

Safeguarding Children and Vulnerable Adults Policy

Policy Management	
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Date of Last Review: <i>July 2025</i>	
Date of Next Review: <i>July 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

1. Our Commitment to Safeguarding

At Bee-Able CIC, the safety and wellbeing of all children, young people, and adults who use our services is our top priority.

We believe everyone has the right to feel safe, respected, and protected from harm, whatever their age, ability, background, or circumstances.

We take our safeguarding duties seriously and follow clear procedures to help prevent abuse and respond quickly and appropriately to concerns.

2. Who This Policy Applies To

This policy applies to:

- All children, young people, and adults who use Bee-Able CIC's services
- Parents, carers and families
- Staff, volunteers and anyone representing Bee-Able CIC

3. Our Safeguarding Responsibilities

We have a duty to:

- Protect children and vulnerable adults from harm, abuse or neglect



- Promote the welfare of all service users
- Recognise and respond to signs of abuse
- Report safeguarding concerns to the appropriate authorities
- Work in partnership with families and safeguarding agencies
- Ensure our staff and volunteers are trained and supported to keep people safe

4. Definitions of Abuse

We understand abuse can take many forms, including:

- **Physical abuse** – hitting, slapping, misuse of medication, restraint
- **Emotional abuse** – bullying, threats, shaming, ignoring, controlling behaviour
- **Sexual abuse** – inappropriate touching, sexual acts, sexual harassment
- **Neglect** – not meeting basic needs like food, hygiene, support or supervision
- **Financial abuse** – theft, misuse of money, pressure to give money
- **Discriminatory abuse** – unfair treatment based on race, disability, gender, etc.
- **Institutional abuse** – poor care or support caused by routines or neglectful systems

Abuse can happen anywhere, and anyone can be a victim—including children, disabled people, and those who need help with daily life.

5. Recognising and Reporting Concerns

Everyone at Bee-Able CIC has a role to play in keeping people safe.

If a member of staff, volunteer, or member of the public has a concern that someone is at risk of harm, they must report it immediately to Bee-Able CIC's **Designated Safeguarding Lead (DSL)**.

The DSL will assess the concern and take appropriate action, which may include:



- Speaking to the person or their family
- Recording the concern
- Reporting the concern to the Local Authority Safeguarding Team or Police
- Referring to external professionals for support or intervention

In some cases, we may need to report concerns without informing the person or family first, if we believe someone is at immediate risk.

6. Designated Safeguarding Lead (DSL)

Bee-Able CIC's DSL is responsible for:

- Leading on safeguarding and child/adult protection matters
- Ensuring staff and volunteers know how to respond to concerns
- Liaising with the local authority and other safeguarding professionals
- Keeping confidential safeguarding records
- Reviewing safeguarding procedures regularly

👉 **Current DSL:** *Sharon Senior, Manager*

📞 **Contact:** 07908 718770

7. Safer Recruitment and Staffing

To keep everyone safe, we:

- Carry out **enhanced DBS checks** for all staff and volunteers
- Take up **references** and check employment history
- Provide **safeguarding training** to all team members
- Supervise staff and volunteers and promote a culture of accountability
- Do not allow anyone to work unsupervised with vulnerable individuals unless fully cleared



8. Creating a Safe Environment

We aim to make Bee-Able CIC a space where everyone feels safe, valued and heard. We do this by:

- Having clear boundaries, rules, and expectations
- Creating inclusive, respectful group environments
- Supporting emotional wellbeing and positive behaviour
- Providing activities that are appropriate, safe, and well supervised
- Always working in line with our safeguarding and health & safety procedures

9. Information Sharing and Confidentiality

We treat information about service users with care and respect. However:

- If we are worried that someone is being harmed or is at risk, we may need to share information with other professionals
- We will only share what is necessary and always follow data protection laws
- We keep all safeguarding records securely and access is restricted

10. Training and Monitoring

All staff and volunteers must complete safeguarding training appropriate to their role.

We also:

- Provide regular updates and refresher sessions
- Monitor our safeguarding systems and practice
- Review this policy every year or sooner if guidance changes

11. Contacting Local Safeguarding Teams

For immediate concerns or to make a referral, you can contact:



- 📍 **North Yorkshire Safeguarding Children Partnership (NYSCP)**

🌐 <https://www.safeguardingchildren.co.uk>

- 📍 **North Yorkshire Safeguarding Adults Board (NYSAB)**

🌐 <https://safeguardingadults.co.uk>

If someone is in **immediate danger**, call 999.

12. Monitoring and Review

We will review our practices regularly and this policy every year to make sure it stays relevant and effective.