

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
10th February 2024	1.4	

Last Reviewed: 10/02/2024

UniBrass Foundation Safeguarding Policy

Overview

This policy applies to all staff, volunteers (including the board of trustees, organising committee), and 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.
- to protect all users of UniBrass services and those who work with us (including volunteers and trustees), recognising that all people may be vulnerable, or become vulnerable.
- to propose best practice for minimising safeguarding risks

UniBrass believes that a child, young person or vulnerable adult should never experience abuse of any kind. This includes but is not limited to: physical, domestic, sexual, psychological, financial, organisational, and discriminatory abuse, modern slavery, and neglect. 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 practise in a way that protects them.

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 reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- some people 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, ensuring that, in the case of adults, we work with their consent unless 'vital interests' [as defined in the Data Protection Act (1998)] are at stake, or the person has been assessed as lacking mental capacity [as defined in the Mental Capacity Act (2005)];
- 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.

Suggested best practice at events

- Mixing of children and adults from different groups is to be avoided where possible
- UniBrass will provide, where possible, appropriate space and/or facilities for visitors
- Parties should remain in their designated space and/or facilities when required
- Where UniBrass is responsible for children, the correct adult:child ratio will be used
- If appropriate, DBS checks will be completed beforehand
- Where under 16s are performing, a Body of Persons Approved (BOPA) or Child Performance Licence will be obtained completed prior to the relevant event
- Representatives of UniBrass staff should minimise one-on-one contact with vulnerable people wherever possible.
- If there is ever an immediate threat to safety, the relevant authority should be contacted

Raising a Safeguarding concern

Should you need to raise a safeguarding concern, where possible notify the UniBrass Safeguarding Officer as soon as possible. The [Reporting Form](#) (available to UniBrass staff) should then be used to record the incident.

Useful Contact Details

UniBrass Safeguarding Officer: Up to date details of the current UniBrass Safeguarding Officer can be found at www.unibrass.co.uk/key-contacts

NSPCC Helpline: 0808 800 5000 or <https://www.nspcc.org.uk/>

ChildLine: 0800 1111 (textphone 0800 400 222) or www.childline.org.uk

The Samaritans: 116 123 or <https://www.samaritans.org/>

National Domestic Abuse Helpline: 0808 2000 247 or <https://www.nationaldahelpline.org.uk/>

Review and Legal Framework

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

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 and subsequent data protection guidance
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2013: A guide to inter-agency working to safeguard and promote the welfare of children; HM Government (2018)
- Relevant governmental and local authority guidance on safeguarding children/vulnerable adults.
- The Children (Performances and Activities - England) Regulations 2014
- Mental Capacity Act 2005
- The Safeguarding Vulnerable Groups Act (2006)
- The Human Rights Act (1998)
- The Children and Families Act (2014)
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years. Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government (2014)
- General Data Protection Regulations (European Union) (2017)
- Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government (2015)
- The Care Act (2014)
- The Care Act (2014) Care and Support Statutory Guidance (specifically the safeguarding section of this)
- The Modern Slavery Act (2015)