardian when attending working party and other BCS organised events.
- recording, storing, sharing, and using information appropriately and securely, in line with data protection legislation and guidance (See Appendix 2)
- making sure that everyone knows to contact a safeguarding lead if they have a concern
- using our safeguarding policy and procedures to share concerns and relevant information with agencies who need to know and involving children, young people, adults at risk, parents, families and carers appropriately

BCS Safeguarding Policy Statement 2025

Date: January 2025

Date of next review: January 2026

- using our policy and procedures to manage any allegations against trustees, staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where trustees, volunteers, and their families, treat each other with respect and are comfortable about sharing concerns.

Definitions

Children and young people are defined as those persons aged under 18 years old.

Adults at risk: For the purposes of this policy, an adult at risk is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.

Contact details

Safeguarding Point of Contact:

Email

Telephone:

Safeguarding Lead:

Phil Love

Email: phil.love@bungaycs.org.uk

Telephone: 07484 120413

Deputy Safeguarding Lead:

Ruth Terry

Email: ruth.terry@bungaycs.org.uk

Alternative numbers to report concerns:

Suffolk Children's Social Care - Customer First: 0808 800 4005

Suffolk Adult Social Care - Customer First: 0800 917 1109

Norfolk Children's Advice and Duty Service: 0344 800 8021

Norfolk Adult Social Care: 0344 800 8020

NSPCC Helpline: 0808 800 5000

We are committed to reviewing our policy and good practice annually. This policy statement and procedures were last reviewed and approved by Trustees on 27th January 2025.

BCS Safeguarding Policy Statement 2025

Date: January 2025

Date of next review: January 2026

Appendix 1: Recognising possible types of child & adult harm from abuse and neglect

CHILD ABUSE TYPES AND INDICATORS:

The following behavioural signs *may* be indicators of child/young person abuse, but care should be taken in interpreting them in isolation.

Physical signs

- Injuries (e.g. bruises, bites) which are not consistent with the explanation given for them.
- Injuries to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which appear to have been caused by a weapon e.g. cuts, welts, etc.
- Injuries which have not received medical attention.
- Self-mutilation or self-harming e.g. cutting, slashing, drug abuse.

Emotional signs

- Changes or regression in mood and behaviour, particularly where a child/young person withdraws or becomes clinging. Also, can present as depression or aggression.
- Nervousness or inappropriate fear of particular adults.
- Inappropriate relationships with peers and/or adults; excessive dependence attention-seeking behaviour.

Signs of neglect

- Regular poor hygiene
- Persistent tiredness
- Inadequate clothing
- Excessive appetite
- Consistently being left alone and unsupervised

Indicators of possible sexual abuse

- Any direct disclosure made by a child/young person concerning sexual abuse.
- Child/Young person with excessive preoccupation with sexual matters.
- Adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Preoccupation with sexual activity through words, play or drawing.
- Child/Young person who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Other emotional signs (see above) may be indicative of sexual abuse.

Appendix 1: Recognising possible types of child & adult harm from abuse and neglect

ADULT ABUSE TYPES

Adult Abuse can generally be viewed in terms of the following categories: Physical, Domestic, Sexual, Psychological, Financial/ material, Modern Slavery, Discriminatory, Neglect and acts of omission, and Self-neglect.

Physical Abuse

Physical injuries which have no satisfactory explanation or where there is a definite knowledge, or a reasonable suspicion that the injury was inflicted with intent, or through lack of care, by the person having custody, charge or care of that person, including hitting, slapping, pushing, misuse of or lack of medication, restraint, or inappropriate sanctions.

Domestic Abuse

The Government definition of domestic abuse is: 'Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over (Safeguarding Adults applies from age 18) who are or have been intimate partners or family members regardless of gender or sexuality.

Sexual Abuse

Sexual acts which might be abusive include non-contact abuse such as looking, pornographic photography, indecent exposure, harassment, unwanted teasing or innuendo, or contact such as touching breasts, genitals, or anus, masturbation, penetration or attempted penetration of vagina, anus, and mouth with or by penis, fingers or other objects (rape).

Psychological Abuse

Psychological, or emotional abuse, includes the use of threats, fears or bribes to negate an adult at risk's choices, independent wishes and self-esteem; cause isolation or overdependence; or prevent an adult at risk from using services, which would provide help.

Financial Abuse

This usually involves an individual's funds or resources being inappropriately used by a third person (i.e. theft) It includes the withholding of money or the inappropriate or unsanctioned use of a person's money or property or the entry of the adult at risk into financial contracts or transactions that they do not understand, to their disadvantage.

Modern Slavery

Modern slavery encompasses human trafficking, domestic servitude and forced labour. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Appendix 1: Recognising possible types of child & adult harm from abuse and neglect

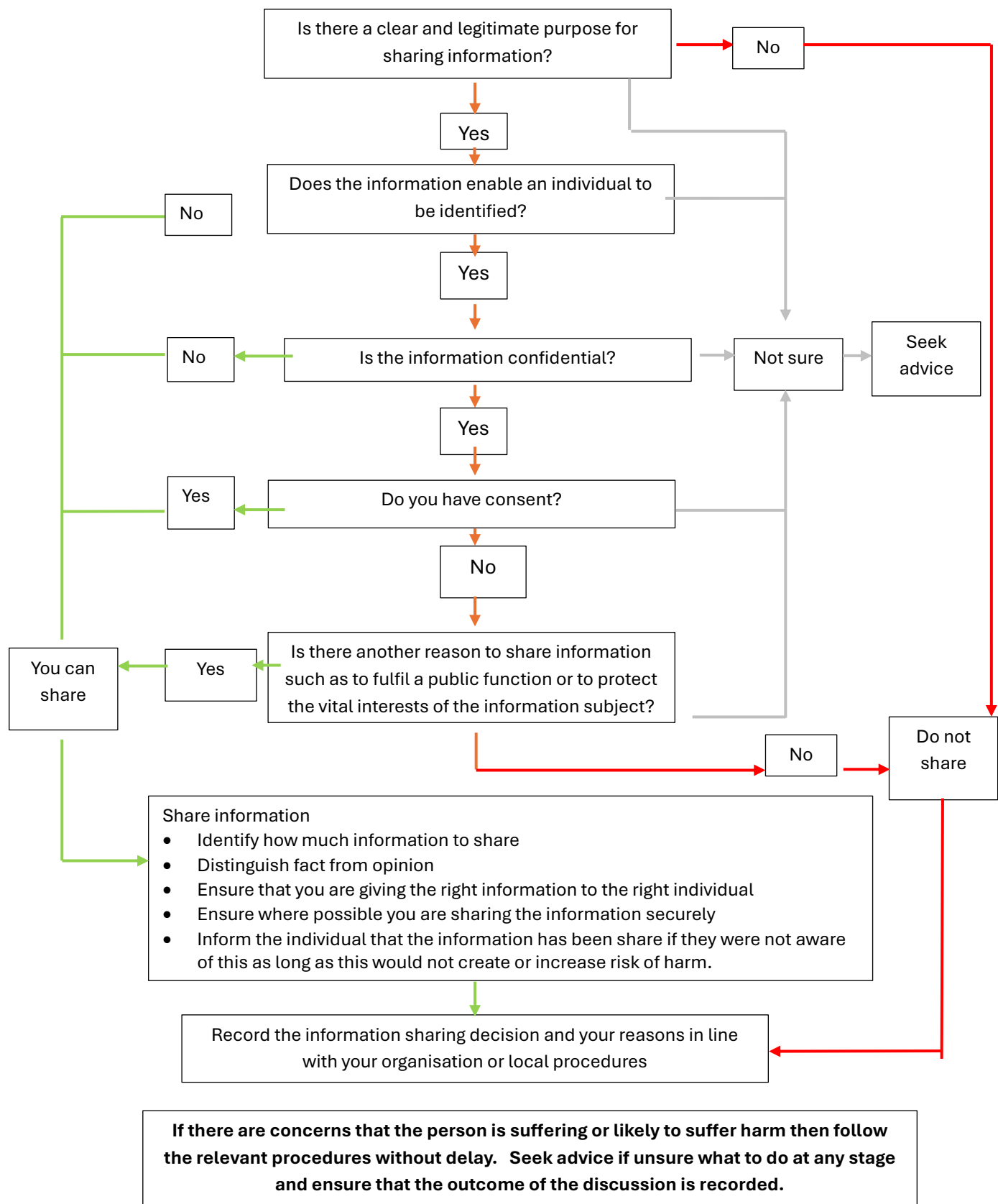
Discriminatory Abuse

This is abuse targeted at a perceived vulnerability or on the basis of prejudice including racism or sexism, or based on a person's impairment, origin, colour, disability, age, illness, sexual orientation or gender. It can take any of the other forms of abuse, oppressive treatment, harassment, slurs or similar treatment.

Neglect / Acts of Omission

Neglect can be both physical and emotional. It is about the failure to keep an adult at risk clean, warm and promote optimum health, or to provide adequate nutrition, medication, being prevented from making choices.

Appendix 2: Information sharing flowchart



Appendix 3: Safeguarding Leads responsibilities

The safeguarding leads are responsible for:

- receiving disclosures and concerns about the safety and welfare of children, young people and adults at risk and for making decisions about what action needs to be taken
- managing any complaints that may directly or indirectly relate to a safeguarding matter
- liaising with the appropriate Local Authority MASH (Multi-Agency Safeguarding Hub) or Adult Social Care Team and following statutory procedures if there is a safeguarding concern about a child, young person or adult at risk
- liaising with the appropriate Local Area Designated Officer (LADO) if there is an allegation against a BCS trustee or volunteer working on behalf of BCS as a member of staff
- undertaking regular and appropriate training in child and adult protection and safeguarding
- ensuring all trustees are aware of, understand, and are confident in, the implementation of the safeguarding policy as part of their induction process
- ensuring that all records of safeguarding concerns and subsequent actions are clear, factual, concise, and are maintained appropriately and stored securely
- ensuring that working party and other event risk assessments consider and mitigate for any safeguarding risks, including the setting of any adult to child supervision ratios that may be deemed appropriate.
- to provide an annual written report to trustees appraising safeguarding matters that have arisen in the period.

Appendix 5: Suffolk Referral Process

~~~~~  
If the matter is urgent because a child or adult at risk of harm is in immediate danger  
phone 999 for the Police.  
~~~~~

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help stop abuse

if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report it to the Safeguarding Lead and/ or appropriate authority



Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- *For concerns about an Adult at Risk of Harm:* Use the *Safeguarding Adults Framework* to guide your discussions on thresholds for safeguarding referrals
- *For concerns about a child (under 18 years of age):* Use the *Suffolk Thresholds of Needs Matrix* to guide your discussions on thresholds for safeguarding referrals
- If you need to discuss whether or not a referral is required, call the MASH Professional Consultation Line on 0345 6061499 to speak with a MASH social worker - or use their webchat
- If there is immediate danger to the child or Adult at Risk call 999 for the Police.



Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding referral use the relevant online [Suffolk Portal \(child or adult\)](#).

Contact information

Child and Adult Safeguarding referral: [Via portal](#).

Customer First [0808 800 4005](#) (children)

Suffolk Adult Social Care - Customer First: 0800 917 1109

MASH Professionals Consultation line [03456 061 499](#)

Police: 999 if it is an emergency or 101 or webchat

Safeguarding Point of Contact:

Safeguarding Lead: Phil Love

Deputy Safeguarding Lead: Ruth Terry

Email:

Email: phil.love@bungaycs.org.uk

Email: ruth.terry@bungaycs.org.uk

Appendix 5: Suffolk Referral Process

Notes: reporting for CYP • Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring • Local Authority Designated Officer (LADO) Referrals If you have concerns about an adult working with a child under the age of 18 that you would like to report, access the LADO page for more information	Notes: reporting for Adults at Risk It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. 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
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Remember ALL notes will be disclosable should a formal or criminal investigation occur.

Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.

Appendix 5: Norfolk Referral Process

If the matter is urgent because a child or adult at risk of harm is in immediate danger
phone 999 for the Police.

See it.

Are they safe? If you are concerned about a child or Adult at Risk of Harm you could help
stop abuse

if you follow the safeguarding policy and procedure (use this flowchart)

It is not your responsibility to decide if abuse has happened. It IS your responsibility to report
it to the Safeguarding Lead and/ or appropriate authority



Recognise it.

- Share your concerns/ information with the Safeguarding Lead/ Deputy Safeguarding Lead.
- If there is immediate danger to the child or Adult at Risk call 999 for the Police.



Report it

If you have a concern about a child or an Adult at Risk and need to make a safeguarding
referral use the relevant referral pathway

Contact information

SCCE: [Report a concern - safeguarding - Norfolk County Council](#) (for adults if not urgent)

SCCE: **0344 800 8020** (for children and adults)

CADS professional consultation line: **0344 800 8021**

Police: 999 if it is an emergency or 101 or webchat

Safeguarding Point of Contact:

Safeguarding Lead: Phil Love

Deputy Safeguarding Lead: Ruth Terry

Email:

Email: phil.love@bungaycs.org.uk

Email: ruth.terry@bungaycs.org.uk

Appendix 5: Norfolk Referral Process

Notes: reporting for CYP	Notes: reporting for Adults at Risk
- Parents/ carers should be advised that you are making a referral unless this might put the child at risk or cause any delay in referring Local Authority Designated Officer (LADO) Referrals If you have concerns about an adult working with a child under the age of 18 that you would like to report, How to Raise a Concern Norfolk Safeguarding Children Partnership PWWC	It is essential that wherever possible it is the adult at risk who will decide on the chosen course of action, taking into account the impact of the adult at risk's mental capacity where relevant. 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

Remember ALL notes will be disclosable should a formal or criminal investigation occur.
Ensure that your notes are signed, dated, professional, separate opinion from fact, are recorded verbatim using the same words as were used during the disclosure.