



North London Beekeepers Policy and Guidelines for Working with Children and Vulnerable people



North London
Beekeepers

NORTH LONDON BEEKEEPERS

Policy and Guidelines for Working with Children and Vulnerable people

The Association recognises that all members have a duty of care for the health, welfare and safety of any young person below the age of 18 years, or vulnerable adult in contact with NLB and will strive to prevent them being taken advantage of in any way. However, the primary responsibility for a child's supervision and safety at all NLB events must lie with a parent, guardian, or designated responsible adult over the age of 18 years.

It is important to note that the objectives of North London Beekeepers as outlined in the Constitution are: *'to promote apiculture and educate the general public in beekeeping by holding classes, lectures and discussions on beekeeping and to provide advice and assistance to beekeepers.'*

Introduction

North London Beekeepers are committed to educating the public about the vital role that honeybees play in the environment. We will actively encourage children and vulnerable people to enjoy learning about bees in a safe and supported way.

To support this approach NLB commits to safeguarding and child protection through this policy, noting that the primary responsibility for a child's supervision and safety must lie with a parent, guardian, or designated responsible adult over the age of 18 years.

The policy is intended to inform members of the steps they **must** take to ensure that children and vulnerable adults are not abused, groomed or taken advantage of in any way.

This policy applies to any members whose beekeeping activities on behalf of the Association bring them into contact with Children or Vulnerable adults. This may include:

- Organised Association events and shows
- Visits to an apiary
- Attending training courses
- Visits to schools or youth clubs

This policy does not cover activities where a member is contacted directly by an organisation and is not working on behalf of the Association.

All members have a legal duty to do everything reasonable in their power to ensure the safety and welfare of Children and Vulnerable Adults. Mostly this applies to direct contact but they must also be aware of action that should be taken regarding alleged abuse in locations outside Association premises e.g. bullying by a care worker or domestic abuse in the home.

Definitions within the context of this policy of the terms:

- **Children:** all young people under the age of 18 years
- **Vulnerable adults:** people aged 18 or over who have:
 - a learning or physical disability,
 - a physical or mental illness, or
 - reduced physical or mental capacity, of various kinds, that might affect any of us, either long term or transitory, e.g. from anaphylaxis due to a sting
 - Adults who through age, illness or traumatic circumstances are unable to take care of themselves, or protect themselves against harm or abuse;

- **Abuse:** examples of abuse include: physical, sexual, emotional and psychological and financial abuse, neglect including self-neglect or harm, modern slavery, radicalisation and extremism, bullying and cyber bullying, grooming, discrimination, harassment and inappropriate supervision by an adult.

The Policy

Aims:

1. To protect children and vulnerable adults.
2. To define actions, responsibilities, and procedures for members.
3. To respond swiftly and appropriately to all suspicions, or allegations of abuse
4. To ensure that information is passed confidentially and as rapidly as possible to the NLB Safeguarding Officer, or where it is deemed unsafe for the individual to return home, the appropriate external agencies.

Monitoring and review

The Committee of the Association will monitor the implementation and effectiveness of this policy and report to members at the AGM.

Guidelines on Actions, Responsibilities and Procedures

All members will:

- **Treat everyone with respect.** Any misuse of power could be regarded as abuse. Members should ensure that their behaviour, language, gestures, etc. are appropriate and not open to mis-interpretation. Children regard adults as role models so all interactions should be kind, professional and beyond reproach.
- Report any evidence, or reasonable suspicion of abuse, whether by an adult or another child to the NLB Safeguarding Officer within 24 hours. Where it is judged unsafe for the individual to return home and the NLN Safeguarding Officer cannot be contacted, then immediate contact should be made with the Local Authority Safeguarding Team, or the police (see below).
- Never abuse any child, or vulnerable adult, verbally, physically or by any other means.
- Avoid being alone with a child or vulnerable person (apart from his/her own child).
- Ensure any appropriate consent forms are signed by parents or guardian
- Avoid physical contact with the child (apart from his/her own child) or vulnerable adult, except when necessary to ensure physical safety. Seek the express permission of parent, guardian, or carer, unless dealing with an unforeseen emergency.
- Not take photographs of children or vulnerable adults or film them without the written consent of a parent or guardian.
- Treat information about children and vulnerable adults, e.g. names and addresses, in strictest confidence. In addition note the NLB privacy policy.

If someone is at immediate risk of harm, dial 999 or for non emergency response call 101

To report a concern or get advice:

Contact the NLB Safeguarding officer and if s/he is not available then advice should be immediately sought from the home council which is Camden (apiary address N6 4NU)

Camden Council Helpline – Adult	020 7974 4000 – select option 1
Camden Council Helpline - Child	020 7974 3314
Camden Council – Out of hours Social services	020 7974 4444
NSPCC helpline	0808 800 5000
NLB Safeguarding officer – Amanda Hayes	07847 613961

Further definitions of responsibilities and procedures:

- For children who are Junior Members of the Association, the primary responsibility for a child's supervision and safety lies with a parent or guardian, including when the child attends any of the Association's centrally organised events or activities. No child should be left in the care of a member, even for a short period of time.
- A designated responsible adult should always accompany visiting children or vulnerable adults who are not members, e.g. parent, teacher, carer or other group leader. Primary responsibility for them lies with that person. Make sure that these adults understand their responsibilities for keeping their child under their own supervision and ensuring that they act in a respectful and safe way.

The Safeguarding Officer

This person should ideally have been trained in Safeguarding and held a post of responsibility for it within their professional lives.

The Safeguarding Officer's role is to:

Receive any allegations of abuse

- Pass those allegations rapidly to the relevant Local Authority Safeguarding Team, or in an emergency, to the police
- Maintain confidentiality
- Give general or specific advice as possible and appropriate to members.
- Make a confidential report to the NLB Committee of any inter-actions with external agencies and a generalised annual report to the AGM.

Use of Information relating to children

Information about children, e.g. names and addresses, must be treated in strictest confidence.

It must be kept securely by a responsible adult, used only for the purpose required, and retained only as long as necessary.

Any information that can allow children to be identified must not accompany photographs of them in promotion, or display materials without the specific written consent of their parent or legal guardian.

Suitability for working with children

A risk assessment and detailed plan for any activity involving children or vulnerable adults should be agreed with the NLB Safeguarding Officer, with appropriate safeguards stated. DBS (Disclosure and Barring Service) checks and clearance will be required for those involved, if appropriate.

If NLB is asked to provide an activity for a school or youth club on their premises the head of that institution should be made aware that they remain responsible for Safeguarding as not all members have undergone DBS checks and clearance.

Dealing with allegations of abuse

Children and vulnerable adults may allege abuse that has taken place within or outside NLB premises. It is every member's responsibility to report **but not investigate** such allegations.

What you must do in all cases:

- Note the key issues of 'who, what, where, when' the alleged incident occurred. Do not question the child or vulnerable adult as this may be viewed as tampering with evidence.
- If asked to keep the information confidential, explain that you must pass on what you have been told to the relevant authority.
- Act in a calm manner and as quickly as possible without causing any further distress to the child, or vulnerable adult.
- Contact the NLB Safeguarding Officer, the Local Authority Safeguarding Team, or the police, as appropriate.
- Make verbatim written notes as soon as practicable.
- Keep any details strictly confidential.

Communication

All members will be alerted to the new Safeguarding Policy through the Newsletter and a copy will be published on the NLB website.

Policy in operation from 25th June, 2018 and is due for review in June 2019

Up-dated version based on a version drafted by Lincolnshire and Beds BKAs

www.beekeeping.org.uk



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