

Broad Street Hall [BSH] takes the welfare of all individuals who come into its premises and who are involved in its activities and services, whether in person or online, seriously.

BSH aims to ensure that they are welcomed into a safe, caring environment with a happy and friendly atmosphere at its premises and that everyone can access BSH's website and online platforms freely and safely without fear of harm or abuse.

BSH recognises that it is the responsibility of everyone involved in delivering BSH's aims and objectives to prevent the neglect, physical, sexual or emotional abuse of all individuals and to report any abuse discovered or suspected by adhering to the procedure outlined in this policy.

**Safeguarding is everyone's responsibility:**

As part of the BSH team everyone has a responsibility to safeguard children and vulnerable adults and promote their welfare. Taking a person-centred approach to safeguarding means that BSH will place the individual's wellbeing at the forefront of any concerns, involving them; as much as possible, in any safeguarding procedure or actions.

At all stages, risks need to be considered both in relation to BSH and all that use its premises or accesses the online platforms. Considerations need to be made in relation to necessary safeguards to be put in place so that everyone can be confident about the activities and services provided

The component areas of safeguarding risks is fundamentally concerned with behaviours. Monitoring safeguarding at BSH premises is clearer to manage than the considerable number of avenues through which safeguarding concerns might arise in digital spaces.

**Content** – this is content that may be unsuitable or illegal and can include pirated content or offensive language and/or behaviour

**Contact** – this may be unwanted or inappropriate contact such as grooming or unsolicited sexual contact

**Conduct** – this could be as a recipient or as an active participant - oversharing personal information or the bullying of another person

Everyone involved in the BSH team should be aware of these considerations, but the Safeguarding officer and those involved in BSH online platforms should ensure they are involved in all risk assessments

Anyone who becomes aware of any online safeguarding issues should follow the procedure in this policy

The 6 principles of Safeguarding are applied to BSH premises and their online activity

Principle	At BSH Premises	Online
Empowerment	<ul style="list-style-type: none"> <li>• Encouraging individuals to make their own decisions,</li> <li>• Ensuring consent,</li> <li>• Putting people first,</li> <li>• Keeping people informed</li> </ul>	<ul style="list-style-type: none"> <li>• Listening to those who already use or are potential users of BSH online platforms</li> <li>• Managing potential risks</li> </ul>
Protection	<ul style="list-style-type: none"> <li>• Responding quickly and effectively to protect individuals from harm</li> <li>• Supporting individuals to take action</li> </ul>	Identifying steps to be taken to ensure people are safe to use BSH online platforms and monitoring online users and posts
Prevention	Ensuring a proactive approach to safeguarding and risk management	Producing risk assessments for each online platform
Proportionality	Accounting for each situation in its own right when making decisions relating to protection and support	Recognising the serious nature of online risk and ensuring that policies and procedures protect individuals online as well as in person
Partnerships	Partnering with local organisations and agencies to prevent and protect as proactively as possible, sharing useful and appropriate information where necessary	Partnering with online safeguarding agencies, learning from their skill base and maintaining contact for support
Accountability	Maintaining transparency in all safeguarding practices, making sure roles are clearly defined	Maintain accountability and transparency in all BSH working practices

**Procedure for a suspected safeguarding issue**

It is impossible to consider every potential safeguarding risk that might arise when providing activities or services. If anyone working with or for BSH identify a potential safeguarding issue they will need to respond quickly and effectively to mitigate any potential harm as far as possible

Creating a pathway to manage emergent risks is crucial to ensuring a streamlined response.

- BSH will nominate a designated Safeguarding lead from the Board of Trustees. All staff and volunteers will be aware of who the Safeguarding lead
- Anyone who becomes aware of a safeguarding incident should record the facts and information. This should be passed on to the Safeguarding Lead promptly, ensuring all correct and relevant information is passed on.
- The designated Safeguarding Lead will decide whether the person is at immediate risk of harm. If the individual is at risk of significant harm the emergency services should be called either by the individual at risk of harm or by the Safeguarding lead.
- The Safeguarding Lead will investigate the issues further and put together recommendations for further actions

**Staff awareness**

All trustees, staff and volunteers will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all those involved in the BSH team.

Where necessary or possible, trustees, staff and volunteers will be encouraged to attend appropriate training courses.

**Responsibilities**

The Board of Trustees is responsible for ratifying and reviewing this policy and ensuring that staff and volunteers set up and follow procedures and take action to implement the policy.

All staff, volunteers and users are responsible for behaving in accordance with this policy and other related documentation.

Resources will be provided to ensure all staff, volunteers and users are fully aware of this policy and related documentation, understand it and will be able to implement it.

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

**Related Policies & Procedures**

- Confidentiality Policy
- Complaints Procedure
- Data Protection Policy
- Social Media Policy

Agreed on [*Date*].....

Signed.....

Name [*Print full name*].....

Position.....