

**NORTH DORSET BEEKEEPERS ASSOCIATION**  
**Policy No. 4**  
**Safeguarding & Procedures**  
**Concerning Children, Young People & Adults at Risk**

## 1. Introduction

North Dorset Beekeepers Association (“North Dorset Beekeepers”) wants to make a positive contribution to a strong and safe community and recognises the right of every individual to be safe and secure.

The Association’s activities are organised and managed by members who volunteer their time to deliver services to others (who may be members or non-members). We will do everything possible to ensure our activities are safe for our volunteers and users.

The Association’s Trustees want the organisation to be inclusive in its approach and wish to welcome anyone with an interest in bees and beekeeping. This policy demonstrates their determination to achieve that goal while protecting and safeguarding Children, Young People and Adults at Risk.

Everyone has a responsibility to do something if there is suspicion or knowledge that a Child, Young Person or Adult at Risk is at risk of harm or abuse.

This Policy describes how the Association wishes to minimise any safeguarding risk and the actions to be taken if a safeguarding event were to occur, the disclosure of a safeguarding event were to happen, or there are suspicions that any Child, Young Person or Adult at Risk may be at risk of harm or abuse.

## 2. Legal framework

This policy has been drafted on the basis of legislation, policy and guidance that seeks to protect Children, Young People and Adults at Risk in Dorset, England. Among others, this includes:

- The Care Act (2014)
- The Children Act (1989 & 2004)
- The Protection of Children Act (1999)
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)

### 3. Definitions

- a. **Safeguarding** is about embedding practices throughout the Association to ensure the protection of Children, Young People and Adults at Risk wherever possible, and responding to circumstances that may arise.
- b. **A Child or Young Person** is defined as anyone under 18 years old.
- c. **An Adult at Risk** is defined as anyone aged 18 years and over who –
  - has needs for care and support (regardless of whether or not those needs are being met by any authority), and
  - is experiencing, or is at risk of experiencing, abuse or neglect, and
  - is unable to protect themselves from risk or abuse as a result of their care or support needs.
  - This may include someone who is elderly and frail, has a mental illness including dementia, has a physical or sensory disability, has a learning disability, is a substance misuser, is homeless, etc.
- d. **Abuse and Harm** can be caused by those inflicting harm and those who fail to act to prevent harm. It can take several forms, including physical abuse, domestic violence, coercive behaviour, controlling behaviour, sexual abuse, sexual exploitation, psychological abuse, modern slavery, human trafficking, discrimination, neglect and self-neglect, among others. Further information on types of abuse and harm can be found at the Pan-Dorset Safeguarding Children Partnership ([www.pdscp.co.uk](http://www.pdscp.co.uk)) and the Social Care Institute for Excellence ([www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse](http://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse)).

### 4. Preventing opportunities for harm (risk mitigation)

- a. All Members of North Dorset Beekeepers will be made aware of the Association's policies, including this Safeguarding Policy, and that they have a role to play in its implementation.
- b. At each event organised by North Dorset Beekeepers, a Lead Officer will be nominated. The Lead Officer will ensure those members/volunteers present are aware of their Safeguarding role and what to do should something need to be reported.

- c. Trustees have identified certain roles where risk and/or risk of disclosure is higher (e.g., due to regular contact over an extended period of time). Specifically, these include:
  - i. Course leaders
  - ii. Course tutors
  - iii. Trustees
  
- d. For roles identified in c. above, the following are requirements to be completed before taking on the role:
  - i. Complete online Basic Safeguarding Training (which should be repeated for updates every 3 years). Sources of approved online training are listed in Appendix 4.
  - ii. Produce evidence of compliance with i. above to the Association's Nominated Safeguarding Officer.
  - iii. Beginners Course Tutors (and Tutors of other courses as determined by the Trustees) will also attend an annual update briefing to be organised by the Nominated Safeguarding Officer prior to the course commencing.
  - iv. Records of training will be retained in Association files.
  - v. Produce a clear result after a Basic DBS check, a copy of which will be held on Association files. A Basic DBS check must be repeated every three years.
  
- e. Association Trustees have appointed a Nominated Safeguarding Officer (NSO) (See Appendix 1). The NSO will be responsible to Trustees for ensuring policy and procedures reflect current best practice and applicable law. The NSO will be recruited from members with an appropriate Safeguarding background and will attend such training and briefings as required to fulfil the role (e.g., best practice training from Dorset Community Action Network). The NSO will be subject to a Basic DBS Check before appointment (which will be repeated every three years). He/she will ensure Trustees review the Safeguarding Policy annually, and at other times when changes to Safeguarding law and best practice require it.
  
- f. No Child or Young Person under the age of 18 years will be permitted on North Dorset Beekeepers property unless accompanied by his/her parent or guardian, or another nominated responsible adult.
  
- g. No North Dorset Beekeepers member/volunteer will be alone with a Child, Young Person, or Adult at Risk without alerting others to the reason.
  
- h. Arrangements may be made from time to time for visits to North Dorset Beekeepers property by school/college groups or other groups, including those with disabilities and/or special educational needs. In all cases, these groups will be accompanied by an

appropriate and agreed number of adults who will be responsible for the group's well-being.

NB: This arrangement does NOT remove the need to act on any Safeguarding disclosure or suspicion of abuse where such disclosure is made to a North Dorset Beekeepers volunteer or where any volunteer suspects an individual is being abused or is at risk.

- i. Procedures for reporting safeguarding matters, including cases of harm and abuse, or suspected cases of harm and abuse are contained in this document. They will be widely communicated among members and will feature in every pre-course briefing for course Tutors.
- j. Any concerns of harm or abuse, or a disclosure event, will be acted on IMMEDIATELY.
- k. All allegations of harm or abuse, however minor, will be reported to the NSO and the procedure to be followed will be in line with the Pan-Dorset Safeguarding Children Partnership or the Dorset Adult Safeguarding Board.
- l. Risk of injury will be managed in line with the Association's Health & Safety Policy.

## 5. North Dorset Beekeepers Responsibilities

North Dorset Beekeepers has a duty of care to safeguard all children, young people and adults at risk who are involved in activities run by North Dorset Beekeepers.

Any matters giving rise to concern about the welfare of children and young people (e.g., abuse, poor practice, and allegations) will be taken seriously and responded to in a timely and appropriate manner.

Where there are concerns about the Safeguarding of someone aged 18 years or over, the first step will be to ask the person involved what they want to happen, and to ask their permission to make a referral. Where permission has not been obtained, a formal referral will only be made if the person is in immediate risk of harm or criminal activity, or it is believed they do not understand the risk they face. If in doubt, the matter should be discussed with adult social care (for contacts, see Appendix 2).

North Dorset Beekeepers will work in partnership with the Police and local Social Care Services in accordance with their procedures (as detailed in Appendix 2). This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children, young people, and adults at risk.

It is the responsibility of the external protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report concerns.

The North Dorset Beekeepers NSO will maintain an overview of safeguarding concerns, take a lead on liaising with other agencies, and will keep informed about local safeguarding developments.

## **6. Acting on a safeguarding concern**

It is not the responsibility of anyone acting in a role for North Dorset Beekeepers to decide whether or not a child, young person, or adult at risk is being abused or may have been abused. However, as safeguarding is everyone's responsibility, there is a duty to act on concerns in order that appropriate agencies can make enquiries and take steps to protect children, young people, and adults at risk.

The first priority must be to ensure the safety and protection of any child, young person, or adult at risk. Where anyone has concerns, they must act in a timely manner, and act immediately if there is an urgent need for medical treatment or an immediate risk of harm.

The response procedure is described in Appendix 3.

All information gathered will be recorded and stored in accordance with current data protection law and North Dorset Beekeepers policy.

## **7. Whistleblowing**

North Dorset Beekeepers is dedicated to the highest standards of operation, probity, and accountability. In line with this commitment, members/volunteers and others with serious concerns about any aspect of our activities are encouraged to come forward and voice those concerns. In the first instance, if you wish to raise a safeguarding concern or raise awareness about lack of action on a safeguarding concern, speak to the NSO or an Association Trustee.

If you continue to have concerns (e.g., your concerns are not being acted upon), you are encouraged to contact the appropriate authorities (the Police and/or local safeguarding boards). Advice on this is available from Protect (Web: <https://protect-advice.org.uk>; Tel: 020 3117 2520) and the NSPCC National Whistleblowing Advice Line (Tel: 0800 028 0285).

## **8. Policy Review**

This policy will be reviewed annually by Trustees, and at other times as deemed appropriate by the NSO.

APPROVED BY BOARD OF TRUSTEES

**APPENDIX 1  
NOMINATED SAFEGUARDING OFFICER**

The North Dorset Beekeepers Nominated Safeguarding Officer is:

Lesley Gasson

Email: lesleygasson@btinternet.com

Telephone: 07469 884428

## APPENDIX 2 POLICE & LOCAL SOCIAL CARE SERVICES

1. For concerns about an immediate/emergency risk or harm to a child, young person or adult at risk, call the Police on **999**.

### FOR SOMEONE LIVING IN THE DORSET COUNCIL AREA:

2. For non-immediate/non-emergency concerns about a child or young person who may be being abused or neglected, contact the Children's Advice & Duty Service

Tel: 01305 228866

3. For non-immediate/non-emergency concerns about an adult who is being abused or neglected, contact Dorset Council or Dorset Police

|      |                |                              |
|------|----------------|------------------------------|
| Tel: | Dorset Council | 01305 221 016 (office hours) |
|      | Dorset Council | 01305 858 250 (out of hours) |
|      | Dorset Police  | 101                          |

Note: For anyone living outside the Dorset Council Area, contact should be established with the appropriate Local Social Care Services Centre. Telephone numbers will be available online, or follow advice from the Dorset Council contacts above or from the Emergency Services.

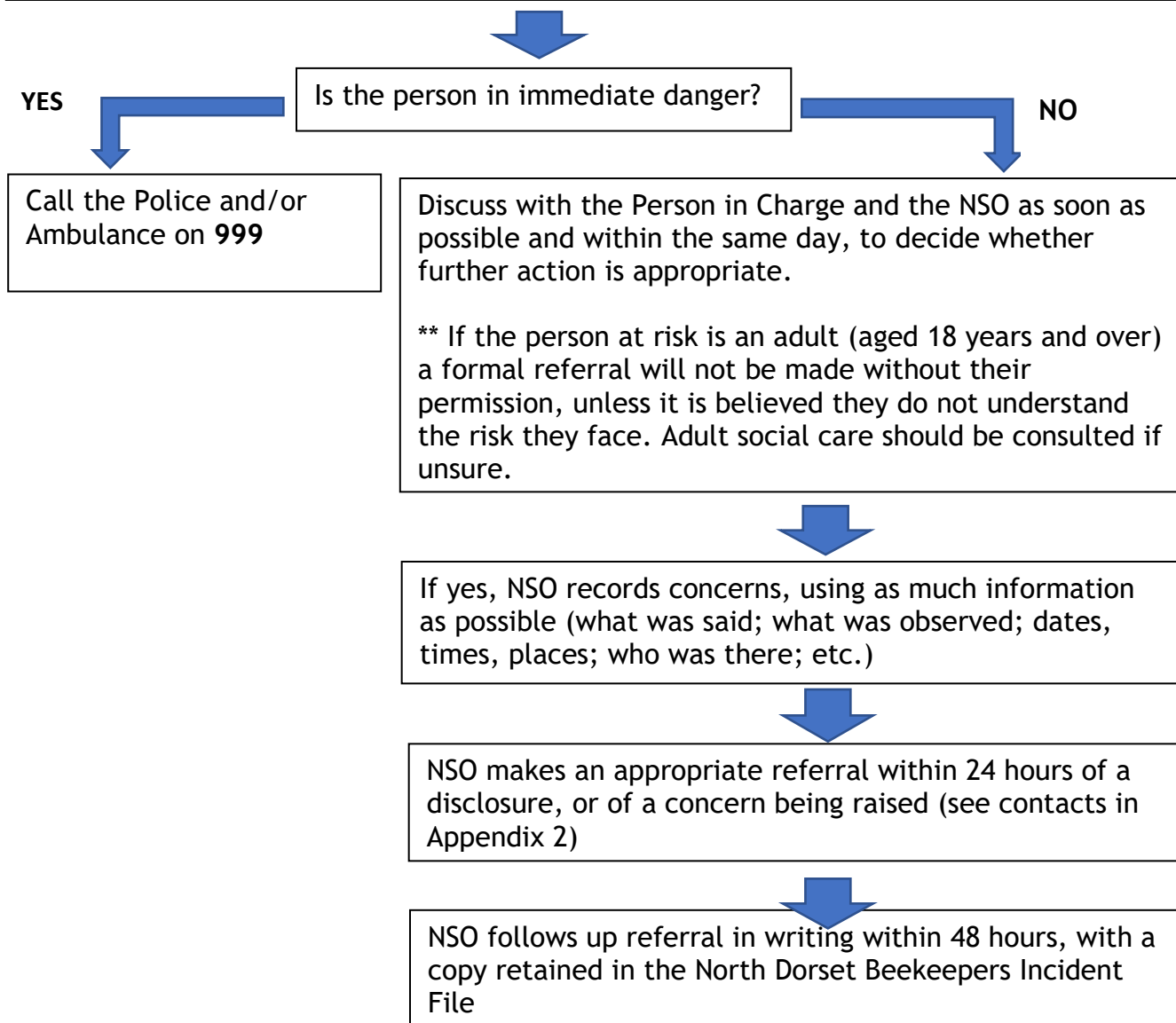


## APPENDIX 3

## HOW TO REPORT SUSPECTED HARM, A RISK OF HARM, OR A DISCLOSURE

Where there are concerns for a child's welfare or the welfare of an adult at risk (see \*\* below), or information has been given (a disclosure), you should:

- Stay calm, treat the person seriously, offer them support and listen carefully to what they have to say, but do not press for more. If the person is an adult (18 years or over), they should be asked what they would like to happen (e.g., a referral).
- Explain that you cannot guarantee confidentiality and that you have a duty to report what's said to the Association's NSO and/or a Trustee, as well as to the parent, guardian, or carer (unless they are implicated or doing so might increase the risk of harm).
- As soon as possible, write down what you have been told, using their own words.
- Keep any evidence safe.
- Do not attempt to discuss this with any person alleged to have caused harm.



## **APPENDIX 4 APPROVED TRAINING COURSES**

Approved sources of Basic Safeguarding Training referred to in Section 4(d) of the Safeguarding Policy are listed here:

The training required is to at least Safeguarding Level 1.

1. Church of England Safeguarding training at <https://safeguardingtraining.cofeportal.org>
2. Level 1 Safeguarding Everyone at Virtual College at [www.virtual-college.co.uk](http://www.virtual-college.co.uk).
3. Safeguarding Training from Dorset Community Action Network (Dorset CAN).
4. UK Government sponsored Safeguarding & Prevent Level 2 online training from Free Courses in England (Web: [www.freecoursesinengland.co.uk](http://www.freecoursesinengland.co.uk); Tel.: 07488 808020 & 0121 752 3800)

All training should be discussed with the Nominated Safeguarding Officer before it is undertaken.