

Holiday Bible Week

Bishop's Stortford



Holiday Bible Week Safeguarding Policy

This document will be reviewed annually (or sooner if necessary) by the committee.

Last reviewed and agreed:

18 April 2024

Next review:

Spring 2025

1. Introduction

Holiday Bible Week (HBW) is committed to providing a safe and secure environment for all participants, including children, young people, vulnerable adults, and volunteers. This Safeguarding Policy outlines our commitment to safeguarding and promoting the welfare of all individuals involved in our event held in Bishops Stortford, Hertfordshire. This policy applies to all aspects of HBW's operations and activities.

2. Policy Statement

HBW recognises its responsibility to safeguard the welfare of children, young people, and vulnerable adults and to protect them from harm, abuse, or exploitation. We are committed to creating a culture of openness, respect, and awareness where safeguarding is a priority for everyone involved.

3. Safeguarding Principles

HBW adheres to the following safeguarding principles:

a. **Prevention:** We take proactive measures to prevent harm by promoting a safe and inclusive environment, implementing appropriate policies and procedures, and providing relevant training to all volunteers.

b. **Protection:** We take all reasonable steps to protect individuals from harm, abuse, or exploitation. This includes robust volunteer recruitment procedures, clear reporting mechanisms, and risk assessments for activities and events.

c. **Participation:** We value the input and participation of children, young people, and vulnerable adults in decisions that affect them. We provide opportunities for them to express their views, concerns, and preferences in a safe and supportive manner.

d. **Partnership:** We work in partnership with parents, carers, external agencies, and relevant stakeholders to safeguard and promote the welfare of individuals. We share information appropriately and collaborate to address safeguarding concerns effectively.

4. Roles and Responsibilities

a. **Organisational Leadership:** HBW committee is responsible for ensuring that safeguarding

measures are implemented effectively and that adequate resources are allocated to support safeguarding initiatives.

b. Designated Safeguarding Lead (DSL): A designated safeguarding lead is appointed to oversee safeguarding matters within HBW. The DSL is responsible for coordinating safeguarding procedures, providing support and guidance to volunteers, and acting as a point of contact for safeguarding concerns. At Holiday Bible Week, Emily Robshaw is the named Safeguarding Lead during the event.

c. Volunteers: All volunteers involved in HBW are required to familiarise themselves with this Safeguarding Policy, undergo relevant safeguarding training, and adhere to established procedures for reporting safeguarding concerns. To ensure we are compliant with responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm we train our volunteers:

- To have good practice guidelines for Children's Protection.
- Always have a Level 3 trained Safeguarding Lead on site.
- Volunteers to complete safeguarding training every year on a 2-year rolling scheme.
 - Year 1 – Full video safeguarding training and quiz.
 - Year 2 – Refresher safeguarding training and quiz.
- All volunteers and visitors will ensure awareness of our policy and procedures by accessing our 'Safeguarding Cheat Sheet'.
- First aid to only be carried out on site by a qualified paediatric first aid-trained volunteer

d. Parents and Carers: Parents and carers are encouraged to engage with HBW's safeguarding efforts by familiarising themselves with our policies and procedures, raising any concerns they may have, and supporting their children's participation in a safe and respectful manner. We also ask our parents and carers to be as transparent as possible with us and understand that extra safety measure may need to be put in place to ensure the security of an individual and their family while at our event.

5. Recruitment and Vetting

HBW is committed to ensuring that all staff and volunteers working with children, young people, and vulnerable adults are suitable and competent for their roles. Our recruitment and vetting procedures include:

- a. Application forms with information about applicants' additional qualifications, experience, and suitability for working with children and vulnerable groups.
- b. Enhanced Disclosure and Barring Service (DBS) checks for all volunteers 16+.
- c. Proof of identity and a verified signature of recommendation from the leadership of their Christian organisation.
- d. Induction and training on safeguarding policies, procedures, and best practices for all

volunteers.

6. Code of Conduct

HBW expects all volunteers to adhere to a code of conduct that promotes safe and respectful interactions with children, young people, and adults. This includes:

- a. Respecting individuals' boundaries, privacy, and dignity at all times.
- b. Avoiding behavior that may be perceived as abusive, discriminatory, or inappropriate.
- c. Using language and communication that is age-appropriate, respectful, and inclusive.
- d. Reporting any concerns or incidents of harm, abuse, or misconduct promptly and following established procedures.

7. Training and Development

HBW provides regular safeguarding training and development opportunities for staff and volunteers to enhance their knowledge, skills, and awareness of safeguarding issues.

Training includes:

- a. Complete safeguarding training every year on a 2-year rolling scheme.
 - o Year 1 – Full video safeguarding training and quiz.
 - o Year 2 – Refresher safeguarding training and quiz.
- b. Introduction to Holiday Bible Week booklet and attendance at our launch event.
- c. DSL will have ongoing training on relevant legislation, policies, and procedures.
- d. Specialised training on topics such as Special Educational Needs for those wishing to further their knowledge and best practice.

8. Reporting and Response

HBW has clear procedures in place for reporting safeguarding concerns and responding to disclosures or incidents of harm, abuse, or exploitation. These procedures include:

- a. Designated Safeguarding Lead (DSL): The DSL is responsible for receiving and responding to safeguarding concerns raised by staff, volunteers, participants, or external parties.
- b. Reporting Mechanisms: Staff and volunteers are encouraged to report safeguarding concerns or incidents to the DSL immediately using established reporting channels.
- c. Confidentiality and Information Sharing: Information relating to safeguarding concerns is handled confidentially and shared only with relevant parties on a need-to-know basis in accordance with data protection legislation.

d. Support and Referral: HBW provides support to individuals who have experienced harm or abuse and facilitates access to appropriate services and agencies for further assistance.

The reporting procedure is as follows:

If a child or adult discloses a concern, it is imperative to promptly document any disclosure or suspicions using the designated logging forms stored in the safeguarding folder located in the reception and first aid area. It is essential to adhere strictly to the instructions outlined on the form regarding the appropriate handling of the information once it has been recorded. Whenever possible, it is essential to accurately transcribe the words used during the disclosure. In instances where questions are posed, clarity should be provided regarding the sequence of events, including what was said before the question, the question itself, and any subsequent responses. The completion of the form should be accompanied by a signature and date to authenticate the record.

Additionally, any supplementary notes taken during the disclosure should be appended to the corresponding form. In cases where injuries are observed or reported, it is vital to document these on the designated section of the form, such as the body map.

Should concerns arise regarding the behavior of volunteers or any instances of inappropriate conduct involving children towards our volunteers, it remains essential to complete the requisite form available in the safeguarding folder. It is imperative to ensure the safety of all individuals on-site, and thus the completion of the safeguarding form is instrumental in managing such situations effectively.

9. Monitoring and Review

HBW regularly monitors and reviews its safeguarding policies, procedures, and practices to ensure they remain effective and compliant with legal and regulatory requirements. This may include:

- a. Periodic audits and assessments of safeguarding arrangements.
- b. Feedback and consultation with committee, trustees, volunteers, and participants.
- c. Updates to policies and procedures in response to changes in legislation, best practices, or organisational needs.

10. Record keeping

Our Safeguarding records are diligently maintained throughout the duration of HBW and may extend for a few weeks post-event to accommodate any potential references. Should a concern be effectively addressed and no longer necessitate documentation, the corresponding form will be securely shredded and disposed of in accordance with our procedures.

In the case of a serious disclosure, all associated paperwork and records pertaining to the matter will be retained by the safeguarding lead following the conclusion of the event. These records will be preserved until external agencies or regulatory authorities advise otherwise, ensuring compliance with established protocols and safeguarding standards.

11. Conclusion

Holiday Bible Week is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This Safeguarding Policy outlines our commitment to creating a safe, inclusive, and respectful environment for all individuals involved in our activities and events. By adhering to this policy and working together in partnership, we can ensure the safety, well-being, and dignity of everyone involved.