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Bristol Transformed Safeguarding Policy

## Purpose

The purpose of this policy is to protect all people, particularly children and vulnerable adults, from any harm that may be caused due to their coming into contact with our organisation. This includes harm arising from:

* The conduct of volunteers or members associated with Bristol Transformed
* The design and implementation of Bristol Transformed’s programmes and activities

The policy lays out the commitments made by Bristol Transformed and informs volunteers or members of their responsibilities in relation to safeguarding.

This policy does not cover:

* Safeguarding concerns in the wider community not perpetrated by Bristol Transformed or associated personnel

This policy was last reviewed on 28th March 2023.

## What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

We understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our volunteers, members or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

## Scope

* All volunteers or members of Bristol Transformed
* Associated personnel whilst engaged with work or visits related to Bristol Transformed, including but not limited to the following: consultants; contractors; speakers

## Policy Statement

Bristol Transformed believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of harm, abuse, neglect and exploitation. Bristol Transformed will not tolerate abuse and exploitation by volunteers, members or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

Bristol Transformed commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## Prevention

### Bristol Transformed responsibilities

Bristol Transformed will:

* Ensure all volunteers or members have access to, are familiar with, and know their responsibilities within this policy
* Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Bristol Transformed. This includes the way in which information about individuals in our work is gathered and communicated
* Implement stringent safeguarding procedures when recruiting, managing and deploying volunteers or members
* Ensure volunteers or members receive training on safeguarding at a level commensurate with their role in the organisation
* Follow up on reports of safeguarding concerns promptly and according to due process

### Volunteers or members responsibilities

**Child safeguarding**

Bristol Transformed volunteers or members and associated personnel must not:

* Engage in sexual activity with anyone under the age of 18
* Sexually abuse or exploit children
* Subject a child to physical, emotional or psychological abuse, or neglect

**Adult safeguarding**

Bristol Transformed volunteers or members and associated personnel must not:

* Sexually abuse or exploit vulnerable adults
* Subject a vulnerable adult to physical, emotional or psychological abuse, or neglect

**Protection from sexual exploitation and abuse**

Bristol Transformed volunteers or members and associated personnel are obliged to:

* Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
* Report any concerns or suspicions regarding safeguarding violations by Bristol Transformed volunteers or members member or associated personnel to the Bristol Transformed Safeguarding Manager

## Enabling reports

Bristol Transformed will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to volunteers or members and the communities we work with.

Any volunteers or members reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by Bristol Transformed’s Disclosure/Whistleblowing Policy.

Bristol Transformed will also accept complaints from external sources such as members of the public, partners and official bodies.

### How to report a safeguarding concern

Volunteers or members who have a complaint or concern relating to safeguarding should report it immediately to the Bristol Transformed Safeguarding & Whistleblowing Manager. If the volunteers or members do not feel comfortable reporting to the Safeguarding & Whistleblowing Rep (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other Bristol Transformed committee member.

The current Bristol Transformed Safeguarding & Whistleblowing Rep Toni Mayo who can be contacted via **whistleblowing@bristoltransformed.co.uk**.

If there is any reason why you don’t feel comfortable contacting the nominated rep you can contact another committee member directly via their personal email. These contacts are Paul Tasman ([paultasman@gmail.com](mailto:paultasman@gmail.com)), Louise Delmelge ([louisejdelmege@gmail.com](mailto:louisejdelmege@gmail.com)) or Kieran Glasssmith ([kieran.glasss@gmail.com](mailto:kieran.glasss@gmail.com)).

## Response

Bristol Transformed will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

Bristol Transformed will apply appropriate disciplinary measures to volunteers or members found in breach of policy.

Bristol Transformed will offer support to survivors of harm caused by volunteers or members or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case committee should be shared on a need-to-know basis only, and should be kept secure at all times.

### Associated policies

Disclosure/Whistleblowing policy

Anti-Bullying and Harassment policy

## Glossary of Terms

**Child**

A person below the age of 18

**Harm**

Psychological, physical and any other infringement of an individual’s rights

**Psychological harm**

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

**Safeguarding**

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect[[1]](#footnote-0)

We understand it to mean protecting people, including children and vulnerable adults, from harm that arises from coming into contact with our volunteers or members or events.

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

**Sexual abuse**

The term ‘sexual abuse’ means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

**Sexual exploitation**

The term ‘sexual exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition incudes human trafficking and modern slavery.

**Survivor**

The person who has been abused or exploited. The term ‘survivor’ is often used in preference to ‘victim’ as it implies strength, resilience and the capacity to survive, however it is the individual’s choice how they wish to identify themselves.

**Vulnerable adult**

Sometimes also referred to as an at-risk adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

***This policy was last reviewed on 28th March 2023***

1. [↑](#footnote-ref-0)