



Safeguarding Policy Statement

Version number	1.2
Date	March 2024
Review date	Annually
Distribution	Off the Record BaNES staff, volunteers and Trustees
Implementation Plan	<ul style="list-style-type: none"> • Circulate to all staff, volunteers and Trustees via email. • Discuss changes at team away days • Save on Sharepoint • Line managers to discuss with their teams at next supervision • Upload to website

Introduction

Off the Record Bath and North East Somerset (OTR) improves the emotional health and wellbeing of young people. We want every young person in Bath and North East Somerset and beyond to be emotionally healthy, confident and empowered in themselves. We do this by providing a range of free services including counselling, listening support, youth participation, advocacy and specialist groups, support for care leavers and a LGBTQ+ focused youth group.

Purpose and scope

The purpose of this policy statement is to:

- protect children, young people and vulnerable adults who receive OTR's services from harm. This includes the children of adults who use our services.
- provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of OTR, including paid staff, the Board of Trustees or other volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available [here](#).

For children and young people, OTR is guided by [The South West Child Protection Procedures](#).



Supporting documents

This policy statement should be read alongside the following organisational policies, procedures, guidance and other related documents, which are available for staff on our SharePoint and can be requested by external parties by emailing office@offtherecord-banes.co.uk:

- [identifying and reporting a safeguarding concern](#) (which provides details of what to do if you have a safeguarding concern)
- [Safe working practices with young people](#)
- [role description for the designated safeguarding lead](#)
- [managing allegations against staff and volunteers](#)
- [child protection records retention and storage](#)
- [code of conduct for staff and volunteers](#)
- [photography consent form](#)
- [safer recruitment](#)
- [anti-bullying and dignity and respect](#)
- [whistleblowing](#)
- [health and safety](#)
- [managing complaints](#)
- [induction, training, supervision and support](#)
- [safer working practices.](#)

We believe that:

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

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.



- OTR supports 18–25-year-olds who would fit into the definition of vulnerable adults. The processes we follow in relation to consent and referring on to other agencies will vary slightly. We set this out within the Safeguarding policies.

OTR will use the following guidance and documents to support safeguarding vulnerable adults and young people in relation to specific groups of young people. These include;

- children who come from Black, Asian and minority ethnic communities
- d/Deaf and/or disabled children and young people
- LGBTQ+ children and young people
- children with special educational needs and disabilities (SEND).

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead for children and young people, a deputy and a lead Trustee/Board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance
sharing information about safeguarding and good practice with children and their families via our website, leaflets, posters, group work and one-to-one discussions
making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



Contact details

Designated Safeguarding Lead

Name: Phil Walters, CEO

Phone/email: philwalters@offtherecord-banes.co.uk, 07841 986064

Deputy Designated Safeguarding Lead

Name(s): Currently vacant

Phone/email:

Trustee lead for safeguarding and child protection

Name: Michael Tichelar

Phone: 07710 471843

Email: michaeltichelar@hotmail.com