

UniBrass Foundation Safeguarding Policy

Change History

Date	Issue Number	Changes
20th January 2018	1.0	Policy approved by board on 21st April 2018
21st April 2018	1.1	Addition of "Vulnerable Adult"
22nd April 2020	1.2	Change of name to "Safeguarding Policy"
20th March 2022	1.3	Added incident reporting form and role of Safeguarding Officer

Last Reviewed: 20/03/2022

UniBrass Foundation Safeguarding Policy

Overview

This policy applies to all staff, including the board of trustees, organising committee, volunteers or anyone working on behalf of the UniBrass Foundation (hereafter, “UniBrass”). The purpose of this policy is:

- to protect children, young people and vulnerable adults who receive services from UniBrass, including the children/relatives of adults who use our services
- to provide staff and volunteers with the overarching principles that guide our approach to child/young person/vulnerable adult protection.

UniBrass believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2013
- Relevant governmental and local authority guidance on safeguarding children/vulnerable adults.

We recognise that:

- the welfare of the child/young person/vulnerable adult is paramount, as enshrined in the Children Act 1989
- all children/young people/vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- some children/young people/vulnerable adults are additionally vulnerable because of their level of dependency or their communication needs
- working in partnership with children, young people, vulnerable adults, their parents, carers and other agencies is essential in promoting young people’s welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them
- adopting best practices for child/young people/vulnerable adult protection
- developing and implementing e-safety procedures, if appropriate
- providing effective management for staff and volunteers through supervision, support and training
- ensuring necessary and relevant checks are carried out on all staff and volunteers
- sharing information about child/young people/vulnerable adult protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving children and parents appropriately.
- Speaking with, and listening to, all involved in any reported incident (where possible), keeping an open mind before taking any action considered necessary.
- Appointing a Safeguarding Officer on the Board of Trustees who will oversee our practice and ensure relevant and necessary safeguarding protocols are followed. The Safeguarding Officer will also ensure a record of all incidents reported is kept.

We are committed to reviewing our policy and good practice annually.

Adapted from Firstcheck (NSPCC, 2006)

UniBrass Foundation Safeguarding Reporting Form

Part 1: Details of the person affected

Please complete as much of this information as you can

Name	
Gender	
Age	
Date of Birth	
Religion	
Ethnicity	
Any additional needs	
Emergency Contact (if known)	
Home Address / University	
Place/Date/Time the incident or concern was identified	

Part 2: Details of the safeguarding allegation

Name and Role of the person who is the subject of the allegation	
Age / Date of Birth	
Address / University	
Place/Date/Time where the concern was identified	

Part 3: Your Details

Name	
Position	
Contact Details	

Part 4: Report

I am reporting: my own concerns / concerns raised by someone else [delete as appropriate]

If reporting someone else's concerns, please give their details:

Please provide details of the safeguarding concern or allegation including times, dates, any visual observations of injury or the mental state and other relevant information. Make it clear whether you are giving a fact, expressing your opinion, or expressing the opinion of someone else.

Please detail the account of the person(s) concerned, separating each

Please provide details of the person alleged to have caused the incident/injury/issue

Please provide details of any witnesses:

Part 5: Actions Taken

Is there any risk of immediate harm? Yes/No.

If yes, please detail.

Have you already taken any action? If so, please detail.

Are the people involved aware that a report has been made? Yes/No

If a referral or report is being made externally, for example to the police / a university / a mental health team, are the people involved aware? Yes/No

To the best of your knowledge, do the people involved have any previous records of safeguarding concerns or allegations? Yes/No

If yes, please detail

Do you have any further comments to make?