

The Bevendean Community Pub Limited Policy in respect of safeguarding children and adults at risk

This policy, which is approved and endorsed by the management committee of the Bevendean Community Pub Ltd (The Bevy), is intended to demonstrate the Bevy's commitment to the safeguarding of children and adults at risk. It applies to all committee members, staff and sessional workers hired by the Bevy.

The Project

The Bevy is a community owned pub that is governed by the Plunkett Foundation model roles for community ownership. The Bevy is owned by its shareholders and governed by its management committee. It has paid staff and volunteers who help with a wide range of events that make it more than just a pub.

Principles

The following principles underpin both this policy and the Bevy Pubs procedures for the safeguarding of children and adults at risk.

- the welfare of children and adults at risk is paramount
- all children and adults at risk without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexual orientation or beliefs
- any concerns or allegations with regard to the abuse of children or adults at risk must be taken seriously by trustees, staff and volunteers and dealt with appropriately (including referral to children's services, appropriate adult social care services or, in emergencies, to the police)
- children, parents or other responsible adults will be made aware of this policy which will be displayed on our website and available to all groups using the Bevy
- the Bevy is committed to the safe recruitment of all trustees, staff and volunteers and to their training with respect of this policy and the project's procedures for the safeguarding of children and adults at risk
- trustees, staff and volunteers must recognise that they have an important role to play in respect of safeguarding children and adults at risk and protecting them from all forms of abuse. They are required to enact and support the principles set out in this policy and are responsible for following the project's procedures for the safeguarding of children and adults at risk

- Safeguarding is everybody's responsibility and that if necessary anyone should report a concern directly to the MASH (MultiAgency Safeguarding Hub) on 01273 290400

Relevant Legislation and Guidance

It is intended that this policy and the project's procedures for the safeguarding of children and adults at risk is consistent with the relevant legislation and guidance in these fields. Much of this has been consolidated on a range of websites. Relevant materials and websites include:

- Charity Commission, "Protecting Vulnerable Groups including children" <http://www.charitycommission.gov.uk/trustees-staffand-volunteers/staff-and-volunteers/protecting-children-andvulnerable-adults/>
- <http://www.safecic.co.uk>
- 'Our Decision: A guide to using Disclosure and Barring Service checks.....' <http://www.childrenengland.org.uk/>
- Brighton and Hove Local Safeguarding Children at <http://www.brightonandhovelscb.org.uk>
- 'Sussex Child Protection and Safeguarding Procedures' at <https://sussexchildprotection.procedures.org.uk>
- Brighton and Hove City Council 'Safeguarding Adults at Risk <http://sussexsafeguardingadults.procedures.org.uk>

Monitoring, Evaluation and Review

Both this policy and the procedures for safeguarding children and adults at risk will be subject to a process of ongoing monitoring and evaluation and reviewed at least annually by the management committee.

Agreed by the management committee

6th September 2017

**The Bevendean Community Pub Limited
Procedures for the
safeguarding of children and adults at risk**

The procedures set out in this document have been endorsed and approved by the management committee of the Bevendean Community Pub Limited (The Bevy) and are applicable to all committee members, staff and

seasonal workers hired by the Bevy. They relate specifically to the safeguarding of children and adults at risk from significant harm.

Scope

The Bevy is more than just a pub; it is a community centre with a diverse range of activities that attract a wide range of ages from children's events to a regular social for people with learning disabilities; to a weekly seniors club to adults with learning disabilities gaining work experience front of house and in the kitchen.

Parents must stay and look after their children when these events are happening and key workers who accompany adults with learning difficulties are responsible for their activities and well-being.

Defining significant harm, recognising abuse and neglect

Detailed definitions of significant harms and how to recognise them are set out in the '*Sussex Child Protection and Safeguarding Procedures*' website and the '*Sussex Multi-Agency Policy and Procedures for Safeguarding Adults at Risk*'

These can be viewed at:

<https://sussexchildprotection.procedures.org.uk>

<http://sussexsafeguardingadults.procedures.org.uk>

For the purposes of these procedures, shortened definitions of forms of abuse and neglect of children are provided below:

- **Physical abuse:** this may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child
- **Emotional abuse:** this is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development
- **Sexual abuse:** this involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of what is happening
- **Neglect:** this is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.
- **Inappropriate behaviour:** by a member of staff will be dealt with

by the manager leasing with designated committee members. Inappropriate behaviour by a committee member will be dealt with under our model rules and designated committee members.

Although definitions of abuse and neglect of adults at risk are somewhat different, for the purposes of these procedures the above definitions - suitably modified - are adequate for understanding what might constitute the abuse or neglect of an adult at risk.

Guidance in respect of confidentiality and information sharing

Committee members, staff and sessional workers hired by the Bevy should, where possible, respect the wishes of children, or adults at risk who wish particular information or conversations to be kept confidential. But sometimes a balance has to be struck between respecting a child's or an adult at risk's wish for confidentiality and the need to safeguard the welfare and safety of that child or adult at risk.

The safety and welfare of a child or adult at risk must be the overriding consideration, so committee members, staff and sessional workers hired by the Bevy must always consider safety and welfare when deciding whether information about them should be shared. If it is felt that information should be shared, the agreement of the child or adult at risk to that information sharing should be sought. *But information should always be shared, without consent if necessary, if it is felt that a child or adult at risk is at risk of significant harm.*

Responsibilities of all trustees, staff and volunteers

- Having considered the above guidance in respect of confidentiality and information sharing, if any committee member, member of staff or sessional worker hired by the Bevy has any concerns about the safety or welfare of a child or an adult at risk they should immediately report their concerns to Jenni Hawke, Michelle Guyatt, Iain Chambers (General Manager) or Charlie Pymont (Bar Manager) and to that person's mentor, key worker or other responsible adult, if applicable.
- If any committee member, member of staff or sessional worker hired by the Bevy has any concerns about the behaviour or actions of any person working or visiting the project, they should report their concerns without delay to Jenni Hawke (or Michelle Guyatt if absent) and, if applicable and where appropriate, to that person's mentor key worker or other responsible adult.

Responsibilities of the Bevy must ensure that:

- there is always a named person and deputies who have clearly defined roles in respect of the safeguarding of children and adults at risk. This named person is Jenni Hawke. Deputies are Michelle Guyatt.
- the named person and any deputies have successfully completed suitable training so as to enable them to identify and make referrals to appropriate professional agencies and keep appropriate secure records
- all committee members, staff and sessional workers hired by the Bevy who come into contact with children or adults at risk must have an appropriate DBS check and that all trustees must have an appropriate DBS check. At present, Jenni Hawke is responsible for ensuring that necessary DBS checks are carried out.
- all staff and sessional workers hired by the Bevy that are working with children are monitored and supervised and that they have opportunities to learn about safeguarding children and adults at risk in accordance with their roles and responsibilities.
- that any complaint regarding the behaviour of any committee member, member of staff or sessional worker hired by the Bevy is dealt with by the committee as soon as is practicable

Responsibilities of the committee

- In the event of someone expressing concerns about the safety or welfare of a child or an adult at risk or about the behaviour or actions of any person working or visiting the project, Jenni Hawke (or deputy if absent) should immediately discuss these with any relevant mentor, key worker or other responsible adult and, where necessary, refer these concerns to the appropriate agency/agencies.
- Jenni Hawke (or deputy if absent) will record details of any incident, concerns or referral in a logbook which he will store securely, away from the project site. Specific details in this notebook will be kept for a period of six years
- Jenni Hawke (or deputy if absent) will ensure that, as appropriate, all children and adults at risk are told about the safeguarding policies and procedures of the project and that he is the person to approach if they have concerns. Similarly, he will ensure that all persons visiting or working at the project are aware of how they can make a complaint about unacceptable and/or abusive behaviour towards children or adults at risk.

Agreed by the management committee 6th September 2017