

Buzzing Roots

Safeguarding Policy and Procedures



Safeguarding Policy

1. The Purpose of this Policy

Buzzing Roots creates vibrant and exciting arts projects to celebrate our connections with nature. We tailor and deliver projects to educate and to explore nature through arts workshops, community work, events and festivals across the East Midlands throughout the year. Buzzing Roots works with schools, families and communities to inspire curiosity and to ignite that creative spark!

The purpose of this policy is to

- To protect children and vulnerable adults who receive Buzzing Roots services.
- To provide parents, carers, staff and volunteers with the over-arching principles that guide our approach to safeguarding.

The policy aims to promote good practice, to raise awareness and to support directors, paid staff, volunteers, partners, temporary workers, freelance artists, students or anyone working on behalf of Buzzing Roots CIC [hereafter referred to by the collective term 'staff'] to make informed and confident responses to specific protection and safeguarding issues.

The policy also sets out the process to be followed by staff when they have concerns about a child or vulnerable adult, key contacts at Buzzing Roots CIC and key organisations.

The policy is available at www.buzzingroots.co.uk

2. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England. A summary of the key legislation and guidance for children is available from <https://nspcc.org.uk/childprotection>.

3. We believe that:

- children and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and vulnerable adults, to keep them safe and to practise in a way that protects them.

4. Safeguarding Policy Statement

All children and vulnerable adults have an equal right to protection from abuse and to be kept safe from harm, regardless of their age, race, religion, nationality, ability, gender, language, or sexual orientation/identity.

A **child** is a person under the age of 18 (as defined by the NSPCC and in the United Nations convention on the rights of a child).

A **vulnerable adult** is defined as anyone aged 18 or over, who, for any reason, is unable to take care of themselves or protect themselves from exploitation:

- Has needs for care and support
- Is experiencing, or is at risk of, abuse and neglect
- As a result of these needs is unable to protect themselves against abuse, neglect or the risk of it

Every adult has to be considered on an individual basis. People who are termed as vulnerable might:

- * Have a learning disability
- * Have mental health problems
- * Have substance misuse problems
- * Have a long term illness or chronic condition
- * Have a physical disability

5. Roles and Responsibilities

Safeguarding is *everyone's* responsibility and everyone working with Buzzing Roots has a responsibility to follow the guidance laid out in this document.

IF YOU SEE SOMETHING SAY SOMETHING

All staff should be clear about their responsibilities and know how to respond appropriately.

5.1 Behaviour for all staff

Professional boundaries are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place. Buzzing Roots expects all staff to protect the professional integrity of themselves and the organisation. All persons working with Buzzing Roots should treat participants with respect and dignity and lead by example.

All communication with children and vulnerable adults is strictly via their parents / carers contact details, or through Buzzing Roots communication channels. It is not appropriate to contact children and vulnerable adults directly at any time.

In order to safeguard and protect you must **not**

- physically restrain or strike a child or vulnerable adult
- allow or engage in any form of inappropriate touch
- allow or engage in disrespectful or bullying behaviour
- do things of a personal nature for individuals who cannot do them for themselves

If professional boundaries and/or policies are breached this will result in disciplinary procedures, possible termination of contract and may involve the police.

For further guidance, please refer to the Buzzing Roots Code of Behaviour (see separate document).

5.2 Management and organisation

All activities organised by Buzzing Roots will have safeguarding as a central tenet.

Buzzing Roots will take every reasonable step to ensure that children and vulnerable adults are protected by

- valuing, listening to and respecting them

- appointing a Designated Safeguarding Lead and a Deputy DSL
- developing safeguarding policies and procedures which reflect best practice
- creating and maintaining an anti-bullying environment, implementing an Equal Opportunities Policy (see separate document), and ensuring that any bullying that does arise is dealt with effectively
- sharing information about safeguarding best practice with our participants and staff
- recruiting staff safely, ensuring all necessary checks are made
- providing effective management of staff
- providing specialist support and training as required, for example safeguarding children with disabilities
- implementing a code of behaviour for staff (see separate document)
- using our procedures to manage any allegations against staff appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for participants and staff by applying health and safety measures in accordance with the law and regulatory guidance. Individual risk assessments will be created for each project / event.
- recording and storing information professionally and securely.

Any projects that do not involve parents/carers will be risk assessed and appropriate arrangements made for adult supervision including appropriate ratios of staff:participants in accordance to the needs of each individual project.

Supervision levels for our activities will vary depending on the age, gender, behaviour and ability of each group that attends. They will also vary depending on

- The nature and duration of activities
- The competence and experience of those involved
- The requirements of location, venue, organisation
- Any special medical needs
- Any specialist equipment needed

Any 1-2-1 sessions taking place between 1 member of staff and 1 participant will require a bespoke risk assessment to ensure measures are in place to protect both staff and participant.

5.3 Designated Safeguarding Lead

Buzzing Roots has a Designated Safeguarding Lead (DSL) who is responsible for taking the lead in safeguarding and ensuring that appropriate arrangements are in place for keeping children and vulnerable adults safe.

The DSL's responsibilities include that

- The welfare of children and vulnerable adults is promoted
- A Safeguarding policy is in place which is both appropriate and accessible
- The policy is implemented, monitored and reviewed regularly
- Everyone working with Buzzing Roots understands this Safeguarding Policy and knows what to do if they have concerns about a child's or vulnerable adult's welfare
- Buzzing Roots staff have access to appropriate training/information
- Concerns about safeguarding are recorded and responded to seriously, swiftly and appropriately

- They take the lead on responding to information that may constitute a Safeguarding concern
- They support staff with any advice / counselling they may need after a disclosure has taken place (or signpost them to where help can be found)
- Staff DBS have been seen and are up-to-date
- Staff Safeguarding training has taken place and within two years of start date
- They liaise with relevant Safeguarding organisations including local authorities, the police and the NSPCC as necessary
- They are familiar with issues relating to Safeguarding and keep up to date with new developments in this area, including attending regular training events
- Safeguarding records are stored and retained according to legal requirements and the organisation's safeguarding policy and procedures

Safeguarding Procedures

1. Recruitment Procedures

1.1 Disclosure and Barring Service (DBS) checks

Any staff recruited on a temporary or permanent, voluntary or paid basis, who are involved in projects where they are required to work with children or vulnerable adults directly, and where this is considered Regulated Activity, will be required to have an enhanced DBS with Barred List check dated within 3 years, or have active subscription to the update service (update number must be provided on request)

For Buzzing Roots this is most likely to apply to all projects that involve direct delivery with children and vulnerable adults.

Staff or volunteers recruited for activities that are not considered Regulated Activity and who do not have regular contact with children are not required to have a DBS check. However, each activity should be assessed on an individual basis to ensure proper supervision is in place.

Buzzing Roots will request copies of DBS certificates during the recruitment process, by the person responsible for the recruitment.

- If a member of staff requires a DBS check and does not currently hold a certificate, it is their responsibility to obtain an enhanced check in good time before the start date. Please note it can take at least 3-4 weeks for a DBS to be complete and the certificate to be issued.
- If a member of staff already holds a DBS certificate, it is their responsibility to ensure it is current (eg. date obtained is within the last 3 years of the date of recruitment).
- If using the update service, it is the member of staff's responsibility to ensure their subscription is updated annually.

In all circumstances above, it is the member of staff's responsibility to provide evidence of their DBS, either in hard copy or the update number if using the online service.

Buzzing Roots will

- Confirm that the name, address and date of birth matches the staff ID
- Check the certificate number / update service number
- Check the certificate is enhanced
- Check for any barring

1.2 Data and storage of DBS information

Buzzing Roots will store the following information

- That the enhanced DBS has been seen and the date it was seen
- That the name, address and date of birth matches the member of staff's ID
- The unique reference number
- The date that the check took place and that it is within the last 3 years
- Any notes on the certificate and any barring
- Details of the recruitment decision

See Recruitment Safeguarding Procedures Form in appendix

This information will be stored securely in accordance with the Buzzing Roots GDPR policy.

1.3 Handing positive disclosure

In the event that a DBS is positive, Buzzing Roots will make direct contact with the individual, or with the organisation's project manager, as required. The purpose of this conversation is to assess any risks attached to the individual involved working with children and vulnerable adults. The conversation will also reinforce our processes and the next steps that will be taken.

It may be necessary for Buzzing Roots and/or the individual and/or organisation to seek advice from an independent organisation, such as Nacro, a national social justice charity.

<https://www.nacro.org.uk/criminal-record-support-service/support-for-employers/recruiting-safely-and-fairly-guide-a-practical-guide-to-employing-ex-offenders/>

They will be able to advise whether the conviction is seen as 'spent', offer advice on how much information to disclose at what stage and give clear guidance as to what everyone's responsibilities are and issues relating to confidentiality.

A confidential meeting will take place to discuss the content, conduct a full and fair risk assessment and determine next steps.

The DSL will be informed of the situation, but at this stage does not necessarily need to know who the individual concerned is.

Work in schools and formal education settings

If relating to work in a school and other education settings, Buzzing Roots will inform the designated safeguarding lead (of the organisation) only of the contents of this disclosure. A discussion must be had with the individual concerned to make them aware of this and to discuss how they would like to handle the situation. It may be that this might take more than one meeting as the individual may wish to be consulted as to how much detail is revealed and at what point. If the individual is not then allowed to work in the school, following guidelines in the Rehabilitation of Offenders Act, the designated officer must meet with the individual concerned so they have a chance to state their case prior to a final decision being taken.

It is the designated safeguarding lead's decision as to whether the individual can work in their school/setting. Based on Buzzing Roots knowledge of the offence and individual, we can choose to recommend to the school/setting whether or not we feel the conviction is relevant and will do our utmost to ensure that we do this in an anti-discriminatory manner. Details of the disclosure will be handled with discretion and through appropriate decision-making channels.

If the individual chooses to withdraw from the project, all paperwork relating to that person and their disclosure must be returned to them or destroyed.

2.1 Induction

Induction will include:

- Sharing and discussing the Safeguarding Policy and confirmation of understanding, which will be recorded using the **Confirmation of Reading the Safeguarding Policy Form** in appendix

- Ensuring familiarity with reporting processes and the role of the Designated Safeguarding Lead
- Our code of behaviour (see separate document), which outlines expected standards of behaviour
- Discussion of other relevant policies

2.2 Safeguarding Training

All members of staff who have direct contact with children and/or vulnerable adults are required to have completed safeguarding training through a reputable training provider (see ***Safeguarding Training Courses*** in the appendix for more information).

If a member of staff has not completed safeguarding training or has not completed training within the last two years (of their start date), they will be required to undergo training before the commencement of their work. Buzzing Roots may be able to provide support with this and will be assessed on an individual basis.

An introduction to safeguarding course usually lasts 3 hours and can be completed online.

If a member of staff has attended and completed safeguarding training within the last two years of the date of recruitment, it is their responsibility to provide evidence of an up-to-date certificate from a reputable provider.

Safeguarding training needs to be updated every two years and it is the responsibility of individual members of staff to ensure their training is up-to-date.

2.2.1 Data and storage of Safeguarding Training

Buzzing Roots will store the following information

- That the safeguarding certificate has been seen and the date it was seen
- That the name and personal details match the member of staff's ID
- The date that the training took place and that it is within the last 2 years
- That the training took place with a suitable trainer provider

See Recruitment Safeguarding Procedures Form in appendix

This information will be stored securely in accordance with the Buzzing Roots GDPR policy.

3. Disclosure Procedures

Buzzing Roots will take every reasonable step to ensure that children and vulnerable adults are protected using the following procedures.

3.1 Suspicions

Buzzing Roots staff should be aware of the Signs and Symptoms of Abuse and should make sure they can recognise these in the children and vulnerable adults they come into contact with.

If any member of staff suspects a child or vulnerable adult is experiencing or at risk of being abused, they should

- Make a note for record of what they have witnessed as well as their response using the **Incident Report Form** (see appendix)
- Any suspicion of abuse must be shared with the DSL at Buzzing Roots using the Incident Report Form **Incident Report Form** (see appendix) and also shared with the DSL at the school/setting/organisation (if appropriate).
- If they suspect that the person with legal responsibility is actually the source of the problem, they should make their concerns known to the DSL, deputy DSL or Local Authority Designated Officer (LADO) depending on the person involved (see **Contact Details** in appendix)

Action should be taken promptly to avoid the situation escalating further.

If the child or vulnerable adult is in immediate danger, call the police on 999

3.2 Handling a disclosure

It is possible that a child or vulnerable adult who is suffering, or has suffered abuse, will disclose to a Buzzing Roots member of staff. It is vital that the member of staff receives the full information. This is something that everyone should be prepared for and must handle carefully.

All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

3.3 During the disclosure

- Remain calm and in control (“I can help”) but don’t delay acting.
- The child / adult should be reassured (“You’ve done the right thing sharing”).
- Listen carefully to what is said. Allow the child / adult to tell the story at their own pace and ask questions only for clarification. Don’t ask questions that suggest a particular answer.
- Don’t promise to ‘keep it a secret’. The first opportunity should be taken to say that this information will have to be shared with others. It should be made clear that only people who need to know will be told and they should be able to help (“We might need to ask someone for help in dealing with the matter”).
- The child / adult should be told what is going to happen next.

Remember not all disclosures are obvious. Some people will be too frightened to directly disclose abuse but will make hints and even jokes to try and make an appropriate adult aware of the issue.

If the child / adult changes their mind about disclosing to you, still make a note of the incident and continue to follow the procedures below.

3.4 Recording the disclosure

As soon as possible a note for record should be made of what was witnessed as well as the response. Do not do this when with the child. Note the date, time, and any names that were involved or mentioned, and who the record was given to. Sign and date the record.

Completing the **Incident Report Form** (see appendix)

- Complete the form as soon as possible after the disclosure, whilst the information is still fresh

- Write in pen, not in pencil
- Write in simple, clear language
- Avoid jargon and acronyms
- Use the person's exact words as much as possible
- Avoid opinions where there is no evidence, use facts only

If the Incident Report Form is not accessible, use a piece of paper and then write it up in the Incident Report Form as soon as possible. Keep both versions of the report together.

3.5 Reporting the disclosure

Forward your concerns and the Incident Report Form to the DSL (or Deputy DSL if the main contact is not available) *see Contact Details in appendix*

The DSL will respond to the information in a timely manner and communicate with the relevant authorities / organisations to pass on the concerns *see Contact Details in appendix*. The DSL will then act on any advice given to them from the external organisations involved in the case.

Remember: It is important that everyone in the organisation is aware that the first person who encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is the task of a professional safeguarding agency, following a referral to them of concern about a child or vulnerable adult.

It is important to discuss any support you might need with the DSL to help you deal with the disclosure personally.

All Incident Report Forms will be stored securely by Buzzing Roots in accordance with the GDPR policy.

3.6 Responding to allegations against a member of Buzzing Roots

Any allegation that a member of Buzzing Roots staff has behaved in a way that has harmed, or may have harmed, a child or vulnerable adult will be taken seriously and dealt with sensitively and promptly.

The incident must be reported to the DSL, who must report the allegation to the relevant LADO within 24 hours. If the incident involves the DSL, contact the Deputy DSL or contact LADO directly *see Contact Details in appendix*.

3.7 Rights and confidentiality

If a complaint or allegation is made against a member of Buzzing Roots staff, they should be made aware of their rights under both employment law and internal disciplinary procedures.

Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 2018. In criminal law the Crown or other prosecuting authority have to prove guilt and the defendant is presumed innocent until proven guilty.

Complaints against a representative will always and without exception be investigated. Where there is a complaint against a member of staff there may be three types of investigation:

- A disciplinary or misconduct investigation

- A child or vulnerable adult protection investigation
- A criminal investigation

Records must be kept summarising the allegations, how they have been investigated and what actions resulted and decisions made. Use the ***Incident Report Form in the appendix***.

3.8 Internal enquiries and suspension

In the event of an accusation of abuse being made against a Buzzing Roots member of staff, the individual accused will be suspended following immediate advice by the police and pending further investigations. The temporary suspension of a Buzzing Roots member of staff in no way implies guilt or innocence. It is a measure intended to protect and reassure both staff and children.

The Buzzing Roots DSL is responsible for assessing all cases based upon available information. The Buzzing Roots member of staff against whom an accusation has been made will be required to attend an interview with the DSL and Deputy DSL as early as possible. Buzzing Roots representatives are entitled to be accompanied to this interview. Minutes will be taken of the interview. Buzzing Roots will decide whether the representative should be allowed to continue to work with children or vulnerable adults on behalf of Buzzing Roots and to agree and oversee an appropriate course of actions and decisions in-keeping with the organisation's legal obligations.

At all times the welfare of children and/or vulnerable adults should be of paramount importance.

3.9 Whistleblowing

If safeguarding allegations concern the DSL or Deputy DSL, or you think that

- Your organisation doesn't have clear safeguarding procedures to follow
- You think your concern won't be dealt with properly or may be covered-up
- You've raised a concern but it hasn't been acted upon
- A previous incident hasn't been prevented from happening again
- You're worried about being treated unfairly

You are entitled to report your concerns anonymously through the whistleblowing procedures.

See Contact Details in appendix

4. Photography and filming

4.1 Photography and filming by Buzzing Roots

Members of Buzzing Roots staff may take photographs, video footage and/or voice recordings of our activities for a range of purposes including:

- Evidencing that our events took place
- Reporting and evaluating our projects for funders
- Celebrating our achievements
- Marketing future events

These photographs, video footage and/or voice recordings may appear on:

- Documentation to funders
- Marketing materials, such as flyers and posters
- The Buzzing Roots website
- Social Media platforms including Instagram, Facebook, Twitter X, LinkedIn, YouTube

We will seek to keep children and vulnerable adults safe by:

- always asking for written consent from a child and/or vulnerable adult and their parents/carers before taking and using their images (***see Photography and Filming Parent/Carer Consent Form in appendix***)
- Avoid using names of children and/or vulnerable adults whose images/recordings are being used in our published material whenever possible (and only using first names if we do need to identify them)
- never publishing personal information about individual participants
- making sure children, vulnerable adults and their parents/carers understand how their images/recordings will be securely stored and for how long (see our GDPR policy)
- reducing the risk of images/recordings being copied and used inappropriately by only using images of our participants in appropriate clothing and that positively reflect our participants involvement in the activity

If staff are asked to take pictures, preferably they should use cameras or devices belonging to Buzzing Roots. If this is not possible, images/footage will be transferred to Buzzing Roots as soon as possible and deleted permanently from the staff equipment immediately after.

4.2 Photography and filming by professionals

During our events, local journalists and/or professional photographers may wish to record one of our activities and share the images professionally or in the wider world.

In this situation, they should seek permission from Buzzing Roots in advance.

They should provide:

- the name and address of the person using the camera
- the names of participants they wish to take images of (if possible)
- the reason for taking the images and/or what the images will be used for
- a signed declaration that the information provided is valid and that the images will only be used for the reasons given
- See ***Photography and Filming by Professionals Form in appendix***

Buzzing Roots will verify these details and decide whether to grant permission for images/footage to be taken. We will seek consent from the children and/or vulnerable adults who are the intended subjects and their parents/carers, then inform the photographer of anyone who does not give consent. At the event we will inform children, vulnerable adults and parents/carers that an external photographer is present and ensure they are easily identifiable, for example by wearing a coloured identification badge.

During our public events, Buzzing Roots will use signage and/or announcements to notify our participants and their parents/carers if photography and/or recordings are taking place. We will let people know to notify the photographers (whether Buzzing Roots or professional) if they would prefer not to be included in the footage.

If Buzzing Roots is concerned that someone unknown to us is using their activities for photography or filming purposes without permission, we will ask them to leave and (depending on the nature of the concerns) may follow our safeguarding procedures.

5. Managing Information

Information will be gathered, recorded and stored in accordance with the Buzzing Roots GDPR Policy.

All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the DSL.

All staff must be aware that they cannot promise participants or their parents/carers that they will keep secrets.

6. Reviewing the Safeguarding Policy and Procedures

This policy will be reviewed by Buzzing Roots every year, or in the case of:

- changes in legislation and/or government guidance
- as a result of any other significant change or event

Each time the policy is renewed, all staff will be required to read, sign and date the new version. Evidence of this will be kept confidentially by Buzzing Roots.

Appendix

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- Incident Report Form
- Contact Details



Recruitment Safeguarding Procedures Form

To be completed by Buzzing Roots recruitment or DSL

Name of member of staff

Disclosure and Barring Service

Does the person named in this form have a DBS? If so, complete the following...

Date that you saw the DBS?

Unique reference number?

Does the name, address and date of birth matches the member of staff's ID?

Date that the DBS check took place?

Is this within the last 3 years? Or if using the update service, is their subscription currently active?

Any notes on the certificate and any barring?

Details of the recruitment decision?

Details of any further action taken?

If this member of staff does not currently have a DBS, they will be responsible for obtaining one as quickly as possible.

Any other notes?

Recruitment Safeguarding Procedures Form cont...

Safeguarding Training

Has the person named in this form attended safeguarding training? If so, complete the following...

Date that you saw the safeguarding training certificate?
Does the name and personal details match the member of staff's ID?
Date that the safeguarding training took place?
Is this within the last 2 years?
Was this with a reputable training provider? Note down the company it was completed with
Details of any further action taken?

If they have not completed safeguarding training, or their certificate is out of date (more than 2 years old), please note the actions that will now be taken.

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Name of person completing the recruitment checks	
Signature	
Date	



Safeguarding Training Courses

All members of staff who have direct contact with children and/or vulnerable adults are required to have completed safeguarding training through a reputable training provider.

If a member of staff has not completed safeguarding training or has not completed training within the last two years (of their start date), they will be required to undergo training before the commencement of their work. Buzzing Roots may be able to provide support with this and will be assessed on an individual basis.

Suggested courses

Safeguarding children

Provider	NSPCC
Course	Child Protection: An Introduction
Duration	Approx 3 hours
Cost	£30
Link	https://mylearning.nspcc.org.uk/ProductDetails.aspx?ProductID=292

Safeguarding vulnerable adults

Provider	Social Care Institute for Excellence
Course	Safeguarding Adults: e-learning course
Duration	Approx 2 hours
Cost	£29 plus VAT
Link	https://www.scie.org.uk/e-learning/safeguarding-adults

Confirmation of Reading the Safeguarding Policy Form



I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for Buzzing Roots.

I understand that safeguarding is **everyone's** responsibility, regardless of their role at Buzzing Roots.

I am aware that if I have not yet completed a safeguarding course (within the last 2 years), I will need to attend one before commencing work with Buzzing Roots.

I understand the procedures and who to contact in the event of a disclosure.

I understand that if professional boundaries and/or policies are breached this will result in disciplinary procedures, possible termination of contract and may involve the police.

Please complete the details below

Name	
Signature	
Date	
Version of safeguarding policy	

Please note all members of staff will need to re-sign this form each time the Safeguarding Policy and Procedures document has been updated.



Photography and Filming Parent/Carer Consent Form

Members of Buzzing Roots staff may take photographs, video footage and/or voice recordings of our activities for a range of purposes including:

- Evidence that our events took place
- Reporting and evaluating our projects for funders
- Celebrating our achievements
- Marketing future events

Buzzing Roots will avoid using names of individuals whenever possible (and only using first names if we do need to identify them) and will not publish personal information about individual participants. We will let you know if any members of the press attend our events.

Photo Permission form will be stored by Buzzing Roots CIC (www.buzzingroots.co.uk) Project team and Manager Liga Orlovska in accordance with our GDPR Policy.

Name of participant	
Event taking part in	

I understand that Buzzing Roots CIC will be taking photographs, video footage and/or voice recordings which may include images and likeness of the person.

I understand that the person taking part in the activity may be recognisable in these photographs, video footage and/or voice recordings. I consent and confirm that I have no objection to Buzzing Roots using and making available copies for any lawful purpose including:

Consent given for (but not exclusively):

- Printed publications (incl. electronic versions)
- Buzzing Roots website
- Other organisations involved in the project including **[add names of organisations here]** to use and share content
- Social Media sites (Instagram, Facebook, Twitter X, LinkedIn, YouTube)
- Press use (e.g. newspaper & magazine articles)

Name	
Relationship to participant	
Signature	
Date	



Photography and Filming by Professionals Form

During our events, local journalists and/or professional photographers may wish to record one of our activities and share the images professionally or in the wider world.

In this situation, they should seek permission from Buzzing Roots in advance by completing this form.

Details of the event taking place

Name of event:
Location:
Date:

Details of the photographer / videographer

Name of person using the camera:
Company / business name:
Company / business address:

Names of participants they wish to take images of (if possible)

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Reason for taking the images and/or what the images will be used for

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Photography and Filming by Professionals Form cont...

I can confirm that the information provided in this form is valid and that the images will only be used for the reasons stated in this form.

I will only take photographs and/or video footage of children and/or vulnerable adults that have consent from parents/carers (Buzzing Roots will identify these participants).

I will not identify individuals on photographs and/or video footage unless given consent by parents/carers and Buzzing Roots and even then, will *only* use first names.

I will not publish personal information about individual participants.

I will only use images of participants in appropriate clothing and that positively reflect the participants involvement in the activity.

I will ensure I am easily identifiable, for example by wearing a coloured identification badge.

I am aware that if I do not follow this guidance I may be asked to leave and (depending on the nature of the concerns) Buzzing Roots may follow their safeguarding procedures.

Name	
Signature	
Date	



Checklist

Responding to allegations of abuse

It is possible that a child or vulnerable adult who is suffering, or has suffered abuse, will disclose to a Buzzing Roots member of staff. It is vital that the member of staff receives the full information. This is something that everyone should be prepared for and must handle carefully.

All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.

If the child / adult changes their mind about disclosing to you, still make a note of the incident and continue to follow the information below and complete the **Incident Report Form**.

If you witness a child's or vulnerable adult's disclosure of abuse:

- Stay calm
- Be non-judgemental
- Listen carefully to what is said without interrupting
- Find an appropriate opportunity to explain that it is likely that the information will need to be shared with others - do not promise to keep secrets
- Make it clear that you take them seriously
- Allow the person to continue at their own pace
- Record only what the person has said. Many cases fall down where it is possible to infer that leading questions were asked even at these early stages
- Reassure them that they have done the right thing in telling you
- Reassure them that you are going to do everything you can to help. Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the person's own words as often as possible in a clear and factual manner, using **Incident Report Form**
- The information will be received by the Buzzing Roots Designated Safeguarding Lead and stored in accordance with the requirements detailed in the Data Protection Act 1998. It will then only be shared by those who need to know, i.e. senior management of the company, the chairman, and social services staff as necessary.

Things to avoid:

- Do not quiz for more information
- Do not speculate or make assumptions
- Do not voice negative judgements about the situation or the abuser
- Do not make promises you cannot keep
- Do not promise that 'everything will be alright'
- Do not offer to keep it confidential

Remember: It is important that everyone in the organisation is aware that the first person who encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is the task of a professional safeguarding agency, following a referral to them of concern about a child or vulnerable adult.



Incident Report Form

Guidance on using the incident report form

- This form should be used when recording any significant incident (other than an accident) at work that involves a child or vulnerable adult participating in Buzzing Roots activities.
- Make sure you write your account as soon as possible after the incident occurs
- Make sure you sign and date the form
- Try to include names, addresses, telephone numbers and dates of birth if possible.
- Include matters of fact, observations, statements made by other people involved (remember to use exact words) and your actions and words.
- If you wish to express your opinion make sure you can substantiate it with fact
- Don't use jargon and acronyms – use clear simple language
- Pass your report to the Designated Safeguarding Lead or any Buzzing Roots director
- These reports will be kept for 12 months and then destroyed if no further action is required, unless it involves a Buzzing Roots member of staff, in which case it will be kept in their personnel file.
- If you don't have this form to hand when a disclosure is taking place, make notes with pen and paper and then complete this form as soon as possible afterwards. Attach the original notes to this form.

Please use a pen to complete this form (not pencil)

Your name:	Name of organisation:
Your role:	
Your contact information:	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child / vulnerable adult name:	Child / vulnerable adult date of birth:
Child / vulnerable adult ethnic origin: <i>Please state</i>	Does the child / vulnerable adult have a disability: <i>Please state</i>
Child / vulnerable adult gender:	
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/> Transgender <input type="checkbox"/> Intersex	

<input type="checkbox"/> Own answer..... <input type="checkbox"/> Prefers not to say
Parent's / carer's name(s):
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>
Have parents / carers been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else
If responding to concerns raised by someone else: <i>Please provide further information below</i>
<i>Name:</i> <i>Position or relationship to the child / vulnerable adult:</i> <i>Telephone numbers:</i> <i>Email address:</i>
Date and times of incident: Is the child / vulnerable adult at immediate risk? Yes / No If yes, call 999 immediately
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i> <i>Note what you were doing before and during the incident (the circumstances of the disclosure)</i>

Child / vulnerable adult account of the incident:
Record as faithfully as possible to their own words

How did you respond to the concern and what did you say to the child / vulnerable adult?

Remember you must tell the child / vulnerable adult that this CANNOT be kept secret
All information contained in this report must be kept confidential
Include whether the child / vulnerable adult gave consent for this disclosure to be shared and why / whether the decision was taken to override this

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident

Name:

Position or relationship to the child / vulnerable adult:

Date of birth:

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident	
<i>Name:</i>	
<i>Position or relationship to the child / vulnerable adult:</i>	
<i>Date of birth:</i>	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone number:</i>	<i>Email address:</i>
Please provide details of action taken to date:	
<i>What has been done thus far?</i>	
<i>Who has this been reported to?</i>	
<i>Has this disclosure been shared with any third parties and why?</i>	
Has the incident been reported to any external agencies?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Name	
Signature	
Date	

If you run out of space on this form, continue on blank sheets of paper. Sign and date all the additional sheets and attach them to this form.

Contact details

If the child or vulnerable adult is in immediate danger, call the police on 999

Buzzing Roots

Designated Safeguard Lead (DSL)	Louise Jaggard	07738042089 buzzingrootslouise@gmail.com
Deputy Designated Safeguard Lead	Liga Orlovska Buzzing Roots Director	07425867969 buzzingrootsliga@gmail.com

Child protection

Leicester City	0116 4541004
Leicestershire County	0116 3050005
Rutland	01572 758407 (within working hours) 0116 3050005 (outside working hours)
Nottingham City	0115 8764800
Nottinghamshire County	0300 5008090 (within working hours) 0300 4564546 (outside working hours)

Adult Social Care Services

Leicester City	0116 4541004
Leicestershire County	0116 3050004 (within working hours) 0116 2551606 (outside working hours)
Rutland	01572 758341 (within working hours) 0116 3050005 (outside working hours)
Nottingham City	0300 1310300
Nottinghamshire County	0300 5008090 (within working hours) 0300 4564546 (outside working hours)

Local Authority Designated Officers

If you are concerned that a professional who works with children has harmed a child or behaved in a way that indicates that they may be unsuitable to be in a position of trust, please contact the LADO to discuss your concerns promptly, before speaking to the person of concern.

Leicester City	0116 454 2440 Lado-allegations-referrals@leicester.gov.uk
Leicestershire County	0116 305 4141 CFS-LADO@leics.gov.uk
Rutland	01572 758 454 LADO@rutland.gov.uk
Nottingham City	LADO@nottinghamcity.gov.uk
Nottinghamshire County	LADO@notts.gov.uk

Useful contacts

Leicester Safeguarding Children Partnership Board	https://www.lcitylscb.org/
Leicester Safeguarding Adults Board	https://www.leicester.gov.uk/health-and-social-care/adult-social-care/what-support-do-you-need/safeguarding-adults-board/
Leicestershire and Rutland Safeguarding Board	https://lrsb.org.uk/
Nottingham Safeguarding Children Partnership	https://www.nottinghamcity.gov.uk/ncscp
Nottingham Adult Safeguarding	https://www.nottinghamcity.gov.uk/safeguardingadults
Nottinghamshire Safeguarding Children Partnership	https://nscp.nottinghamshire.gov.uk/
Nottinghamshire Safeguarding Adults Board	https://nsab.nottinghamshire.gov.uk/
NSPCC Helpline	0808 8005000
NSPCC Whistleblowing Advice Line	0800 0280285
Whistle Blowing Vulnerable Adults	https://protect-advice.org.uk/

Remember...If the child or vulnerable adult is in immediate danger, call the police on 999