



The Camberley Besom

Reduced Safeguarding Policy

**September 2021
(revised May 23)**



This policy

Camberley Besom is committed to working in a safe way with our Clients and to safeguarding and promoting the welfare of children, young people and adults who may be at risk of harm. The charity expects all time givers to share this commitment and comply with this Safeguarding Policy.

The Trustees are responsible for ensuring that there is a policy in place to deal with the prevention of abuse of vulnerable people and to report abuse where it is encountered.

This Policy is relevant to the following people who undertake any time giving in any capacity that is linked to the work of Besom:

- Trustees
- Core Team Members
- Team Leaders
- Time Givers

1. Introduction

As a Christian charity, we seek to follow the example of Jesus and love our neighbours, whoever and wherever they are; to do less than this is not honouring to God. In fact, how we treat those with whom we work and those whom we meet will say a lot about us as individuals and Besom as an organisation..

Some adults and all children under the age of 18 (with permitted exception for those aged 16 and 17 years old in work) are classed as being vulnerable and must be treated with particular respect and care.

Not every adult will be classed as being vulnerable, but every person can, because of illness or for emotional or other reasons, be classed as vulnerable at some time(s) in their lives. For this reason, Trustees or other representatives are obliged by law to have and to implement a policy which will cover their day to day interaction with such vulnerable adults and children.

This policy and the principles and practices that flow from it will guide all the safeguarding work in our various activities. In summary, we will:

- We make every effort to be open and transparent, respectful, ready to listen, and to demonstrate integrity in all that we do and promote a culture of safeguarding.
- We will actively manage risks, ensure clear and appropriate accountability.
- We are committed to the prevention of abuse through collaboration with key statutory authorities and other partners, including the use of professional safeguarding advice and support. We will encourage informed vigilance in recognising and reporting any abuse that we may encounter during our work with Clients.



The Legislative Framework that underpins the guidance in this policy is as follows:

- The Children Act 1989 and 2005
- Working Together to Safeguard Children 2018
- The Care Act 2014
- Human Rights Act 1998
- Mental Capacity Act 2005
- Deprivation of Liberty Safeguards 2014

2. Managing Safeguarding

Identified individuals to act as safeguarding contacts.

3.1.1 Safeguarding Officer

A Designated Safeguarding Officer (“DSO”) has been appointed to oversee safeguarding matters.

Neil Lyddiatt 07756874181 camberleybesomsafeguarding@gmail.com

3.1.2 Deputy Safeguarding Officer

A Deputy Safeguarding Officer (“DDSO”) has been appointed.

Karen Kendall 07527 396683 camberleybesom@gmail.com

3.2 Recruitment and Training of Regular Time Givers

All applicants for regular Time Giver roles at Besom will be interviewed by the DSO, or a member the Core Team/Trustee. If the applicant is right for the position, an application process will be followed which includes:

- References being requested
- Practical orientation with a member of the Core Team
- Review with a member of the Core Team after 3 months

All regular Time Givers will be encouraged to undertake, and demonstrate that they have passed, the online Church of England safeguarding training at Level C1. Informal training may also be provided at team meetings.

3.3 *Thirtyone:eight*

The Camberley Besom acknowledges that safeguarding is a significant responsibility for Trustees and regular Time Givers so subscribes to the services of *Thirtyone:eight* to assist them with that responsibility and to supply advice and support, as required.

- They act as agent in applying for and reporting the results of DBS checks.



- They act as a “person to tell” in the event of a safeguarding event which can be valuable if the DSO or DDSO is not available or the event involves either of them or regular Time Givers feel it is difficult to report the incident or risk within the Besom

<https://thirtyoneeight.org/dbs-service/register-with-us/england-wales/>.

3.4 Disclosure and Barring Service (DBS) for new recruits

Due to the sensitive nature of work with vulnerable people, Camberley Besom will take steps to ensure that it is aware of any safeguarding issues which may present a risk to Clients or regular Time Givers. One element of this is to assess whether the role requires that the regular Time Giver should undergo a check with the Disclosure and Barring Service (DBS). Anyone whose role is required to undergo a DBS check should do so before they undertake the role.

Regular Time Givers who do not have contact with Clients who are vulnerable on four or more days in a 30-day period (“Frequent”) will not require a DBS check. The Trustees recommend that all Volunteer Time Givers are asked to complete the **Declaration of Suitability** form..

DBS checks will be administered by the DSO or DDSO and these will be conducted via Thirtyone:eight,

3. Good Working Practice

Time Givers should work in pairs for their accountability and protection. The Client will generally be referred to Besom by the local authority social services or other key worker. At the discretion of the referrer, it may be appropriate for the referrer to be present at the first meeting with the Client. If this is the case, the referrer may be met outside the property prior to entry. For subsequent visits it is advised that two people are present on each occasion so that no one is left alone with the Client.

Any Time Giver, who is a minor, should be accompanied by a person known to them. The Besom Time Giver in charge of the visit should have undergone a satisfactory Enhanced DBS check in their church or through Besom beforehand; if this is not the case then the minor must be accompanied by a parent.

You may be shocked by what you see and experience being a Time Giver, and it is important to feel able to talk about what you experience. Seek support from each other and if you see a specific need, check that the Besom is aware and praying for that need to be provided for.

4. Responding to safeguarding concerns

It is the right of any individual citizen to make a direct referral to statutory safeguarding agencies or seek advice from social care and Besom would encourage any Time Giver to use the procedure outlined in this policy. If an individual believes that the DSO has not responded appropriately, or where they have a disagreement as to the appropriateness of a referral, they may contact an outside agency directly and Besom recommends Thirtyone:eight.



5. Reporting Abuse

It is the duty of all citizens to pass on concerns about the wellbeing/safety of another person, or about the conduct of a practitioner. We have a unique insight as Besom Time Givers, and so must not assume that anything we see, are told, or suspect is known by others already.

5.1 Information Reporting

All concerns about people Besom encounters, or about the conduct of Besom Time Givers, must be reported to the DSO. If there is an emergency with immediate risk to safety/life, dial 999 and inform the emergency services immediately and report to the DSO at the earliest safe opportunity.

If the concern is in any way related to the safeguarding team, please report to the Trustees.

A Besom Time Giver should not carry out their own investigation into the allegation or suspicion of abuse but report it to the DSO who will take responsibility for the issue. Information regarding the alleged abuse should not be disclosed to anyone other than the DSO (or emergency services or Thirtyone:eight) without prior approval of the DSO and should be on a “need to know” basis.

The DSO will ensure that written safeguarding concerns are kept secure in a protected section of the Besom server, where they will be kept for an indefinite period, with all hand-written notes also retained. They will also then refer the matter on to the statutory authorities who have a legal duty to investigate.

5.2 The role of Thirtyone:eight in reporting abuse

Thirtyone:eight is Besom’s nominated safeguarding advisor. If there is an investigation into a Besom Time Giver, they will manage this. If, at any time, you are unclear about how to act, please ring the Thirtyone:eight telephone help line for advice. The helpline can be reached on 0303 003 11.

5.5 Concerns about the conduct of a Besom Time Giver

If you have concerns about the behaviour of another Besom Time Giver who works with children, young people or vulnerable adults, inform the DSO as soon as possible. If it is an emergency, then the police should be contacted on 999.

Where an allegation concerns a child, the Local Authority Designated Officer (LADO) will be contacted. **(0300 200 1004)** This needs to happen within 24 hours of recognition of the concern, if possible. The LADO has a countywide responsibility for managing allegations against adults who work or volunteer with children across all agencies and settings.

5.6 Abuse within the Besom team

Besom recognises that there is the potential for any individual to seek to perpetuate abuse against children, young people or adults at risk. The Trustees seek to create a culture of vigilance across the charity, where any concerns about the behaviour of individuals can be appropriately raised and addressed. Any concerns regarding a Besom Time Giver abusing another Time Giver in any way should be referred to the DSO, or if the DSO is the subject of the concern, the Deputy

Safeguarding Officer. However, where there is a disagreement as to the appropriateness of a referral, they may contact Thirtyone:eight to discuss and resolve a course of action.

The Trustees will support the DSO and any information related to the case they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

5.7 Contact details for DSO, Deputy Safeguarding Officer and Trustees

Position	Name	Phone Number	Email
DSO	Neil Lyddiatt	07756874181	Camberleybesomsafeguarding@gmail.com
Deputy DSO	Karen Kendall	07527396683	Camberleybesom@googlemail.com
	Trustees	07527396683	Camberleybesom@googlemail.com

APPENDIX B – Essential Contacts

If you are concerned that the person is not in a place of safety or will be an immediate risk to themselves or others, ring the Police on 999.

Department	In hours	Out of hours
Adult Social Care	<p>Availability: 9am to 5pm, Monday to Friday Phone: 0300 200 1005 Email: contactcentre.adults@surreycc.gov.uk Textphone (via Text Relay): 18001 0300 200 1005 Fax: 020 8541 7390 For concerns for an adult: ascmarsh@surreycc.gov.uk</p>	<p>The team operates outside of normal office hours Monday to Friday 5pm to 9am Weekends 24 hours a day The EDT also operates throughout all bank holiday periods Tel: 01483 517898 Fax: 01483 517895 SMS number: 07800000388 (for deaf and hard of hearing callers online) To make a call via text direct, please dial 18001 01483 517898 Email: edt.ssd@surreycc.gov.uk Emergency Duty Team c/o Fairmount House Bull Hill Leatherhead Surrey KT22 7AH</p>
Children’s Social Care	<p>Phone: 0300 470 9100 Email: emails are dealt with during normal office hours For concerns for a child or young person: cspa@surreycc.gov.uk Fax number: 01483 519862</p>	<p>Out of hours phone: 01483 517898 to speak emergency duty team.</p>

LADO (Local Authority Designated Officer) The Local Authority Designated Officer (LADO) works within Children's Services and gives advice and guidance to employers, organisations and other individuals who have concerns about the behaviour of an adult who works with children and young people.	0300 200 1004	
Adult safeguarding	surreysafeguarding.adults board@surreycc.gov.uk	
Child Safeguarding	Child Safeguarding 0300 200 1004 contactcentre@surreycc. gov.uk	Email: education.safeguarding@surreycc.gov.uk Landline: 01483 517008

APPENDIX F – Signposting to Services

The following organisations may be helpful to you.

Men’s Advice Line	For male victims of domestic violence and abuse Tel: 0808 801 0327 or www.mensadvice.org.uk
Women’s Aid	For female victims of domestic violence and abuse Tel: 0808 2000 247 or www.womensaid.org.uk/
Stop It Now	Concerned about your behaviour towards or feelings about children Tel: 0808 1000 900 or www.stopitnow.org.uk/england
Forced Marriage	Being forced into marriage or need help leaving a forced marriage Tel: 020 7008 0151 or www.gov.uk/stop-forced-marriage
Samaritans	Provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feeling of distress or despair, including those which could lead to suicide Tel: 08457 90 90 90 or www.samaritans.org
National Stalking Helpline	Suffering from harassment or intimidation by another person Tel: 0808 802 0300 or www.stalkinghelpline.org
Mind	Living with a mental health problem or supporting someone who is Tel: 0300 123 3393 or Text 86463 or www.mind.org.uk
RSVP	Support for those affected by rape and sexual violence abuse Tel: 0121 233 3818 or www.rsvporg.co.uk/



Childline

Free and confidential help for young people in the UK.

<https://www.childline.org.uk/> 0800 1111

Your Sanctuary

A Surrey based charity offering support to those affected by domestic abuse. <https://www.yoursanctuary.org.uk/> 01483 735540

The Silver Line

Free confidential helpline providing information, friendship and advice to older people <https://www.thesilverline.org.uk/>
info@thesilverline.org.uk 0800 40 80 90

Alcoholics Anonymous

Support for those suffering alcohol addiction
<https://www.alcoholics-anonymous.org.uk/>