



# **Safeguarding Policy and Procedures for Children and Vulnerable Adults**

## 1. Document Control

### 1.1 Change record

AUTHOR	DATE	VERSION	CHANGE REFERENCE / DESCRIPTION
HR Solutions	July 2025	1	Approved Version
Claire Hobson	19/08/2025	2	Updated Board Member as DSO.
Claire Hobson	27/04/2026	3	Removed CD as Safeguarding lead
Claire Hobson	27/04/2026	4	Replaced Majella with Caroline

### 2.1 Approvers

AUTHOR	DATE	POSITION
Board of Trustees	July 2025	
Robert Adam	Aug 2025	Chair

### 3.1 Reviewers

AUTHOR	DATE	POSITION
Jaz Mann	July 2025	Head of Community
Claire Hobson	July 2025	Executive Assistant
Jaz Mann	Aug 2025	Head of Community
Claire Hobson	April 2026	Executive Assistant

Table of Contents

<b>1.0</b>	<b>Introduction and policy statement</b> .....	<b>4</b>
<b>2.0</b>	<b>Responsibilities</b> .....	<b>5</b>
<b>3.0</b>	<b>Definitions</b> .....	<b>7</b>
<b>4.0</b>	<b>Responding to incidents, suspicions and any allegations of abuse concerning children, young people, or a vulnerable adult</b> .....	<b>10</b>
<b>5.0</b>	<b>Important guidelines to follow if an incident, allegation, or suspicion of abuse is seen heard or suspected in respect of a child, young person or vulnerable adult</b> .....	<b>11</b>
<b>6.0</b>	<b>Responsibilities of the Designated Safeguarding Officer (DSO)</b> .....	<b>15</b>
<b>7.0</b>	<b>Code of Behaviour and Good Practice</b> .....	<b>17</b>
<b>8.0</b>	<b>Dealing with allegations against staff members or volunteers</b> .....	<b>21</b>
<b>9.0</b>	<b>Publicity and Photography</b> .....	<b>23</b>
<b>10.0</b>	<b>Safeguarding guidance for residential breaks and weekend events</b> .....	<b>25</b>
<b>11.0</b>	<b>Working in partnership with other organisations or agencies</b> .....	<b>27</b>
<b>12.0</b>	<b>Policy Owner and review date</b> .....	<b>27</b>
<b>13.0</b>	<b>Policy Review Date</b> .....	<b>27</b>

## 1.0 Introduction and policy statement

1.1 The British Deaf Association (BDA) is the largest Deaf organisation in the UK that is run by deaf people. The BDA's mission is to ensure a world in which the language, culture, community, diversity, and heritage of deaf people in the UK is respected and fully protected, ensuring that deaf people can participate and contribute as equal and valued citizens in the wider society. This will be achieved through:

- Improving the quality of life by empowering deaf individuals and groups
- Enhancing freedom, equality, and diversity
- Protecting and promoting BSL

1.2 The BDA is a deaf people's organisation representing a diverse, vibrant, and ever-changing community of deaf people. Our activities, promotions and partnerships with other organisations aim to empower our community towards full participation and contribution as equal and valued citizens in the wider society. We also aim to act as guardians of BSL.

1.3 The protection of children, young people and vulnerable adults is important to the BDA. The aim of the BDA's policy and procedures on safeguarding children and vulnerable adults is to ensure that children and vulnerable adults with whom the BDA staff members and volunteers come into contact with are well protected and that there is a system in place to protect their welfare.

1.4 The BDA believe that the welfare of the child is paramount, that all children regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse. Adults can be deemed to be at risk of harm as a consequent of the personal care and support they receive from others rather than because of a particular impairment or illness. Vulnerable adults are covered within the Safeguarding Vulnerable Adults guidance which is in **Appendix 1**.

1.5 The Director and Board of Trustees ratify this policy and the Scottish policy (separate document) and expect that every staff member or volunteer working for the BDA will take responsibility for safeguarding children, young people, and vulnerable adults that they come into contact with.

1.6 The purpose of these policies and procedures are:

- To facilitate protection for children under the age of 18 years and vulnerable adults during any activity, event or residential weekend provided or arranged by the BDA
- To provide staff and volunteers with procedures to follow if they suspect a child or vulnerable adult may be experiencing abuse, or at risk of abuse or harm
- Or where there is concern about the behaviour of an adult that might harm a child or vulnerable adult

1.7 It is the responsibility of all staff and volunteers to read this policy and procedures and know what to do in the event of a concern. The statement of agreement (in this document) must be signed by every person to show they have read and agree to the contents of this document. Safeguarding training will be made available to both staff and volunteers by way of induction and supervision and recorded on the notes. This policy and procedure has been written to ensure that working with the British Deaf Association, in whatever capacity, is a safe, responsible, and enjoyable experience for all.

1.8 The BDA is committed to providing a working and learning environment that is free from harm. This policy and associated guidance are designed to protect and promote the welfare of children, young people, and vulnerable adults.

1.9 The BDA wish to use the term 'deaf' to cover all deaf children, young people, and vulnerable adults (Sign Language users, oral, cochlear implanted, hard of hearing, D/deaf with additional needs) with respect for how they choose to identify themselves and the BDA works with all of these. This will be used throughout the whole of this policy.

## **2.0 Responsibilities**

### **2.1 Responsibilities of the BDA**

2.1.1 The BDA is committed to safeguarding children, young people and vulnerable adults who take part in the BDA activities by:

- Valuing them, listening to, and respecting them
- Adopting child protection procedures
- Ensuring that any allegations of abuse or concerns are promptly and properly dealt with by sharing information about child protection and good practice with children, vulnerable adults, parents, staff and the companies and organisations with whom the BDA work with

- Implementing a code of good practice conduct and policy
- Ensuring safer recruitment, selection and vetting of staff
- Providing effective management through supervision, appraisal, support, training, and development
- Providing a clear structure with designated safeguarding officers in conjunction with the Director and Trustees of the BDA to have responsibility and oversight of all safeguarding arrangements across the BDA

## 2.2 Responsibilities of BDA employees and volunteers

2.2.1 The BDA is committed to providing a working and learning environment that is positive and facilitates protection for children under the age of 18 years and vulnerable adults during any activity provided or arranged by the BDA. The BDA expects the following from employees and volunteers:

- To have read, understood and signed their agreement to the safeguarding children and vulnerable adults policy and procedures
- To take appropriate action in line with the policies of the BDA
- To declare any existing or subsequent convictions. Failure to do so will be regarded as gross misconduct, possibly resulting in dismissal
- The BDA have a separate recruitment policy which addresses the need for safer recruitment, including employment checks and good practice in relation to safeguarding and vetting.

## 2.3 Support for those who report a concern or abuse:

2.3.1 The BDA is committed to supporting all individuals who express a concern, make a complaint or allegation regarding the abuse or suspected abuse of a child, young person, or vulnerable adult. This can include being concerned about the behaviour of a staff member, volunteer, or any member of the BDA. Any employee, volunteer, carer, service member, Trustee or any member of the general public raising such a concern is reassured that:

- Their complaint, allegation or concern will be treated seriously
- Whilst these comments are confidential, they may be shared if the complaint, allegation or concerns place others at significant risk

- Every effort will be made to ensure that the person making the complaint does not face intimidation or reprisals, hence the need to keep the information on a 'need to know' basis
- If those reporting such a concern are employees, they will be given support and afforded protection, if necessary, in line with the Public Interest Disclosure Act 1998

## 2.4 Lead Trustee for Safeguarding

### 2.4.1 Appointment of Lead Trustee for Safeguarding

The Board of Trustees of the British Deaf Association (BDA) shall appoint a Lead Trustee for Safeguarding. The appointed trustee will act as the main point of contact within the Board on all safeguarding matters and will provide strategic oversight to ensure effective safeguarding arrangements are in place throughout the organisation.

### 2.4.2 Responsibilities of the Lead Trustee for Safeguarding

The Lead Trustee for Safeguarding is responsible for:

- Acting as the primary Board-level contact for safeguarding issues and concerns.
- Supporting and constructively challenging the Senior Leadership Team and Designated Safeguarding Lead and Officers (DSOs) regarding the implementation and effectiveness of safeguarding policies and practice.
- Ensuring the Board receives timely updates on safeguarding, including notification of significant incidents and emerging risks.
- Overseeing, at Board level, the annual review of safeguarding policies and procedures.
- Ensuring that safeguarding is a standing item on the agenda at Board meetings.

### 2.4.3 Publication and Review

The name and contact details of the appointed Lead Trustee for Safeguarding will be recorded within this policy and updated promptly when the role holder changes. This section will be reviewed and revised as necessary to ensure ongoing compliance with Charity Commission guidance and regulatory requirements.

## 3.0 Definitions

3.1 Under the Children Act 1989, which applies to **England** and **Wales**; a 'child' is up to the age of 18 years. For child protection purposes all of the four nations use an age band up to 18 years old. This can also be up to the age of 25 years if they are receiving help from Social Services, Social Work or Education services. Other relevant legislation includes the Children Act 2004 (Part 3 applies solely to **Wales**), and the Children, Schools and Families Act 2010.

Similar arrangements exist in **Scotland** under The Children (Scotland) Act 2003; The Version 4, publication date: April 2026

Protection of Vulnerable Groups (Scotland) Act 2007, and in **Northern Ireland**; The Children (Northern Ireland) Order 1995, Co-operating to Safeguard Children (2003) – this provides child protection guidelines and outlines the roles and responsibilities of all agencies in **Northern Ireland** and Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

A separate policy and procedure has been produced for **Scotland** and the BDA as the legislation and the procedures for Child Protection are very different. This needs to be used by all BDA staff and members who are responsible for providing services or are involved in activities with children and young people in **Scotland**.

3.2 The BDA will also embrace the guidance contained in ‘Working Together to Safeguard Children 2013’ for **England**, ‘All Wales Child Protection Procedures (April 2008)’ for **Wales**, ‘Cooperating to Safeguard Children (2003)’ for **Northern Ireland** and see the separate policy for **Scotland**. These documents cover the legal requirements of and expectations on individual services to safeguard and promote the welfare of children and to provide a clear framework to Local Safeguarding Children Boards (LSCB’s) to monitor the effectiveness of local services.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes

Safeguarding is everyone’s responsibility and everyone working for the BDA whether paid or otherwise who comes into contact with children and families has a role to play. (A child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday). The types of abuse can be found in **Appendix 1**.

3.3 Vulnerable Adults: The definitions of abuse relating to vulnerable adults are taken from the Care Act 2014 and from the 1997 consultation ‘Who Decides’ issued by the Lord Chancellor’s Department. This relates to **England**. In **Wales**, the [Wales Safeguarding Procedures](#) (2019) help practitioners apply the legislation [Social Services and Wellbeing \(Wales\) Act 2014](#) and statutory safeguarding guidance [Working Together to Safeguard](#)

People. They are an essential part of safeguarding adults and promoting their welfare and they outline the framework for determining how individual safeguarding adult referrals, actions and plans are made and carried out. They are based on the principle that the protection of adults from harm is the responsibility of all individuals and agencies working with vulnerable adults and their families. Partnership working and communication between agencies is identified as key in order to identify vulnerable adults and to help keep them safe from harm and abuse.

In **Northern Ireland**; 'Safeguarding Vulnerable Groups (Northern Ireland) Order 2007', and information relating to **Scotland** is available in the other policy. The types of abuse relating to adults can be found in **Appendix 1**.

- 3.4 Additional guidance or legislation relevant to these safeguarding procedures include: Data Protection legislation, UN Convention of the Rights of the Child 1989 – an international treaty, Children and Adoption Act 2006, Sexual Offences Act 2003, Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012.
- 3.5 This policy works in conjunction with other BDA policies, such as: Lone Working, Recruitment and Selection, policy on residential breaks, Health and Safety. Please refer to the BDA's handbook.
- 3.6 This policy is designed to support all individuals within the BDA to meet their duty of care to safeguard all children and vulnerable adults who take part in the activities provided by the BDA, and to ensure that where BDA employees, volunteers or visitors have concerns about the welfare of children or vulnerable adults, they are in a position to take appropriate action to report these.
- 3.7 The BDA is committed to providing a clear child protection and vulnerable adults safeguarding policy and procedures and that all staff, volunteers, and visitors will be made aware of this and sign up to the agreement. All BDA staff and volunteers will undergo mandatory child protection awareness training as part of their induction process and existing staff will undertake mandatory training on an annual basis. Arrangements will need to be made for training in relation to vulnerable adults on a regular basis. This is to support understanding and implementation of the policy and the practice which goes with it. It also provides an opportunity to focus on this area in team meetings or away days.

- 3.8 There are **four** recognised categories of child abuse; **physical abuse, sexual abuse, neglect, and emotional abuse**. In addition, the BDA are aware of other areas such as self-harm and bullying that affect children and young people.
- 3.9 The BDA also work with vulnerable adults who are protected by a different set of guidance and legislation. The main forms of abuse in relation to a vulnerable adult include: **physical abuse, sexual abuse, psychological abuse, financial or material abuse, neglect and acts of omission and discriminatory abuse** (see the separate policy for **Scotland** too).
- 3.10 The full definitions relating to child abuse and vulnerable adults, alongside information about bullying, can be found in **Appendix 1**.
- 3.11 The BDA also have Designated Safeguarding Officers who are responsible for safeguarding and taking specific action following a concern or incident of abuse being reported. Further information on this is in **Appendix 4**.
- 3.12 The BDA's safeguarding policy and procedures for children and adults will be reviewed on an annual basis or sooner if there are changes in legislation, guidance or in the event of an incident.

#### **4.0 Responding to incidents, suspicions and any allegations of abuse concerning children, young people, or a vulnerable adult**

- 4.1 This section of the policy is to help anyone working or volunteering with the BDA to understand what they have to do, this is important because children and young people with learning disabilities, deaf children and children with other disabilities are more vulnerable to abuse and could well be targeted. Very young children are particularly vulnerable to neglect and physical abuse and vulnerable adults can also be targeted in different ways such as financial abuse.

There is some research in relation to disabled children and risk of abuse, "Disabled children (including Deaf children) are over three times more likely to be abused or neglected than non-disabled children" (Research by Sullivan and Knutson 2000). A review of data from research studies into prevalence and risk of violence against disabled children found for pooled risk estimates were 3.68 for combined violence measures, 3.56 for physical violence and 2.88 for sexual violence confirming that disabled children are three to four times more likely to be

victims of violence than their non-disabled peers (Jones. L. et al (2012) 'Prevalence and risk of violence against children with disabilities: a systematic review and meta-analysis of observational studies'. In Lancet 380 12.7.2012).

4.2 Remember it is **not** the responsibility of anyone working at the BDA in a paid or voluntary capacity to decide whether a child or vulnerable adult is being abused or may be abused, but you have a responsibility to take action on your concerns in order that the appropriate authorities like Social Services can then make enquiries and follow up any action that is necessary to protect them.

4.3 There are many different people who may abuse a child, young person or vulnerable adult:

- Family member
- Family friend or neighbour
- Other children (e.g. bullying)
- Trusted adult – member of staff or volunteer
- A stranger or an acquaintance

4.4 There are different ways that you may become concerned that a child, young person, or vulnerable adult is being abused or is at risk of being abused:

- They may tell you directly as they may be comfortable sharing this with another Deaf person whom they feel they can trust
- Someone else may tell you that they think a child, young person or vulnerable adult is being abused or has been
- Something about the way a member of staff or volunteer behaves towards a child, young person or vulnerable adult makes you feel uncomfortable
- Sometimes this comes through in the child/young person or vulnerable adult's behaviour e.g. anger or moods
- You may observe an incident involving a child, young person or vulnerable adult during a BDA event or activity that makes you feel uncomfortable

## **5.0 Important guidelines to follow if an incident, allegation, or suspicion of abuse is seen heard or suspected in respect of a child, young person or vulnerable adult**

5.1 Working for the BDA in either a paid or unpaid capacity means that most of your work will be with deaf children, young people and vulnerable adults and that their safety and well-being is

very important, and any disclosure of abuse or potential abuse must be taken seriously at all times. The BDA also recognise that there can be emotional and practical difficulties for those involved to report abuse and for adults to take action; this is why these guidelines are written to assist with this. There are many reasons why there are '**barriers to recognising and reporting abuse**':

- The Deaf community is very small and it is likely you will know the child, young person or vulnerable adult well, including their friends and family
- You may feel pressurised not to report what you have been told or seen, in case you get it wrong or make things worse
- You may have mentioned it to a colleague who is playing it down, making you question whether it is a concern
- Some deaf children, young people or vulnerable adults may not have the language or skills to express themselves properly or clearly and
- you may doubt what you have been told or think you have misunderstood e.g. low signing ability, poor use or understanding of English, English or BSL as a second language
- Some deaf children, young people or vulnerable adults may have additional learning/physical needs, which may make it more difficult to fully understand what they are trying to tell you
- Some children/young people or vulnerable adults may not know that what is happening to them is wrong, they may blame themselves, be scared or believe they will be taken away from home or the alleged abuser may hurt them more or get in trouble
- Even with anyone or some of these barriers you **must** still report an incident or disclosure, even if you only suspect something – your responsibility is to the child/young person or vulnerable adult
- You need to follow the guidelines in this section and report your concerns to one of the Designated Safeguarding Officers in the BDA within the time stated (**details of the DSOs are on page 28 of this policy document**)
- There is a visual chart to help you know what to do and when (**Appendix 2**)

5.2 Children, young people or vulnerable adults will occasionally tell an adult that they are being abused or mention something that they are not comfortable with because they feel that they can trust this person. You may be that person and because you are working for a Deaf Organisation and can communicate with the person in a comfortable manner they may choose to 'disclose' or tell you something. This can happen for many reasons, but the important thing is to remember is if they do tell you, they are doing so in the hope that you

will stop it happening or take action to stop it, even if they tell you not to do anything with the information.

- 5.3 Equally, if you see something relating to a child, young person or vulnerable adults that make you concerned about e.g. a child's behaviour or another member of staff approach to a child, young person or vulnerable adult, you must do something about it straightaway.
- 5.4 In the next section there are some **Do's and Don'ts when responding to concerns** to help you when you are worried about a child, young person, or vulnerable adult.

**Responding to concerns in relation to a child, young person, or vulnerable adult:**



- Remain calm and listen/watch without interrupting
- Make sure you are somewhere private, as communicating in BSL is visible to others, but not in a closed room
- Only ask or sign a question to clarify something you are unclear about the child/young person or vulnerable adult has said
- Make it clear that you are taking them seriously and you believe what they are saying
- Reassure the child/young person or vulnerable adult that they are brave and are not to blame
- Allow more time if the child/young person or vulnerable adult has limited signing skills or additional needs
- Do not give assurances of confidentiality but explain you will need to pass this information onto people who need to know
- Let the child/person know what has to be done next, who has to be told and why, so tell them what you plan to do next and whom this information will be shared with
- Report the matter to the Designated Safeguarding Officers (DSO) within 24hrs, see **Appendix 6**
- Follow the action in the flow chart in **Appendix 2** which includes filling in the form in **Appendix 3**, providing details of what you have been told and the description of the events
- **If you think the child, young person or vulnerable adult is in danger or immediate risk, then contact the police first and then discuss with the DSO immediately following this action**



- Show that you are shocked or upset about being told this information
- Panic – the child or person needs you to listen and watch their story in a calm manner
- Probe for more information or ask other questions
- Ask them to make a signed video of their conversation with you or bring another member of staff or volunteer into the room with you
- ‘Promise not to tell anyone’ or say ‘you will keep it a secret’
- Make any negative comments about the alleged abuser e.g. ‘Oh I always thought he/she was a bit creepy’
- Make assumptions or suggestions as to what might have happened to the child, family or adult
- Put words or signs into the child or person’s comments about what they have told you
- Contact the family or carer of the child/person to get more information
- Examine the child/person or ask them to remove clothing e.g. to show you a bruise or injury
- Disclose the details of the allegation to anyone else, apart from the DSO and if it involves the DSO then it must be passed to the Director

**Always remember** – that you are not responsible for deciding on a case of alleged or suspected abuse, this is the responsibility of Social Services, Police, and other child protection agencies. Your responsibility is to **take action** on the information you have been given by passing on your concerns to the DSO or Director.

5.6 Follow the Action points in **Appendix 2** making sure you complete the following:

- Complete the form in **Appendix 3** to include all the details of what you saw or were told using the person’s own words or signs
- Make sure you follow the flow chart in **Appendix 2**

- If it is easier for you to make a signed video of what has been signed to you then do so and pass this on, but this could be very time consuming and the child, young person or vulnerable adults **must not** be filmed
- Make sure you complete all sections on the form, factual information e.g. full name, date of birth, address, contact details, parents or carers
- If you have used an Interpreter then advise them of strict confidentiality and include the full details of the Interpreter on this form
- Put a date on the record sheet/incident form
- Check that the child/person is safe – **if not you must contact the DSO and if they are not available contact the Police, Children’s Social Care, the Local Authority Social Services Department or the NSPCC** through their helplines. In **Northern Ireland** it will be via the Gateway Services – they are the first point of contact for all referrals to children’s social work service.

Contact the Northern Ireland Health and Social Care Trusts Gateway Services for Children’s Social Work – Tel: 028 9442 4459 (daytime)

At weekends, evenings and bank holidays Tel: 028 9504 9999.

The number for **Deaf people to contact is 07799 867698 (SMS only)**

## **6.0 Responsibilities of the Designated Safeguarding Officer (DSO)**

- 6.1 It is everyone’s responsibility to be aware of and report signs of abuse, any concerns or disclosure (when a child/person has told you about being abused, either in the past or now). The BDA also has two Designated Safeguarding Officers, see **Appendix 6** for details, who have additional responsibilities to take action on the information given to them by a member of staff or volunteer and report it to the appropriate authorities who are Social Services, the Police, or NSPCC.
- 6.2 The DSO is not responsible for investigating the situation but for making sure that you have all the information on the incident form relating to a potential abuse situation from your staff or volunteers. A short procedure has been written to assist the DSO in what to do next (**Appendix 4**).

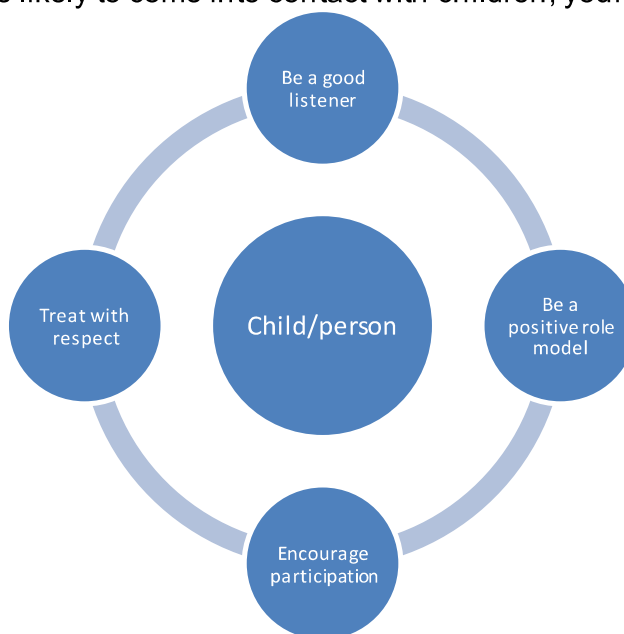
- 6.3 It is also very important for you and the DSO to ensure that confidentiality is important and respected by everyone in the BDA and that information is only shared with the appropriate people responsible for taking action i.e. the appropriate authorities.
- 6.4 In the case of a child, young person or vulnerable adult making a disclosure about abuse, it is helpful if the DSO can obtain written verbal/signed consent from them before sharing this information with the authorities. There is more information in **6.9** with regards to confidentiality and information sharing.
- 6.5 There are some situations where permission is not needed and this is where asking for consent can increase the risk or the delay may prevent the prosecution of a serious crime.
- 6.6 The principles of current Data Protection legislation are important in that personal information like this should only be kept for a time limited period of up to 6 years and kept under lock and key within the BDA offices, with only one or two named people having access to it. These will be the two DSOs.
- 6.7 The DSO should inform the Director (or one of the Trustees, if the Director is not available) of any information received relating to an incident and the action to be taken as soon as possible and within **24 hours**.
- 6.8 If you have any doubts about sharing information – seek advice from the NSPCC or Social Services and keep a record of why this information has been shared and who it has been shared with.
- 6.9 **Confidentiality and Information sharing** - Specific guidance has been written by the Department for Children, Schools and Families and Communities and Local Government in 2008 and 2009 in relation to information sharing. This is known as the 'seven golden rules for information sharing' to support organisations and workers when making decisions about when it is appropriate to share information with others.
- 6.10 The BDA will ensure that confidentiality is maintained, and that care will be taken when information has been received regarding an incident or suspected abuse. **(This Section 6.10 of the policy relates to England only, check with the Local Authority Social Services for Wales and Northern Ireland and the separate policy for Scotland)**. In line with the above the seven rules are:

1. Data Protection legislation is not a barrier to sharing information but provides a framework to ensure that personal information about a living person is shared appropriately.
2. Be open and honest with the person (and/or with their family where appropriate) from the beginning about why, what, how and with whom the information will or could be shared with and seek their agreement (unless it is unsafe or inappropriate to do).
3. Always seek advice if you have any doubts, without disclosing the identity of the person who is suspected of abuse, where possible.
4. Where possible, share with consent and respect the wishes of those who do not consent to share confidential information. You may still be able to share information without consent, if it is safer for the child or situation, but you would be best seeking advice e.g. contact the Police or Children's Social Care or Adult Care Services in **England**.
5. Consider safety and well-being. Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected.
6. Ensure the information you share is only necessary for the purpose for which it is being shared and shared only with people who need to have it and it is accurate, up to date, timely and shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you do decide to share, then record what you have shared, with whom and for what purpose.

## **7.0 Code of Behaviour and Good Practice**

- 7.1 As a staff member or volunteer with the BDA it is very important to understand that you are in a position of trust with any child, young person, or vulnerable adult that you come into contact with or engage in any activity. A relationship of trust starts where one person (staff member or volunteer) has a responsibility of care for a child, young person or vulnerable adult in a way that gives them power or influence over them.
- 7.2 This code of conduct will provide advice to be able to support you to help you protect children, young people and vulnerable adults who are involved in activities within the BDA. It will also help the BDA as an organisation to identify any concerns or bad practice that could lead to a false allegation of suspected or actual abuse.
- 7.3 The BDA expect all Trustees, staff, and volunteers to sign the 'Agreement to good practice and safeguarding' as part of their commitment to embrace the values and principles of good behaviour whilst working, whether paid or unpaid for the BDA.

- 7.4 This code of practice sets out the expectations of the BDA for everyone who works for or represents the organisation and the conduct of staff and volunteers should represent the values of the BDA. This means that they expect all children, young people and vulnerable adults should be treated with respect and a culture of a safe environment is in place.
- 7.5 All activities involving children and vulnerable adults should include a certain ratio which is detailed in **Section 10**.
- 7.6 Respect should be given to a child's, young person, or vulnerable adult's rights to personal privacy (**refer to the residential weekend guidance**).
- 7.7 Written consent from parents or a guardian should always be obtained for the use of any photographs, film or use of video involving children, young people, or vulnerable adults (**more on this in Section 9**).
- 7.8 Any incidents, allegations or suspicious of abuse should be reported immediately to a DSO as part of the BDA's safeguarding policy and procedures for children and adults.
- 7.9 This code of behaviour and good practice will apply to the following people within the BDA; employees, volunteers, committee members, trustees, Director, supporters, and any other person who represents the BDA or undertakes work on behalf of the BDA, whether they are paid or not, and are likely to come into contact with children, young people or vulnerable



adults. These are people in your care for whom you have a responsibility for

7.10 Practice you must **never** do:

- Leave a child, young person or vulnerable adult who are in their care unsupervised on BDA premises or at an activity run by BDA members
- Play rough physical or sexually provocative games, which may involve children/vulnerable adults or observed by them whether this is by talking/signing or touching private parts of the body
- Share a room or cubicle with a child/vulnerable adult
- Enter the private room of a child/vulnerable adult, unless it is necessary and should be with another adult
- Form or seek to form relationships of a sexual nature or which may lead to sexual activity i.e. grooming
- Allow or engage in any inappropriate physical, verbal or non-verbal activity with children/vulnerable adults or any bullying of a child/vulnerable adult by another child, young person or vulnerable adult
- Allow or engage in any form of inappropriate touching e.g. touching of the genital areas, kissing or hugging
- Allow or engage in attention seeking behaviour such as crushes which can be misunderstood
- Allow children, young people or vulnerable adults to use inappropriate language without challenging it e.g. swearing or language/signs of a sexual nature
- Reduce a person in your care to tears as a form of control or force them to perform an action or task using physical force or threats
- Allow allegations made by a person in your care to go unchallenged, unreported, or not acted upon (**see Section 5 for reporting concerns**)
- Use any physical punishment as part of disciplining or control of a person in your care
- Do tasks of a personal nature for children, young people or vulnerable adults that they can do by themselves e.g. dressing, washing, going to the toilet (the BDA has a risk assessment protocol which will decide if a person needs their own carer or if they can do tasks independently)
- Invite or allow persons in your care to stay with you at your home
- Give your personal contact details to a person in your care who you have met through a BDA activity or using social networking sites or encourage texting, video calls or using social media for personal reasons with a person in your care

- Consume alcohol or take drugs. Smoking/vaping must only take place on breaks away from the activity
- Take photographs or video recordings of a child, young person or vulnerable adult, there is an official BDA Photography Policy

7.11 Practice you should not do:

- Spending time alone with persons in your care away from others and in isolation, if you have to be alone make sure you move to a place where you can be seen by other staff members and tell your Manager or DSO
- Giving a child, young person or vulnerable adult a lift in your car unless consent has been given by a parent or guardian and always try to arrange an escort (they should also have insurance for business cover). Any staff members or mentors who do drive a young person to a specific place, must text a staff member at the office on their departure and return and these drivers must have their own business use cover.
- Do not use any form of social media to upload images, share personal information or any details of a person in your care
- Giving or receiving gifts of any kind as this can be viewed as bribery

7.12 **Good practice** to be encouraged:

- Be a good role model by making sure your behaviour is respectful and you are a good example of how all BDA members and staff should be
- Make sure you are familiar with the procedures in the BDA's Safeguarding policy and procedures for children and vulnerable adults
- Contact your Manager, DSO and follow the guidelines in relation to an incident involving a child, young person or vulnerable adult that concerns you
- Ensure that all incidents are recorded as soon as possible using the appropriate forms
- Consider your physical appearance and all BDA members, paid or unpaid should dress appropriately for the task and the age of the group involved
- Be aware of your behaviour and that your actions even if you meant well may be misinterpreted e.g. buying weed, mooning, jokes which could be hurtful, spending time with only 'favourite children' in the group
- Above all respect all children, young people, and vulnerable adults, treat them as individuals, create a positive environment at work in which they can thrive and make a positive contribution

- Remember the welfare of each child, young person or vulnerable adult must come first
- Take up any training that is on offer to improve skills, awareness, and conduct

## 8.0 Dealing with allegations against staff members or volunteers

8.1 Child and adult abuse can and does take place outside the family setting, including within organisations. This can include anyone who is working with children or vulnerable adults in a paid or voluntary capacity. There is evidence to suggest that abuse which takes place in an organisation is rarely a one-off, so it is important that all staff members of the BDA are aware of this and know how to take appropriate action to respond to an allegation.

8.2 If a staff member of the BDA or anyone involved in an activity within the BDA has a concern about the behaviour of another staff member or volunteer working or involved in BDA business, they should discuss this with their line manager, who will be expected to discuss this with the Designated Safeguarding Officer on the same working day. A decision will then be made as to what should happen next. This could be a referral to the police, adult protection where this concerns a vulnerable adult, children's social care and or the Local Authority Designated Officer (L.A.D.O.) in **England**. In **Wales** and **Northern Ireland**, you will need to contact the Local Authority Social Services Department in your area and there is a **separate policy for Scotland** for the BDA ([3.4 Scottish Combined Child protection Adults from harm Policy \(Reviewed March 2023\).pdf](#))

8.3 The L.A.D.O. (**England only**) has a specific role within Children's services and should be contacted to all cases where it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may harm a child
- Possibly committed a criminal offence against children, or related to a child, or
- Behaved towards a child or children in a way that indicates they are unsuited to working with children

8.4 When there is a concern relating to an adult, then contact needs to be made with the Local Authority Adult Care Services where the person lives, and the information known is passed over, ensuring that the information is kept securely and with respect to confidentiality.

- 8.5 If there is an allegation of abuse made against you as a member of the BDA you must contact your line manager and the Designated Safeguarding Officer in your area with a written account of the nature of the allegation.
- 8.6 If a staff member is concerned about their own line manager, then they should discuss this with a senior member of staff and the DSO, who will then make a decision on the course of action.
- 8.7 It is important that all allegations against staff members or volunteers are taken seriously and are acted upon, whether or not the allegation constitutes abuse or not.
- 8.8 Any member of staff or volunteer within the BDA being made aware of any allegations against a member of staff will be expected to provide a written report and any details they have including the names and addresses of potential witnesses. This report will be filed and kept in a secure place within the BDA. Records will be kept for a period of 6 years. **This is in keeping in with 'Working Together' in England.** One confidential file will be kept in a locked cabinet in London and one in Northern Ireland with only the DSOs having access.
- 8.9 Once a decision has been taken by the DSO, Children's Social Care, Adult Care Services, Police or the L.A.D.O. then the parents or guardian of the child or vulnerable adult must be informed as soon as possible.
- 8.10 It is the BDA's policy to inform a staff member to take leave from their duties on full pay until an investigation into an allegation of abuse has been completed, this also means they will be prevented from working with children, young people, and vulnerable adults. In the case of a volunteer, they will be asked to withdraw from their work until an investigation is completed and not to have any contact with any young person or staff member outside work, unless it is the Investigating Officer.
- 8.11 Suspension does not imply guilt, but it protects all parties whilst an investigation is underway.
- 8.12 If a member of the BDA staff or volunteer is convicted of a criminal offence against a child or young person or vulnerable adult or they have acted in a way that contravenes BDA policies then disciplinary action may be instigated and would lead to dismissal. In the case of a volunteer this would lead to their volunteering relationship with the BDA being terminated.

## 9.0 Publicity and Photography

- 9.1 All contact from the Media has to go through the Director who will deal with all requests or enquiries from the media for information, events, activities or incidents relating to the BDA's business. All requests must go the Director, with the details as follows below:

Director (see **Appendix 6**)  
British Deaf Association  
St John's Deaf Community Centre  
258 Green Lanes  
London  
N4 2HE

- 9.2 No unauthorised filming or photography should take place during a BDA activity or event without the person running the activity gaining appropriate written, informed parent or guardian and the young person or vulnerable adults permission. This consent should also explain the purpose for which any photographic or filming images will be used for. Once approval has been sought then photographs that are taken to promote activities or events can be used for articles in BDN or in other official media. **There is a consent form in the staff handbook which must be used at all times on these occasions.**

- 9.3 The BDA is aware that photographs of children, young people and vulnerable adults on websites or other publications can post risks, especially as there is evidence that some people do use activities and events as an opportunity to take photographs or footage of young and more vulnerable children, such as those who are deaf which can be manipulated or used inappropriately e.g. images which are accompanied by personal information – 'this is ...(name of child) who likes to play for .....deaf Football Team in...(name of town) or wearing a T shirt of the deaf Theatre Group they belong to. It creates an opportunity for an individual to find out more about a child prior to attempting to contact them as a means of 'grooming' them for potential abuse.

Also, there is the potential for the content of the photo to be used or adapted for inappropriate use, which could appear on child pornography sites. Images remain the property of the BDA and will be kept for a maximum of 6 years and then destroyed as agreed by the Director.

9.4 Therefore the BDA has put together some good practice guidelines which should be adhered to in relation to photography, recording images of children, young people and vulnerable adults and any publicity.

- Permission must be given by parents, guardians or carers using the consent form in **Appendix 6**. This form also outlines the purpose for which the image will be used to represent an activity.
- All children, young people and vulnerable adults who feature in photographs or recordings must be appropriately dressed and avoid showing the full face and body of a child
- Wherever possible images should be recorded in small groups and focus on the activity not on a particular child or person
- Do not allow any photo sessions to take place outside an event or at a child or young person's home
- The use of any images should be approved by the line-manager.
- All photographs and images should be securely and centrally stored by the Visual Language Team.

9.5 Good practice when using photographers or media team at any BDA event;

- Ensure the photographer has appropriate ID and wears it at all times during the activity, even if it is someone known to the BDA
- Do not allow photo sessions away from the event
- Do not allow unsupervised access to children or persons or on a one-to-one basis
- Do not allow any item of clothing to be removed to facilitate a 'different shot'
- Make sure you provide a clear brief to the photographer in terms of their behaviour
- Always ask the child, young person or vulnerable adult for their permission and get consent in writing
- The use of any images should be approved by the line-manager
- All photographs and images should be securely and centrally stored by the Visual Language Team

There will be some events when parents or other spectators are present and want to film or take photographs at an organised event. The BDA will brief the audience as to what is permitted and the child or vulnerable adult will be asked to give consent.

- 9.6 If you have any concerns about the use of an image being used inappropriately or the behaviour of the photographer or the manner in which the image was taken or if a child or person informs you they felt uncomfortable then you must report this to the Designated Safeguarding Officer in the BDA, see **Appendix 6** for details of their names and contact information
- 9.7 Any images must be approved for publication or placing on the BDA website. Written permission will be sought from parents and guardians but also explaining the purpose of what the image will be used for.
- 9.8 BDA staff and volunteers are not encouraged to take personal photographs or images of children or persons at events, but if you do so then you need to be aware of your responsibility and you must not allow them to be posted on Facebook, newspapers or magazines or post them on a blog.
- 9.9 BDA staff and volunteers must not profit from a critical incident by selling photos or any images that you have of the incident. This is a serious offence and could lead to disciplinary action. These photographs may be used in a formal enquiry and may need to be sent to the Police for evidence.
- 9.10 These circumstances also cover the use of images taken on mobile phones, iPads, or any smart phone.
- 9.11 The BDA has guidance in relation to storage of images which are kept securely and access is restricted. Images will only be kept for a period of up to 6 years.

## **10.0 Safeguarding guidance for residential breaks and weekend events**

- 10.1 This guidance relates to specific safeguarding aspects for BDA staff on residential breaks and weekends, which should be read alongside the Practice Guidance on residential breaks and weekend events which is for the whole of the UK.
- 10.2 When BDA staff, volunteers and children, young people and vulnerable adults are away on residential breaks or weekend camps or events there will be times when staff or volunteers need to enter the bedroom of a child or young person for the purpose of waking them up. It is important that the following guidance is followed at all times:

- You should **never** enter the bedroom on your own, unless there is a real emergency like a fire or a flood
- Make sure you are appropriately dressed and not wearing pyjamas or nightwear
- When you enter the bedroom or dormitory turn on the main light, so you can be seen, as this may be all you need to do to wake up the child or young person or adult

If not:

- Gently but firmly tap the young person on the shoulder 2 or 3 times, repeat this until the young person is awake and responding to you
- **Never ever** put your hands under the bed clothes
- Do not pull the bed clothes off the young person
- Make sure you are in the presence of another member of staff or can be seen by them
- A volunteer should never be asked to do this alone

10.3 Adult to child ratios for supervising or working with children : The level of supervision needs to be appropriate to the children or young people in the activity and it could vary on a number of things such as age, gender, behaviour, ability of the range of children in the group, nature of the activities, experience of the staff involved and location and any special needs. The BDA have adopted the following ratio as suggested by Ofsted.

- School years 1-3 (ages 5 – 8): 1 responsible adult to 6 children
- School years 4-6 (ages 5 -11): 1 responsible adult to 8 children
- School years 7 onward (ages 11+): 1 responsible adult to 10 children

If wheelchair users are participating it is recommended 2 staff to one wheelchair user, but this will depend on the level of need and it may be appropriate for this child or young person to bring their own personal carer.

10.4 Toilet ratios – Adults who have not previously volunteered and who have not had the necessary vetting checks should not be left alone with children or take them to the toilet unaccompanied. It may be necessary in larger groups of children on a weekend event to encourage bigger groups to take a comfort break together:

For example with a ratio of 2 adults to 10 children – one adult can supervise hygiene duties and one adult can supervise safety and a head count

Recommended number of toilet facilities for children are:

- Children under 5 years – 1 toilet per 20 children
- Children over 5 years – 1 toilet per 10 children
- Disabled children – 1 toilet per 10 children

If the group has children or young people of mixed genders there should be wherever possible one responsible adult of each gender supervising visits to the toilet.

### **11.0 Working in partnership with other organisations or agencies**

The BDA will work with a range of other organisations or agencies, and there needs to be clarity about the interface between different Safeguarding Procedures as some organisations will want to use their own rather than the BDA's Safeguarding policy and procedures for children and vulnerable adults. This will need to be discussed in any future agreement with any external body with whom the BDA chooses to commission or enter into a contractual arrangement. This will be specified in the contract agreement.

### **12.0 Policy Owner and review date**

This policy is owned by the Board of Trustees and maintained by the Senior Leadership Team and will be reviewed annually.

### **13.0 Policy Review Date**

Next review date to be no later than: **September 2027**

## Appendix 1: Types and definitions of abuse, child protection and vulnerable adults

- Child Protection in relation to England and Wales: (there is a separate policy document for Scotland which needs to be referred to, Wales and Northern Ireland have similar definitions and this Appendix will assist with understanding the different types of abuse)

The original Statutory Guidance of Working Together to Safeguard Children 2010 defined four areas of abuse relating to children. This guidance has been replaced by 'Working Together to Safeguard Children 2013' which covers the legislative requirements and expectations on individual services to safeguard and promote the welfare of children in **England**. See the relevant legislation for all the nations in Section 3 of this policy document. The definitions from the original 2010 guidance are still relevant and are as follows:

**Physical Abuse:** Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional Abuse:** Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware

of what is happening. The activities may involve physical contact, including assault by penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The new 'Working Together to Safeguard Children 2013' (for **England** and **Wales**) streamlines previous guidance documents to clarify the responsibilities of professionals in terms of safeguarding children and there is greater emphasis on effective safeguarding systems to ensure that the **child's needs are paramount**, and all professionals who come into contact with children and families are alert to their needs and any risks of harm and to share appropriate information in a timely way. Co-operating to Safeguard Children (2003) in **Northern Ireland** is similar to Working Together, and **Scotland** has different legislation.

- **Vulnerable Adults:** (in relation to **England**); Safeguarding Vulnerable Adults Groups (**Northern Ireland**) Order 2007 and in Wales '**Wales Interim Policy and Procedures** for the

Protection of Vulnerable adults from Abuse (Jan 2013)' are all similar guidance to the English version.

**Definitions of abuse relating to vulnerable adults are taken from the Care Act 2014 and from the 1997 Consultation Who Decides issued by the Lord Chancellor's Department)**

What constitutes abuse? This term 'abuse' can be subject to wide interpretation; the starting point for a definition is the following statement:

**Abuse is a violation of an individual's human and civil rights by any other person or persons.**

The core definition of a 'vulnerable adult' taken from the above Consultation is a person:

**“Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care or unable to protect him or herself against significant harm or exploitation”**. This definition covers all people over the age of 18 years.

However, consideration needs to be given to a number of factors.

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

**Abuse can happen anywhere:**

- In a person's own home
- In a residential or nursing home
- In a hospital
- In the workplace
- At a day centre or educational establishment
- In supported housing
- In the street

**Who can abuse?**

The person responsible for the abuse is often well known to the person being abused, and could be:

- A paid carer in a residential establishment or from a home care service
- A social care worker, health worker, nurse, doctor or therapist
- A relative, friend or neighbour

The following main different forms of abuse in relation to a vulnerable adult are:

**Physical Abuse:** includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

**Sexual Abuse:** including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting.

**Psychological Abuse:** including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

**Financial or Material Abuse:** including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

**Neglect and Acts of Omission:** including 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.

**Discriminatory Abuse:** including racist, sexist, that based on a person's disability, and other forms of harassment, slurs, or similar treatment.

Any or all these types of abuse may be perpetrated as the result of deliberate intent, negligence, or ignorance.

Incidents of abuse may be multiple, either to one person in a continuing relationship or service context or to more than one person at a time. This makes it important to look beyond the single

incident or breach in standards to underlying dynamics and patterns of harm. Some instances of abuse will constitute a criminal offence. In this respect vulnerable adults are entitled to the protection of the law in the same way as any other member of the public.

In addition, statutory offences have been created which specifically protect those who may be incapacitated in various ways. Examples of actions which may constitute criminal offences are assault, whether physical or psychological, sexual assault and rape, theft, fraud or other forms of financial exploitation, and certain forms of discrimination, whether racial or gender grounds.

**Criminal Offences:** These offences differ from all other non-criminal forms of abuse in that the responsibility for initiating action rests with the police and the Crown Prosecution Service. When complaints about alleged abuse suggest that a criminal offence may have been committed, it is imperative that reference should be made to the police as a matter of urgency.

- **Bullying:**

The Anti-Bullying Alliance defines bullying as:

- Bullying behaviour deliberately causes hurt (either physically or emotionally)
- Bullying behaviour is repetitive (though one-off incidents such as the posting of an image, or the sending of a text which is then forwarded to a group, can quickly become repetitive and spiral into bullying behaviour)
- Bullying behaviour involves an imbalance of power (the person on the receiving end feels like they cannot defend themselves)

Bullying is not:

- Teasing and banter between friends without intention to cause hurt
- Falling out between friends after a quarrel or disagreement
- Behaviour that all parties have consented to and enjoy (though watch this one as coercion can be very subtle)

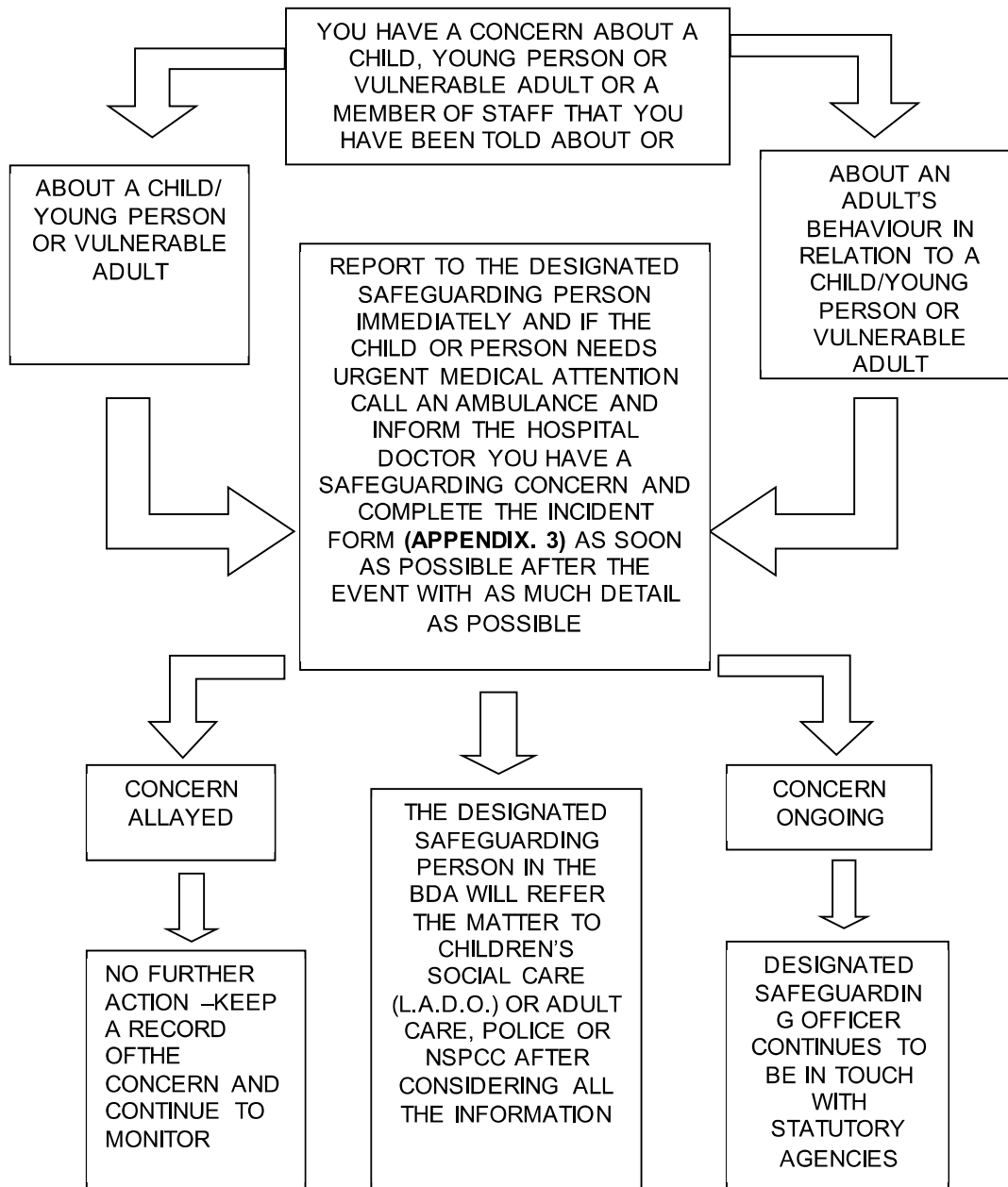
Bullying can take the following forms:

- Emotional – being unfriendly, ignoring someone, not involving them in activities, sending hurtful or tormenting texts, humiliating, or ridiculing someone

- Physical – pushing, kicking, hitting, punching, or pinching or any use of violence
- Racist – racial taunts, graffiti, or gestures
- Disability – bullying because of how somebody looks or presents related to their disabilities. Children with disabilities are more likely than their non-disabled peers to be excluded from activities
- Sexual – unwanted physical contact or sexually abusive comments. Sexual bullying can also relate to gender and gender identity and includes those who do not fit with the gender role prescribed to them
- Homophobic – because of, or focusing, on the issue of a young person’s actual or perceived sexual orientation
- Verbal – in the case of children with disabilities this can take place in sign language – name calling, sarcasm, spreading rumours or teasing

The following flow chart in Appendix 2 relates to **England** and **Wales**, for **Northern Ireland** contact your local social services department or refer to the ‘Co-operating to Safeguard Children (2003) which has child protection guidelines and outlines the roles and responsibilities of all agencies in **Northern Ireland** and refer to the policy and procedures for **Scotland**.

**Appendix 2: Reporting flow chart for concerns (England & Wales)**



**If you are uncertain what to do at any stage, contact the Designated Safeguarding Officer, See Appendix 6 for DSO details or the NSPCC free 24 hour helpline 0808 800 5000.**

**Appendix 3: Incident, allegation, and suspicion of abuse report form**

**Date Incident reported:** \_\_\_\_\_

**Person recording the incident:** \_\_\_\_\_

Name of person reporting the incident:
Name:
Job role within the BDA:
Knowledge of and relationship to the child, young person or vulnerable adult:
Contact address:
Telephone numbers(s): (Please specify if text only)
E-mail:

**Details of the child, young person or vulnerable adult**

Full name of child/vulnerable adult:
Date of birth:
Contact Address:
Telephone numbers(s):
Any special needs (if applicable):

**Details of the Incident**

Location of incident (where did it take place):	Date and time of incident:
Detailed information (where applicable in the child's, young person or vulnerable adults own words if possible):	

<p>Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, child/vulnerable adults emotional state). N.B. Make a clear distinction between what is fact and hearsay. <b>Also use this form to include any concerns you have about a staff member of the BDA in relation to a child, young person or vulnerable adult</b></p>
<p>Actions taken so far: <b>(Have you reported it to the Designated Safeguarding Person in the BDA. Did you say anything to the child or person about what would happen next?)</b></p>

**Details of the Alleged Abuser (if known)**

Name:
Date of birth/Age:
Relationship with child/vulnerable adult:
Occupation or job role within the BDA:
Address:
Telephone numbers(s):
Any other information:

**External Agencies Contacted**

<b>AGENCY</b>	<b>YES/ NO</b>	<b>CONTACT NAME</b>	<b>CONTACT NUMBER</b>	<b>DATE</b>	<b>TIME</b>	<b>DETAILS OF ADVICE RECEIVED IN RELATION TO THE INCIDENT AND ANY FURTHER ACTION</b>
Police						
Children's Social Work Services (state if the L.A.D.O. is contacted)						
Adult care services						
NSPCC						
Other eg Health, GP, School etc						

**Please continue on this additional sheet with any other information that you have, what discussions have taken place with the Designated Safeguarding Officer (DSO) and any other actions by anyone in the BDA in relation to an incident. These forms will be kept in every office and a completed one will be sent to Head Office following a report of a concern.**

I acknowledge that the details described are accurate and will remain strictly confidential between the 'appropriate reporting channels' and myself and a Senior Member of the BDA.

Name of person:

Signed:

Date:

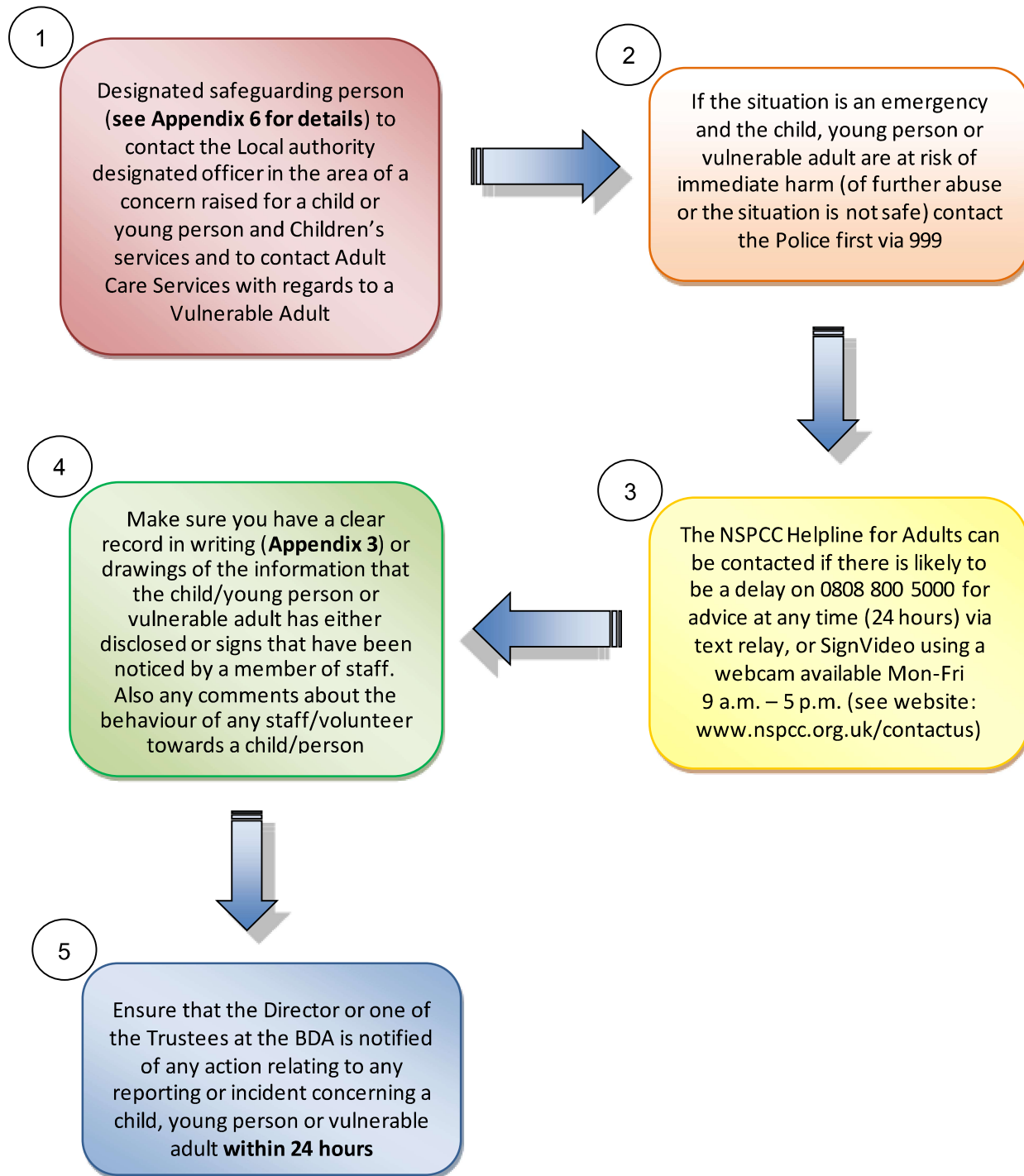
**Please submit this form immediately to a DSO (Designated Safeguarding Officer).**

**Name of DSO:**

**Signed:**

**Date:**

**Appendix 4: Flow chart for the Designated Safeguarding Person in the BDA**



**With regards to an allegation against a BDA staff or volunteer in relation to an incident, this will be discussed with Senior Managers and a decision and action taken following the BDA complaints and disciplinary procedure.**

**Appendix 5: Written agreement for all BDA and employees and associates (paid or unpaid) to the Safeguarding policy and procedures for children and vulnerable adults**

All BDA employees, volunteers, trustees, or freelance people working on behalf of the BDA will be expected to read and sign this statement of agreement as part of their terms and conditions relating to their employment or volunteering role.

I..... (Name of person) have read and understood the information in the British Deaf Association's Safeguarding policy and procedures for children and vulnerable adults.

I agree to adhere to this policy and other BDA associated policies e.g. volunteering, recruitment, lone working, whistleblowing and good practice guidance for residential weekends and trips overnight and will take action as required in relation to any incidents or concerns relating to children, young people or vulnerable adults.

Should I be in breach of this policy, then I understand that the BDA may take action in accordance with their disciplinary procedures and may have an impact on my employment or volunteering placement within the BDA.

Name of BDA staff/volunteer:

Date:

Signature:

Name of supervisor/line manager:

Date:

Signature:

**Appendix 6: Details for the Designated Safeguarding Officers**

<b>Name</b>	Avril Hepner	Caroline Doherty	Mhairi Simpson	Martin Griffiths
<b>Position</b>	BDA Scotland Manager	BDA Northern Ireland Manager	BDA England Manager	BDA Wales Manager
<b>Mobile</b>	07919 415917	07512 571403	07526 513236	07777 890207
<b>E-mail</b>	<a href="mailto:Avril.hepner@bda.org.uk">Avril.hepner@bda.org.uk</a>	<a href="mailto:caroline.doherty@bda.org.uk">caroline.doherty@bda.org.uk</a>	<a href="mailto:Mhairi.simpson@bda.org.uk">Mhairi.simpson@bda.org.uk</a>	<a href="mailto:Martin.griffiths@bda.org.uk">Martin.griffiths@bda.org.uk</a>
<b>Address</b>	Suite 58 Central Chambers 93 Hope Street Glasgow G2 6LD	The NICVA Building, 61 Duncairn Gardens, Belfast BT15 2GB	Derby Deaf Club 39 Parker Street Derby DE1 3HX	BDA Cymru, Cardiff University Sbarc/Spark, Maindy Road. Cardiff CF24 4HQ

<b>Name</b>	<b>Jaz Mann</b> <b>Designated Safeguarding Lead/Gatekeeper</b>
<b>Position</b>	Head of Community Services
<b>Mobile</b>	07740346129
<b>E-mail</b>	<a href="mailto:Jaz.mann@bda.org.uk">Jaz.mann@bda.org.uk</a>
<b>Address</b>	British Deaf Association St John Deaf Community Centre 258 Green Lanes London N4 2HE
<b>Name</b>	This role is currently vacant. A new Board Safeguarding Lead will be appointed as soon as possible. In the interim, responsibility for Board-level safeguarding oversight sits with the Chair and Chief Executive and all safeguarding concerns will continue to be managed in line with this policy.  <b>Lead Trustee for Safeguarding</b>
<b>Position</b>	Board of Trustee
<b>E-mail</b>	
<b>Address</b>	British Deaf Association St John Deaf Community Centre 258 Green Lanes London N4 2HE