

## **Barrow & District Association of Engineers (BDAE) Safeguarding Policy**

### **1. Purpose**

The purpose of this policy statement is to define how BDAE operates to safeguard children and adults at risk of harm in order to protect them from harm and to provide members with the overarching principles that guide our approach to safeguarding.

The Association is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidelines and demonstrates good practice. The Association understands that it has responsibilities for the safety and care of children under the Children's Act 1989 and the Safeguarding of Vulnerable Adults – Adults Risk of Harm Care Act 2014.

BDAE understands that every person regardless of their age, disability, gender, marital status, race, religion or belief, sex or sexual orientation, pregnancy or maternity status has a right to equal protection and harm from exploitation. BDAE recognises that our charitable activities have the potential to bring us into contact with vulnerable people. The purpose of this policy is to protect them and to provide our members with the overarching principles that guide our approach in doing so. Safeguarding is the business of every member.

This policy defines how BDAE operates to safeguard children and adults who are involved with the Associations activities.

### **2. Definition - What does Safeguarding Mean?**

Essentially safeguarding is protecting an individual against abuse or harm.

Safeguarding can be considered to be creating an environment where everyone is respected and valued. Therefore BDAE will not tolerate harm, harassment, bullying, abuse or neglect when related to any of its activities and similarly it places child protection as a fundamental ethos of the Association. It is recognised that all members of the Association have a role to play in safeguarding. That said it is recognised that safeguarding activities must be proportionate to the level of risk involved.

### **3. Lead Trustee/Council Member**

A lead Trustee/Council Member will be appointed to provide oversight of safeguarding and to lead on any incident investigation and reporting.

Lead Trustee/Council Member (DSL - Designated Safeguarding Lead):

Name: Mr Josh Ashley

Contact Details:  
joshtsashley@gmail.com

Member Bursary Sub Committee

#### **4. Applicability**

This policy applies to all our members, including our Council and Trustees, and anyone working on our behalf.

#### **5. Principles**

The Association is committed to the following principles:

- Nobody who is involved in our activities should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of our members and all those we come into contact with during our charitable activities.
- As an Association we all have a collective responsibility for creating a culture in which people not only feel safe, but are also able to speak up, if they have any concerns.
- Any concerns or allegations will be reported to relevant person(s) and dealt with appropriately.

#### **6. Types of Abuse**

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse are at Appendix 1.

#### **7. Risk**

One of the declared Aims of the Association is to encourage children and students to study Science, Technology, Engineering and Mathematics (STEM) subjects which potentially may lead to a career in an engineering discipline. The Association does not consciously engage with children who can be defined as being at risk. In practice it is BDAE policy to interact and encourage young people only indirectly via respective school or college staff or other intermediaries (particular parents or guardians) but note the exceptional case below. (For clarity an example of indirect contact is attendance at a school or college to present certificates; this obviously comes under the relevant policy and controls of the host institution.) Consequently any engagement between the Association and young people is always in the presence of parents or guardians or those acting 'in loco parentis'. Similarly the Association does not consciously engage with vulnerable adults.

Hence the safeguarding risk faced by the Association is assessed as low, however, the welfare of children and vulnerable adults is paramount hence all members must recognise that any action that impairs a vulnerable individual's mental or physical state is unacceptable and they will take appropriate action to raise any concerns.

Events and activities attended by the Association's members where children are present fall into two clear types:

- 1) The overwhelming majority of these events and activities, are those under the control of another host organisation. Prior to the attendance at such an event BDAE will liaise with the host organisation to ensure that the appropriate controls, procedures and checks have been instigated (including risk assessments, insurance cover and provision of sufficient support staff). Some hosts may define the need for Disclosure and Baring Service (DBS) checks for BDAE members attending the event. Many members of BDAE have certified DBS checks either through their employment or other charity work and these members are utilised whenever DBS clearance is required. Consequently this avoids the need for general DBS checks on BDAE members.
  
- 2) The second and much smaller number of events and activities, which is the exceptional case mentioned above, are those where BDAE is the host organisation. For such activities a lead individual is defined by the Council or the Bursary Sub Committee as appropriate. This individual is responsible to the Council to ensure that relevant controls are put in place including those covering health and safety, risk assessments, insurance cover (i.e. whether adequately covered by the venue or if there is an need to take out additional cover), stewarding (including the need or not for badge identification) and safeguarding. In this type of activity the safeguarding risk is assessed as low as children can only attend along with an appropriate parent or guardian.

## **8. Reporting Concerns**

If a crime is in progress, or an individual is in immediate danger, call the police, as you would in any other circumstances.

If you are a member of the Association, or working on our behalf, make your concerns known to a Council member who will immediately inform the DSL.

If you are attending an event under the control of a host organisation make your concerns known to the relevant responsible individual and make your concerns known to a Council member who will immediately inform the DSL.

The Trustees are mindful of their reporting obligations to the Charity Commission in respect of Serious Incident Reporting. They are also aware of the Government [guidance on handling safeguarding allegations](#)

## **9. Responsibilities**

Trustees are aware of and will comply with the Charity Commission guidance on safeguarding and protecting people and also the 10 actions trustee boards need to take to ensure good safeguarding governance.

- In the event of any member of the Association having safeguarding or child protection concerns these will be raised with the DSL in the first instance. If the issue involves an external host organisation then the DSL will immediately contact that organisation's responsible individual. For all other issues the DSL will seek resolution with the member.
- Irrespective of who is the responsible host organisation if the DSL has any concerns over the severity of the incident then the DSL will immediately contact the Council Chair. They will agree whether an extraordinary Council meeting (the governing body of BDAE) needs to be called to address the issue or indeed whether external organisations such as Social Services or the Police should be engaged.
- All occurrences, including those resolved, will be reported by the DSL at the next Council meeting so that any lessons learnt can be identified.
- In the event of the DSL and the Council Chair deciding that an external organisation needs to be engaged then a meeting to update the Council will be called at the earliest opportunity. This will not delay engagement with the relevant external organisation as safeguarding and child protection remains the overriding focus.
- The DSL will make an annual report to the Council to ensure this policy is being applied consistently, any lessons learnt and any recommendations for improvement.
- It is the responsibility of the Council to ensure that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- The Council will lead the organisation in way that makes everyone feels safe and able to speak up; listening and engaging members and involving them as appropriate.

## **10. Online Safety**

BDAE maintains a website for members that holds details of meetings, historical information, details of the Association's byelaws, forthcoming events and news. Personal

data such as the membership list is held by the Treasurer who is the accountable individual for the control of personal information. The online safety risk for members in regard to BDAE is commensurate with the risk of their standard day to day activities on line.

That said we will identify and manage online risks by ensuring:

- In the event that Council meetings or details of proceedings being sensitive they will be password protected.
- We protect people's personal data and follow data protection legislation.
- We have permission to display any images on our website or social media accounts, including consent from an individual, parent, school, etc.
- We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process. If you are unsure, you can contact one of [these organisations](#), who will help you.

## **11. Prevention of Abuse**

Promoting Safeguarding within BDAE

To assist in the prevention of abuse:

- We have appointed a Designated Safeguarding Lead (DSL);
- We ensure when attending an activity all members and Trustees hold DBS certificates if required by the host organisation.
- All Trustees (including the DSL if not a Trustee) have access to Level 2 Safeguarding training. The DSL will maintain a log of Safeguarding training.

BDAE understands that:

- A person who is barred from working with children or vulnerable adults is breaking the law if they work or volunteer, or try to work or volunteer, with these groups;
- An organisation which knowingly uses a volunteer who is barred to work with those groups will also be breaking the law;
- If our organisation rescinds the membership of an individual because they have harmed a child or vulnerable adult, or would have done so if they had not left, we must make referral to the Disclosure and Barring Service ([Disclosure and Barring Service](#)).

## **12. Reporting Procedures**

The following procedure refers to abuse, or suspicion of abuse, that members may become aware of during activities associated with BDAE.

Any member who becomes aware that a person is, or is at risk of, being abused or has safeguarding needs should raise the matter immediately with a Council member and/or the DSL.

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements no member should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the individual.

If you become aware of any safeguarding concerns:

- Listen and provide re-assurance to the individual.
- Clarify the basic facts but do not investigate or try to address the concerns yourself.
- Never agree to keep secrets and report concerns to the appropriate person.
- Inform the Designated Safeguarding Lead (DSL) as soon as is reasonably possible.

### **13. Child Protection**

If at any time a member becomes concerned that a Child might be at risk contact the DSL or if not available go straight to the Cumbria Local Safeguarding Children Board.

**Or if a child is in immediate danger of being harmed, the police should be called on 999.**

### **14. Adult Protection**

BDAE will:

- Inform the adult of the action we propose to take;
- Seek their agreement for any referral;
- Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect;
- Endeavour to ensure that they are safe and supported before proceeding with any other action;
- Inform the adult if BDAE is planning to seek advice from or report concerns to an external agency.

### **15. Reporting Adult Protection Issues**

Report abuse or neglect by telephone or email using the details below.

Adult Social Care Office, Barrow in Furness  
4th Floor, Craven House, Michaelson Road, Barrow in Furness, LA14 1FD.  
Tel: 0300 373 3301

This local office will pass on reported concerns to the Cumbria Safeguarding Adults Team who will make a decision regarding the best course of action. In certain circumstances

another appropriate authority may need to be involved, e.g. Adult Social Care, Police, Health and Safety Executive, etc. If this is the case their involvement will be coordinated by the Cumbria Safeguarding Adults Team.

For emergencies **outside normal office hours**, please contact the Emergency Duty Team (Adult Social Care) **01228 526690**.

**There are some cases that require an urgent response**

- If you suspect a serious criminal act has taken place telephone 999. Tell them if you think it might be adult abuse.
- If the individual is injured seek immediate medical treatment. Tell the ambulance personnel or A&E staff that this is a potential abuse situation.

**16. Recording**

A written record must be kept in regard to any concern regarding safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken.

The recordings must be signed and dated. All records will be securely and confidentially filed by the DSL.

**17. Review**

This policy will be formally reviewed annually by the BDAE Council.

This policy was last reviewed on: 27<sup>th</sup> January 2025

Signed:



Name: Russ Watson

Chair and President Barrow and District Association of Engineers

## **Useful Links**

[Safeguarding for After School Clubs and Activities](#)

[Keeping Children Safe in Education](#)

[NCVO Safeguarding Advice](#)

## **Appendix 1 – Signs of Abuse**

### **Physical Abuse**

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

### **Sexual Abuse**

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

### **Mental Mistreatment/Emotional Abuse**

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

### **Neglect**

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.



### **Self-Neglect**

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

### **Exploitation**

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.