



## 1. Policy and Purpose

- a. Safeguarding is an umbrella term, used to describe the protection of children and vulnerable adults who could be easily hurt physically and/or emotionally.
- b. Bodmin Way Social Enterprise is committed to ensuring Safeguarding of all children, young people and vulnerable adults who engage with any aspect of our work, whether in the organisation, or in our work in the community.
- c. At Bodmin Way we are committed to a safeguarding culture where staff and volunteers know how they are expected to behave and feel comfortable about sharing concerns.
- d. This Safeguarding Policy and Procedure applies to everyone, at all levels of the business, including directors, employees, volunteers, those on work experience or apprenticeships.
- e. The purpose of the Policy is to ensure that we protect children and other vulnerable people from harm or abuse.
- f. It is also to provide everyone in Bodmin Way Social Enterprise with information about Safeguarding, how to recognise it and how to report any concerns which may occur. This information will supplement training provided to staff and volunteers as part of joining and induction.
- g. As a principle Bodmin Way serves the Bodmin Team Ministry of Churches and therefore adheres to the Church of England Safeguarding procedures. We also recognise and work with the procedures as laid down by The Safeguarding Children's Board and Safeguarding Vulnerable Adults Board for Cornwall and the Isles of Scilly, and in addition we recognise and work with the procedures for the education sector, specifically Keeping Children Safe in Education.
- h. In Safeguarding we risk assess whether a Regulated Activity is taking place, and whether those delivering the activity are legally permitted to do so, including whether staff or volunteers are delivering a Regulated Activity. Regulated activity is work that a barred person must not do. It is defined in the Safeguarding Vulnerable Groups Act 2006 (SVGA), which has been amended by the Protection of Freedoms Act 2012 (PoFA). It excludes any activities conducted in the course of family relationships or as part of any personal, non-commercial relationships.

## 2. What is abuse?

These are some of the most identified forms of abuse, which we should all be alert to in our daily lives, including when we are at work or volunteering. Abuse may be a single incident or something that occurs over a long period of time. It can take many forms including, but not limited to:

- financial or material abuse
- physical abuse
- mental abuse
- neglect and failures to act.
- sexual abuse
- threats of abuse or harm



- controlling or intimidating conduct
- self-neglect
- domestic abuse
- poor practices within an organisation providing care.
- modern slavery.

### 3. Recognise, Respond, Record Report, the 4 R's + Referrals.

- Recognise** Firstly you may recognise there is a concern that needs to be recorded and reported or referred. You may feel there is a little alarm bell that goes off in the back of your mind that something is not right. If you think there is a potential problem you should take the next step which is to record the incident, the disclosure, or the concern that you've got.
- Respond** **If a Child or Vulnerable Adult is in immediate danger, call emergency services (Police) and dial 999 right away.**
- Recording** Write down as thoroughly as possible what has happened. Do this as quickly as possible, soon after noticing the concern. Write down WHAT happened. WHEN did it happen. WHO was involved. WHAT was going on? Who else was there?
- Reporting** Always pass on your concerns to the Safeguarding Lead for Bodmin Way. Here are the contact details for the Safeguarding Lead.  
**Paula Martin (Director and Parish Safeguarding Officer – PSO)**  
**[safeguarding@bodminway.org](mailto:safeguarding@bodminway.org)**  
**Telephone 07967961309**
- Refer** The Safeguarding lead will decide what happens next. Referrals are made by staff who have completed training and who are able to signpost through a wide range of professional channels to seek appropriate support or protection for an individual at risk of abuse.

### 4. Our Rules about Safeguarding Matters

- We will give equal priority to keeping all children, young people and vulnerable adults safe, regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Employees or Volunteers should read this policy in conjunction with the Policy for Confidentiality and Data Protection. Your line manager or supervisor will provide further support and guidance on request.
- Everyone should be aware that if it is suspected that a criminal act may have been committed, the Company will report the situation to the police.
- Employees or Volunteers who are conducting regulated activity, for example regularly delivering unsupervised training for young people, will be required to agree to a Disclosure and Barring Service Enhanced DBS with Barred Check Lists as appropriate.
- Line managers and activity supervisors should contact the Parish Safeguarding Officer for help and guidance on applying for DBS and undertaking safeguarding training.



- f. Bodmin Way does not accept DBS certificates which have been carried out by other organisations. However, DBS certificates with the appropriate barred list check which are registered on the update service will be accepted.
- g. The Company may be under a duty to disclose allegations of abuse to the Disclosure and Barring Service. The organisation may also consider it necessary to inform the police of allegations under investigation.

## **5. Safeguarding Training and Development**

Staff and volunteers are all encouraged to take part in Safeguarding learning, and for some roles this is mandatory.

Anyone in a leadership or supervisory role, anyone involved in carrying out regulated activities, will be required to undertake Safeguarding training within 3 months of starting their placement or role.

The courses offered to staff and volunteers are:

- Basic understanding of Safeguarding
- Foundations Safeguarding, next steps.
- Raising Awareness of Domestic Abuse
- Raising Awareness of Modern Slavery
- Leadership Safeguarding

All training is offered in group learning session with access to online training portals. Certificates awarded are valid for 3 years until staff and volunteers are required to refresh their understanding.

## **6. Additional support and guidance**

Employees who wish for further information on safeguarding are encouraged to contact the General Manager or the Parish Safeguarding Officer. They will endeavour to provide up to date support and guidance to all staff when it comes to safeguarding and their duty to protect service users from harm.