

BIOS

DRAFT SAFEGUARDING POLICY

1. Policy Statement

BIOS is committed to creating and maintaining a safe, welcoming and inclusive environment for all children, young people and adults at risk who participate in its activities.

The welfare of children, young people and adults at risk is paramount. Everyone has the right to protection from abuse, neglect, exploitation and harm regardless of age, disability, race, religion, sex, gender reassignment, sexual orientation, marriage or civil partnership status, pregnancy or maternity.

BIOS recognises its responsibilities under relevant legislation and guidance and seeks to promote a culture in which safeguarding is everyone's responsibility.

All members, volunteers, trustees and leaders are expected to uphold this policy and work together to protect those who may be vulnerable.

2. Purpose of this Policy

This policy aims to:

- Promote the welfare and safety of children and adults at risk.
- Prevent abuse and neglect wherever possible.
- Establish clear procedures for reporting concerns.
- Ensure that safeguarding concerns are dealt with appropriately.
- Promote safer working practices.
- Support trustees and volunteers in understanding their responsibilities.
- Provide a framework for responding to allegations and disclosures.

3. Scope

This policy applies to:

- Trustees.
- Volunteers.
- Members
- Anyone acting on behalf of BIOS.

It applies to all activities organised by BIOS, including:

- Meetings and social events.
- Trips and residential activities.
- Online activities and communication.

4. Legal and Regulatory Framework

BIOS operates in accordance with:

- Children Act 1989 and 2004.
- Care Act 2014.
- Working Together to Safeguard Children.
- Human Rights Act 1998.
- Equality Act 2010.
- Safeguarding Vulnerable Groups Act 2006.
- Data Protection Act 2018 and UK GDPR.
- Domestic Abuse Act 2021.

5. Definitions

Child

Anyone under the age of 18 years.

Adult at Risk

An individual aged 18 or over who:

- Has care and support needs.
- Is experiencing or is at risk of abuse or neglect.
- Is unable to protect themselves because of those needs.

6. Principles

BIOS will:

- Place welfare above organisational interests.
- Take all concerns seriously.
- Listen to children and adults at risk.
- Recognise inclusion and equality.
- Encourage openness and accountability.
- Ensure safeguarding responsibilities are understood by all.

7. Roles and Responsibilities

Trustees

The trustees will:

- Maintain oversight of safeguarding arrangements.
- Review this policy annually.
- Ensure adequate resources are available.
- Appoint a Designated Safeguarding Lead (DSL).
- Ensure safe recruitment procedures are followed.

Designated Safeguarding Lead

The DSL is responsible for:

- Receiving safeguarding concerns.
- Maintaining records.
- Liaising with statutory agencies.
- Advising volunteers.
- Ensuring safeguarding training is provided where necessary
- Monitoring policy implementation.

A Deputy Designated Safeguarding Lead will provide cover when required.

Trustees and Volunteers

All trustees and volunteers must:

- Read and follow this policy.
- Attend safeguarding training.
- Report concerns immediately.
- Maintain appropriate professional boundaries.
- Promote the welfare of members.

8. Recognising Abuse

Members of Council should be curious in recognising that a safeguarding concern may arise from:

- A disclosure made by a child, young person, or vulnerable adult.
- Observing signs of abuse, neglect, exploitation, or harm.
- Information received from another person.
- Witnessing concerning behaviour by a volunteer.
- Concerns regarding online safety or inappropriate conduct.

9. Responding to Concerns

Everyone has a duty to report concerns.

Where a person discloses abuse:

- Stay calm.
- Listen carefully.
- Take the concern seriously.
- Reassure the person.
- Do not promise confidentiality.
- Avoid asking leading questions.
- Explain that the information will need to be shared with those who can help.

Concerns must be reported immediately to the Designated Safeguarding Lead.

If someone is in immediate danger:

- Contact emergency services.
- Ensure safety.
- Inform the DSL as soon as possible.

10. Recording Concerns

All concerns will be recorded accurately and factually.

Records should include:

- Date and time.
- Names of those involved.
- What was seen or heard.
- Exact words used where possible.
- Action taken.
- Name of the person making the record.

Records will be stored securely and confidentially.

11. Confidentiality and Information Sharing

Information will be shared on a need-to-know basis.

Confidentiality must never prevent action being taken to protect someone from harm.

BIOS will comply with data protection legislation while recognising that safeguarding concerns may require information sharing.

12. Training

Trustees and volunteers may receive periodic safeguarding training appropriate to their role.

Training will cover:

- Recognising abuse.
- Responding to disclosures.
- Recording concerns.
- Reporting procedures.
- Professional boundaries.
- Online safety.

13. Code of Conduct

Trustees and volunteers are expected to:

- Treat everyone with dignity and respect.
- Avoid favouritism.
- Use appropriate language.
- Maintain professional boundaries.
- Avoid inappropriate physical contact.
- Never engage in abusive behaviour.
- Promote inclusion and equality.

14. Online Safety

BIOS recognises risks associated with digital communication.

Appropriate measures include:

- Safe use of social media.
- Age-appropriate communication.
- Avoiding private messaging where possible.
- Monitoring online platforms.
- Obtaining parental consent where required.

15. Photography and Video

Images will only be used appropriately.

Consent will be obtained where necessary.

Images must never:

- Be exploitative.
- Compromise privacy.
- Place individuals at risk.

16. Events

Risk assessments will be undertaken for events and activities.

Appropriate:

- Supervision ratios.
- Emergency procedures.
- Medical arrangements.
- Consent processes

will be implemented.

17. Managing Allegations Against Staff or Volunteers

All allegations will be taken seriously.

BIOS will:

- Protect all parties involved.
- Maintain confidentiality.
- Seek advice from appropriate authorities.
- Cooperate fully with investigations.

No individual will investigate allegations themselves.

18. Whistleblowing

Anyone who has concerns about unsafe practice is encouraged to report them.

Individuals raising concerns in good faith will be supported and protected from victimisation.

19. Equality, Diversity and Inclusion

BIOS is committed to providing an environment free from discrimination and harassment.

Safeguarding arrangements will be inclusive and accessible to all.

20. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- National guidance changes.
- Serious incidents occur.
- Learning identifies improvements.

21. Contact Details

Designated Safeguarding Lead

Name: Adrian Mumford

Telephone: 07984 257782

Email: acm142@hotmail.com

Deputy Designated Safeguarding Lead

Name: Mel Plumley

Telephone: 07799 621954

Email: melanie@phmusic.co.uk

Emergency Services

999

Adult Social Care

Insert local authority details.

Childline

0800 1111

Policy Approval

Approved by Chair of Trustees

Date: 20 June 2026

Review Date: June 2027

Signed: Dr William McVicker