

## BERWICK EDUCATIONAL ASSOCIATION (BEA)

### SAFEGUARDING POLICY FOR USE OF VOLUNTEERS, LECTURERS AND TRUSTEES

[For the purposes of the following policy the term 'member' includes supporters, attendees, volunteers, trustees and lecturers.]

#### **POLICY PRINCIPLES AND PRACTICES**

1. BEA is fully committed to safeguarding the wellbeing of its members. All members should show respect and understanding for the rights, safety and welfare of others and conduct themselves in an appropriate manner.

2. BEA recognises that all members regardless of age\*, gender, ability or disability, race, faith, culture, size, language or sexual identity have the right to participate in a safe, positive and enjoyable environment, whilst at the same time being protected from abuse, neglect, harm and poor practice. BEA recognises that this is the responsibility of every member.

\*Attendance is open to everyone aged 18 or over, subject to payment of the admission fee. Children attending certain specified events must be accompanied by a responsible adult at all times; children who are part of a school group, must be accompanied and supervised by their teacher(s) at all times.

3. BEA will ensure that its **volunteers/trustees/lecturers** are aware of this Safeguarding Policy, including the reporting guidance below.

4. All allegations, suspicions or concerns of abuse, neglect, harm and poor practice will be taken seriously and responded to swiftly, fairly and appropriately. The main types of abuse include:

- **Physical abuse-** including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse-** including rape and sexual assault or sexual acts to which the person has not consented, or could not consent or was pressured into consenting.
- **Psychological abuse-** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse-** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission-** including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- **Discriminatory abuse-** including racist, sexist, that based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment.

#### **SAFEGUARDING OFFICER**

5. BEA's current Safeguarding Officer (SO), Jacqui Parkin, is responsible for dealing with any issues concerning Safeguarding and Member Protection (jcqpar@gmail.com) BEA will notify this person to all **volunteers/trustees/lecturers** and publish this information on the BEA website.

## **REPORTING GUIDANCE**

6. If any person witnesses, becomes aware or is made aware of an incident and/or is concerned that the welfare of another member has been put at risk then that person must, in the first instance, inform the SO directly, or via the lead volunteer.

7. If a situation is not an emergency and it is not possible to appraise the SO then for adults or children living in Northumberland ring 01670 536 400 during office hours; 0845 600 5252 out of hours.

8. In an emergency, i.e. if someone's safety is under immediate threat, dial 999 and then report to the SO.

## **RECORD KEEPING RESPONSIBILITIES FOR SAFEGUARDING OFFICER**

9. The SO is responsible for ensuring that a full record be made of the nature of an allegation/incident/concern and any other relevant information as soon as possible. This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the person who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

10. The SO must ensure that records are kept for 25 years.

11. The SO must report any incidents to the Designated Officer for Northumberland as soon as possible. The Designated Officer for Northumberland is Adam Hall, Direct line: 07342 057398  
General line: 01670 624888 [adam.hall01@northumberland.gov.uk](mailto:adam.hall01@northumberland.gov.uk)

12. The SO is responsible for keeping this policy under review and reporting to the Trustees on a regular basis.