



BIG CHURCH DAY OUT SAFEGUARDING POLICY 2020

Safeguarding is a priority and we appreciate our duty of care to protect and maintain the safety of all children, young people and vulnerable adults who attend the event. Big Church Day Out believes that abuse of any kind is unacceptable. We recognise our responsibility to safeguard all children and vulnerable adults in line with national legislation and local policy.

Big Church Day Out has developed this policy to support all those attending and working at the event to put into practice the organisations commitment to safeguarding. This policy establishes the roles and responsibility of all BCDO volunteers and staff in relation to the protection of children and vulnerable adults with whom they may have contact with during the event.

For the purpose of this policy, children are defined as any person under the age of 18 years. When referring to Big Church Day Out, this also includes BC Youth.

Big Church Day Out is committed to reviewing this policy and its good practice annually.

The Purpose of the Safeguarding policy:

- To provide protection for the children and vulnerable adults across the Big Church Day Out event
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of harm
- This policy applies to all staff, including volunteers, food traders, contractors, youth workers, artists and anyone working on behalf of Big Church Day Out

We will endeavour to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting them

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- Adopting appropriate guidelines for the safety and wellbeing of children and vulnerable adults through procedures and a code of conduct for staff and volunteers
- Committing to a thorough and safe recruitment process for all of its activities in line with the BCDO safer recruitment policy
- Sharing relevant information about child and adult protection and good practice with children, young people, parents, carers, staff and volunteers
- Sharing relevant information about concerns with agencies who need to know, and involving the individual and other relevant parties appropriately adhering at all times to the BCDO Confidentiality Policy and to the boundaries of the Data Protection Act 2018.
- Providing effective management for staff and volunteers through supervision and support

Safeguarding Principles

- The safeguarding of children and vulnerable adults attending Big Church Day Out and using the premises and services which are part of the event is one of the main priorities for the organisation.
 - Big Church Day Out is committed to working with everyone to ensure that every child and vulnerable adult receives the appropriate care and support needed to safely attend and enjoy the event
 - Big Church Day Out staff and volunteers will at all times behave in a way that reflects the principles, ethos and values of the organisation in line with the BCDO code of conduct and as a living reflection of the BCDO mission statement
 - Big Church Day Out operates a Safeguarding Team which will be in place for the duration of the event;
1. The Safeguarding Team is comprised of suitably trained and briefed individuals who have proven experience of working with children and/or adults with care and support needs. A minimum of two safeguarding officers will be on duty between the hours of 0800-2300 hrs throughout the event.
 2. The Safeguarding Team lead and deputy will be on duty throughout the duration of the event and will be contactable via control for situations arising outside of the event's daytime hours.
 3. The Safeguarding Team are responsible for people within the geographical boundaries of the event, as outlined in the relevant maps.

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Safeguarding and Welfare:

At Big Church Day Out we define safeguarding as having a duty of care to look after those who may be more vulnerable within the community or who are involved in a situation where they are at immediate risk of significant harm or may pose a significant risk to others.

At Big Church Day Out we define welfare as providing information and support to a person who is not at immediate risk of significant harm and who is not presenting an immediate risk to others. We provide this information and support in order to enable the person to help themselves.

'A person is vulnerable if, as a result of their situation or circumstances, they are unable to take care of or protect themselves or others from harm or exploitation.' College of Policing. Therefore, any person can be vulnerable at any time.

Categories of Abuse:

Physical abuse

Examples include: Slapping, pushing, kicking, rough handling, twisting of limbs/ extremities, misuse of medication, or inappropriate sanctions or restraint.

Sexual abuse

Examples include: Rape and sexual assault or sexual acts to which the vulnerable adult has not consented, could not consent or was pressured into consenting. Non-contact abuse such as voyeurism, involvement in pornography.

Psychological / Emotional abuse

Examples include: verbal assault or intimidation, emotional abuse, deprivation of contact verbal abuse, threats of harm or abandonment, humiliation or blaming, overriding of consent, choices or wishes, feeling worthless, frightened or unloved.

NB: Psychological/emotional abuse will usually occur in conjunction with other forms of abuse.

Financial abuse

Examples include: theft, fraud, exploitation, and pressure in connections with wills, property, possessions or benefits.

Neglect and acts of omission

Examples include: 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.

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Discriminatory abuse

This abuse is usually motivated by discriminatory and oppressive attitudes towards race gender, culture background, religion physical and/ or sensory impairment, sexual orientation and age.

Institutional abuse, neglect and poor practice

This may take the form of isolated incidents of poor or unsatisfactory professional practice at one end of the spectrum, through to persuasive ill treatment or gross misconduct.

Reporting and Monitoring Procedures:

- If any Big Church Day Out staff member or volunteers has a concern or awareness of any issue relating to the safety, care and welfare of a child or vulnerable adult who may be attending the event, it is their duty to inform Control via the communication method discussed at team brief as soon as possible.
- All instances of suspected abuse or neglect must be reported to Control immediately. If significant harm has occurred, is imminent or severe, the Safeguarding Team Lead will make contact with the appropriate external authority (i.e. Police, Health and/or Local Authority) immediately.
- All information shared with and received in confidence by the Safeguarding Team Lead or any member of the team will be recorded in writing on the relevant Safeguarding forms as issued by the Big Church Day Out. The information recorded will include the date and time of any issue notified, full details of the issue and details of any other individuals who may have knowledge of the concern. The full name and role of the team member will be noted and the method of communication and details of the actions requested and/or taken will also be recorded.
- Where a Big Church Day Out member of staff or volunteer is suspected of acting inappropriately towards a child or vulnerable adult, outside of the guidelines and boundaries of their role, or outside of the Big Church Day Out code of conduct for all staff and volunteers, the Safeguarding Lead should immediately be informed. The Safeguarding Lead alongside the Big Church Day Out Operational Lead will consider the appropriate action to be taken based on the concern and evidence presented. The staff member or volunteer will immediately be suspended from duty as a precautionary action and without prejudice.

Appropriate/Inappropriate Physical Contact

Physical contact with others is an important way of providing reassurance in addition to displaying appropriate affection and respect. Physical contact can be an essential form of communication.

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Every individual has the right to personal space and should feel able to say 'no' to any offered physical contact.

Volunteers are encouraged to communicate with those who are attending and taking part in the event, however, with regards to physical contact with children and/or vulnerable adults, volunteers are required to consider the boundaries of appropriate/inappropriate touch and, to avoid engaging in, encouraging, presenting or displaying physical contact which may be misinterpreted, or which is not welcomed by the child, young person or adult.

Volunteers should consider whether the type of contact that they are having with an individual is appropriate to their age, ability and/or situation. For example, a volunteer who may be supporting with a specific children's/young person's activity should consider whether letting an individual sit on their lap whilst taking part in an activity is appropriate. For example, allowing a young primary aged child to sit on your lap in order to support them with an activity or to engage them with story-telling may be appropriate; however, allowing a young person to do so is not.

If an individual initiates inappropriate contact i.e. full bodily hugs, staff and volunteers can change it to a more acceptable form whilst continuing to show appropriate affection and respect. For example, an arm around the shoulders, hand on the arm or a high five is more acceptable than a hug or a kiss.

Volunteers should be aware of and sensitive to the response of the individual. Be aware of any signs of discomfort or unease and adjust your actions (and theirs if necessary) as appropriate. If you have concerns about the way that an individual may physically relate to you or others, please alert your team leader and the Safeguarding Lead.

Lost Person Guidelines

The following steps should be taken if a volunteer or steward is notified of a child or vulnerable adult **lost** on site i.e. the individual is missing on site;

- 1) Notify Control **AND** your team leader immediately giving the following details over their radio: name, age, physical description, clothing, where last seen and any other vulnerability factors.
- 2) Take down name and contact details of Informant / Parent / Carer
- 3) Control to notify radio users of description of missing child [name, age, physical description, clothing, where last seen]
- 4) Control to notify Safeguarding Lead.
- 5) Informant / Parent / Carer to remain at location with team member and await arrival of Safeguarding Team
- 6) Safeguarding Team to confirm details as of point 2)
- 7) Safeguarding Team will give instruction with regards to searching of the immediate area
- 8) If necessary, Safeguarding Team will notify the Stewarding Team Leader and/or security Team Leader to ensure a search site wide.
- 9) Immediate contact with Control must be made upon the person being found.

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- 10) Safeguarding Team where appropriate will meet the person and reunite with parent/guardian/carer.
- 11) If missing person is deemed high risk (at immediate risk of significant harm) by Safeguarding Lead then all reasonable actions will take place as determined by Safeguarding Lead as a matter of urgency.
- 12) The safeguarding lead will consider the use of the shift team WhatsApp group for circulation of missing person photographs. If this is used, all photographs will be deleted as soon as the person is found. The permission of the parent/carer/informant must be given.

Found Person Guidelines

The following steps should be taken if a team member is notified of a child vulnerable adult **found** on site i.e. an individual has lost their parent, carer or guardian;

- 1) Notify Control **AND** your team leader immediately
- 2) Control will notify Safeguarding Team leader
- 3) Safeguarding Team will meet the team member and found person
- 4) Safeguarding Team member will facilitate the reuniting of found person with parent / carer and will take details of the child and parent
- 5) Safeguarding Team Leader will determine whether or not any safeguarding issues need to be addressed with other agencies.

Confidentiality:

Children, vulnerable adults and anyone requiring the support of the safeguarding team can have the confidence that any information concerning them will be treated with confidentiality and respect.

The work of the Big Church Day Out safeguarding team is carried out in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018.

All personal information concerning any individual receiving support from the safeguarding team is confidential. All information shared will be received in confidence and will not be shared outside of the immediate operational Safeguarding Team or Big Church Day Out Operations Leads without the prior and explicit agreement of the Safeguarding Team Lead.

Where possible such confidential information will be shared with consent, and where possible the wishes of those who do not consent to having their information shared will be respected. However, it is acknowledged under the GDPR and Data Protection Act 2018, information may be shared without consent if there is a lawful basis to do so, such as where safety may be at risk to promote the welfare of a child or vulnerable person.

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Such confidential information will not be shared with any third or external party without prior consent of the individual whom it concerns, except in circumstances which may require the immediate safeguarding of an individual from risk of significant harm or other situation.

All personal information recorded as part of Safeguarding Team support will be confidentially destroyed immediately following the event, unless required for the purposes of immediate safeguarding or, in the unlikely event of ongoing concerns requiring the involvement of third and external parties.

Anti-discrimination and Valuing Diversity;

Big Church Day Out is committed to valuing diversity within society, to challenging all forms of discrimination and to taking positive action to ensure that staff, volunteers and users of the service have equal opportunities in participation and access to the event.

Big Church Day Out has legal responsibilities not to discriminate on grounds of disability, race and gender.

However, beyond this legal responsibility Big Church Day Out will oppose discrimination on the grounds of race, nationality, ethnic origin, class, gender, marital status, sexuality, age, disability, caring responsibilities, political affiliation or religious belief/faith.

Responding to a child, young person or vulnerable adult making an allegation of abuse

- Stay calm
- Listen carefully to what is said
- Do not promise to keep secrets.
- Advise the individual that the information given will be shared with appropriate others but will be kept confidential and will not be shared with third parties or any others without their consent.
- Allow the individual to continue talking at his/her own pace
- Do not ask questions
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the individual's own words as soon as possible. Note the date, time, place, any names mentioned, to whom the information was given and ensure that the record is signed and dated

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- Contact the safeguarding lead

Contact after the Event

Staff and Volunteers are not permitted to maintain contact with a child, young person or vulnerable adult following the Big Church Day Out.

Big Church Day Out do not take responsibility for any such contact and does not condone it, i.e. phone calls, text messages, letters, e-mails, visits, as we do not believe that this is good practice.

Please remember that this is not only in order to ensure the safety and well-being of the child and/or vulnerable adult but also yourself.

Drugs, Alcohol and Cigarettes – BC Youth Campsite

As with the rest of the site, there is a zero tolerance on possession of illegal substances.

The BC Youth Campsite will be a 'dry zone' with no alcohol permitted in this area at any time.

In respect of smoking tobacco, this will only be permitted for persons over the age of 16 years, in the BC Youth campsite at the designated location. Smoking is not permitted in the tents and surrounding area.

The Safeguarding Lead;

The Safeguarding Lead is responsible for acting as a source of advice on safeguarding matters, for co-ordinating relevant action across Big Church Day Out organisation and for liaising with police, health, social care services and other agencies about instances or suspected concerns relating to significant harm and/or abuse. In the course of the Safeguarding Lead role and responsibilities, the Lead may;

- Establish contact and liaise with social care, health and/or the Police in appropriate circumstances or situations
- Provide advice and/or information on any issues of safeguarding, or any concern relating to the care of children, young people and/or vulnerable adults
- Ensure that appropriate information is available at the time of referral to external services and that information is confirmed in writing within 24 hours of the referral being required.
- Ensure that Big Church Day Out Operational staff and/or any other relevant stakeholders are informed of actions taken and/or any further action required

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- Support Big Church Day Out staff, volunteers and participants to manage the effects of any concern and/or incident should it occur.

The Safeguarding Team is contactable via Big Church Day Out Event Control 24/7 throughout the duration of the event. The Safeguarding Lead is contactable throughout the event and also outside of event times.

I have a concern about a child, young person or vulnerable adult that I have raised and I don't think it has been considered, what do I do?

It is the right of any member of the public to make direct referrals to Children's Services, Adult Services and/or the Police if they have a concern about a child, young person or vulnerable adult. Contact numbers for local services within the Big Church Day Out geographical area are provided below. However, staff members and volunteers are encouraged to follow the processes as defined within the Big Church Day Out Safeguarding Policy.

If a staff member or volunteer feels that the Big Church Day Out Safeguarding Lead has not responded appropriately to his or her concerns, they are asked to initially discuss this with a member of the Big Church Day Out Operational team who will discuss with the Safeguarding Lead or Deputy, the concerns of the individual. This will be with a view to resolving the concern and ensuring that appropriate and timely action is taken to follow up the concern raised during the event.

Big Church Day Out Contact

Chief Operational Officer: Jon Bennetts
Operational Lead BCDO: Brett Allen
Operational Lead BCY: Natalie Evans

Safeguarding Lead Clare McKnight

PO Box 3340
Littlehampton
West Sussex
BN16 9FP

Safeguarding Mobile: 07415 708484 (during event weekend only)
Email: safeguarding@bigchurchdayout.com

West Sussex Social Care

Adult Social Care: 01243 642121
Children's Social Care: 0330 222 6664
Multi Agency Safeguarding Hub (MASH): 01403 229900

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East Sussex Social Care

Adult Social Care: 0345 60 80 191

Children's Social Care: 01273 335905 or 01243 335906

Police

If it is believed that any child, young person or vulnerable adult is at **immediate risk of significant harm**, please dial 999. For situations which are **not** an emergency and where there is a concern that is not believed to be an immediate risk, please dial the Police on 101.

This policy was adopted by: Clare McKnight	Date: 12 th February 2020
To be reviewed: 1 year	Signed: 

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