



Charity number : 1170487

Penrith and District Beekeepers Association Child and Vulnerable Adults Protection Policy

1. Penrith Beekeepers Association (PDBKA) provides educational seminars and training courses for all those interested in learning about honey bees and the craft of beekeeping.

2. These sessions may involve observing the behaviour of live bees on frames in observation hives or the inspection and handling of live bees in hives based at the branch apiary site at Acorn Bank National Trust Property, locations where the hives in the care of the branch members are sited or at other venues where it has been arranged for training to take place.

3. PDBKA aims to ensure that the young people and vulnerable adults who participate in activities managed by the organisation will feel physically, emotionally and intellectually safe.

3.1 A child is defined as up to and including the age of 18 years

3.2 Vulnerable adults are people who are in or may be in need of community care services because of mental or physical disability, age or illness. They may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

4. PDBKA has practices and procedures which comply with relevant legislation such as:

- The Police Act ; 1997
- The Criminal Justice Act : 2000
- The Safeguarding and Vulnerable Groups Act : 2006

4.1 The policy and its accompanying guidelines will be regularly reviewed to ensure that PDBKA continues to meet legislative requirements and other recommendations with regard to its activities with children and vulnerable adults.

5..Health and Safety Procedures:

During these sessions health and safety procedures will be rigorously followed. Risk assessments for training sessions/ seminars where live bees are present, will outline these procedures. Trainers and participants will be aware of the measures that will be taken to ensure their safety, before sessions commence. For example:

5.1. Protective bee suits, veils and gloves will be available and all participants are required to wear them.

5.2 Before handling bees, participants will be informed about the dangers of bee stings and the steps that should be taken to avoid/ counteract allergic reactions. As soon as the symptoms of an allergic reaction are evident, then the emergency services are immediately contacted. Session leaders will have received guidance in the recognition of allergic symptoms.

5.3 Children must be accompanied by an adult who has the responsibility for his/her care e.g. parent/guardian or those officially acting in 'loco parentis' such as a teacher or designated carer.

5.4 Vulnerable adults must be accompanied by another suitable adult approved by the club unless agreed otherwise. The accompanying adult will be responsible for the welfare and behaviour of the vulnerable adult/s and must be made aware of their responsibilities, prior to the commencement of any session.

6. Trainers

PDBKA will appoint individuals with the appropriate experience and skills to provide a safe and positive experience for the children and vulnerable adults with whom it is working.

6.1 Enhanced Criminal Records Bureau clearance will be required of all members working on behalf of the PDBKA before they lead training sessions involving children and vulnerable adults in non-formal learning settings.

6.2 All members, before they can be responsible for running a session, must have prior experience of training and preferably hold, or be working towards the BBKA Trainers certificate.

7. Guidance:

Trainers working on behalf of PDBKA will receive guidance to:

- Ensure that they are aware of their professional responsibilities and the procedures that they should take to maintain the safety of the young people and vulnerable adults who are participating in their sessions.
- Assess and report health and safety hazards in order to maintain the safety of the children, vulnerable adults and other participants/ observers who are attending their sessions.
- Raise their awareness of child / vulnerable people protection issues
- Enable them to recognise abuse which might be occurring
- Inform them about disclosure and reporting procedures

8. Responding to allegations of abuse:

If there is evidence to suggest that abuse by a person/s working under the auspices of PDBKA has taken place with a child or vulnerable adult, participating in PBKA activities:

- The incident/incidents will be reported to the Independent Safeguarding Authority (ISA), using the required referral systems (www.isa.homeoffice.gov.uk)
- Their work on behalf of PBKA will be suspended. They will not be re-instated until the evidence has been fully investigated and their conduct cleared.

9.Data Protection:

PDBKA will minimise the opportunities for images of young people and vulnerable adults being used by those who wish to exploit or harm them.

9.1 Permission to use photographs or videos will be obtained through the school, college parent or guardian. The purpose to which the images will be used will be clearly identified.

9.2 Identification of individuals in photographs or videos will be avoided.

This policy will be reviewed at least every three years. Next policy review due : July 2019

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Appendices

Guidelines for PDBKA members / trainers undertaking work with children and vulnerable adults.

Appropriate behaviour when working with Children and Vulnerable Adults

Duty of Care

- Activities should be planned in consultation with the school, college or host organisation.
- When supervising an activity, members must ensure that the activity, equipment and working environment is safe and appropriate for the group.
- In the event of a young person or vulnerable adult absenting themselves, or wandering off during a session, you should immediately notify the relevant person in authority at the school, college or organisation. If PDBKA is in sole charge the parent or guardian must be notified.
- Members who are awaiting the completion of a CRB check will not be given sole responsibility of supervising a session or group.

Openness

- Avoid situations where you are working alone with a young person or vulnerable adult completely unobserved.
- Always ensure that the relevant support workers, teachers or supervisors are present, as agreed, throughout your session.
- Do not share personal contact details unless completely necessary with a young person or vulnerable adult.

Physical Contact

- Any form of physical punishment of a young person or vulnerable person under your supervision is strictly forbidden.
- Do not engage in unnecessary physical contact which could be open to misinterpretation.
- If physical contact is absolutely necessary (ie. physically directing an individual during a drama session) permission must be obtained from the individual before any contact is made.

Personal Care

- If a young person requires help with toileting, request the assistance of the teacher or relevant person who cares for the young person's personal needs.
- If a vulnerable adult requires help with toileting, call upon the services of the appropriate support or care worker.
- PDBKA Members/ volunteers should use the staff/visitor toilet facilities when working in schools or colleges.

Behaviour towards Young People and Vulnerable Adults

- Positive behaviour should be praised and criticism should always be constructive.
- Do not make sexually suggestive comments.
- If you accidentally hurt, distress or offend a young person or vulnerable adult; notify the relevant person in authority at the school, college or host organisation, complete an incident form and notify the Chair of Penrith Beekeepers Association..
- Provide a positive role model with regards to friendliness, care, courtesy and valuing others.
- If a young person or vulnerable adult makes an approach towards you of a sexual or provocative nature during your work, clearly discourage this action without being insensitive. Report any instances of this nature to the relevant person in authority at the school, college or host organisation.

What to do if Abuse is suspected

- All information must remain confidential and data protection legislation adhered to.
- If there is some suspicion or concern staff, freelance artists or volunteers should contact the appropriate person at the school, college or host organisation and Chair of Penrith Beekeepers Association.

Dealing with Abuse that has been Discovered, Disclosed or Alleged

Trainers may find occasionally that a young person or vulnerable adults share with them their unhappiness from being abused, may discover that abuse has taken place, or see what they consider to be abuse happening during a workshop or activity. It is essential that action is taken in all cases.

- Agree to help the person who wants to share the information with you.
- Never agree to full confidentiality and avoid making promises you will be unable to keep.
- Only question the person to confirm what they have told you, and do not investigate any further. Leave that to the relevant agencies.
- The PDBKA Chair must be informed of the situation. PDBKA Chair will be responsible for reporting the issue to the local Social Services Child Protection Team, who can be contacted by calling the local police station.
- If the abuse has taken place during a PBKA activity remove the alleged person from the activity immediately. Reassure them that this removal does not imply any guilt, but is to protect them as much as the person making the allegation.
- A report of the incident should be made on the Child/Vulnerable Persons Protection Incident report form, and this should be witnessed. Details of any comments made by the young/vulnerable should be noted and any evidence attached.
- PDBKA Members/ trainers may access counselling from the NSPCC Child Protection helpline, available 24 hours a day for support; the service is primarily for adults who may need to talk. Contact 0800 800500.

Child/Vulnerable Persons Protection Incident Report Form

Reported To:

Reported By:

Date:

Location:

Details:

Signature of Individual Reporting Incident :

Signature of Witness *(if available)* :

Signature of PBKA Chair:

Agency Reported to & Date *(if required)*

