



## **Bandstand Beds Association Safeguarding Policy**

### **1 Introduction**

- 1.1 Bandstand Beds Association (“**BBA**”) is a CIO (Charitable Incorporated Organisation) regulated by the Charity Commission (Charity No. 1193238). BBA runs a community garden on Clapham Common in London. The garden is open to the public on certain days and we organise workshops and other activities that are held in the garden and on the Common.
- 1.2 BBA is committed to ensuring the welfare of everyone who comes into contact with the organisation. BBA recognises it has a duty to protect such persons from harm, including staff,<sup>1</sup> volunteers and people who access the community garden or BBA activities or events, who may include children and adults at risk.
- 1.3 It is BBA’s policy that:
  - 1.3.1 children (defined as anyone who has not reached their 18th birthday) may only access the community garden or BBA activities/events if they are accompanied by a parent, guardian, teacher or carer; and
  - 1.3.2 BBA events or activities that are aimed at adults at risk will only be held in conjunction with other reputable organisations that provide qualified and appropriately vetted staff to run the event or activity.

### **2 About this policy**

- 2.1 This policy sets out:
  - 2.1.1 what is meant by ‘safeguarding’;
  - 2.1.2 BBA’s priorities for safeguarding and promoting the welfare and wellbeing of adults at risk and children who may come into contact with the organisation;
  - 2.1.3 responsibility for safeguarding within BBA;
  - 2.1.4 how to recognise abuse and what to do if you have a safeguarding concern;
  - 2.1.5 our procedures for dealing with safeguarding issues; and
  - 2.1.6 our processes regarding the recruitment of trustees.
- 2.2 This policy applies to all trustees, members, and volunteers of BBA, along with any contractors or consultants or anyone else who assists BBA in delivering its activities. Everyone who works or volunteers with or on behalf of BBA must be made aware of this policy and must act in accordance with it. In addition, this policy is available on BBA’s website and may be useful to anyone else with a safeguarding concern relevant to BBA.

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<sup>1</sup> BBA does not currently employ staff. All Trustees and members are volunteers. This policy will automatically apply to any staff recruited by BBA.

### 3 Who is responsible for this policy?

- 3.1 Everyone who works or volunteers for or on behalf of BBA shares responsibility for protecting people who come into contact with the organisation from harm.

#### The Board

- 3.2 BBA's board of trustees (the "**Board**") is ultimately responsible for safeguarding at BBA and for ensuring that volunteers are equipped to carry out their safeguarding responsibilities.
- 3.3 The Board is committed to making sure that all safeguarding concerns and allegations are taken seriously and responded to appropriately. Safeguarding is on the agenda at every board meeting and trustees receive reports on any safeguarding issues.
- 3.4 The Board will review this policy every two years or (if sooner) following a significant change to the law on safeguarding.

#### Safeguarding Leads

- 3.5 The Board has nominated **Lynn Keane**, a trustee, as Safeguarding Lead at BBA and **Andrew Besso**, the Secretary, as Deputy Safeguarding Lead.<sup>2</sup> The Board retains overall responsibility for safeguarding at BBA, but **Lynn Keane** is the main point of contact for safeguarding issues. The Safeguarding Leads can be approached confidentially in person or contacted as follows:

3.5.1 by email: **BBA**safeguarding@protonmail.com****;

3.5.2 by telephone: **07902 790211**

- 3.6 The Safeguarding Leads are the main points of contact at BBA in respect of any safeguarding issues and are responsible for:

3.6.1 ensuring that anyone working or volunteering for or on behalf of BBA is made aware of this policy;

3.6.2 monitoring the implementation and effectiveness of this policy;

3.6.3 acting as a point of contact within BBA for safeguarding questions, concerns or complaints;

3.6.4 maintaining a record of all safeguarding incidents, concerns, reports and referrals;

3.6.5 ensuring that safeguarding issues are investigated and dealt with appropriately;

3.6.6 maintaining contact details of local safeguarding services;

3.6.7 liaising with external agencies on safeguarding issues where necessary; and

3.6.8 arranging safeguarding training for trustees to equip them to carry out their responsibilities effectively.

- 3.7 The Board will support the Safeguarding Leads in carrying out these responsibilities.

#### Volunteers and others working for or on behalf of BBA

- 3.8 If you volunteer for or on behalf of BBA or otherwise work for BBA, you must:

3.8.1 familiarise yourself with this policy and apply it in your volunteering or work;

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<sup>2</sup> This policy will be updated and re-issued immediately should the points of contact change

- 3.8.2 report any safeguarding concerns or suspicions in accordance with this policy; and
- 3.8.3 co-operate with any fact-finding exercise carried out in relation to a safeguarding investigation.

## **4 Safeguarding and recognising abuse**

- 4.1 Safeguarding relates to risks that might arise when people come into contact with BBA through our activities and operations and the steps we take in order to protect those people from harm.
- 4.2 Abuse is action or inaction that causes a violation of a person's human or civil rights. Abuse may be caused by action (for example, violence) or inaction (for example, neglect). Abuse can be physical or emotional, can be deliberate or unknowing, and can be contained in a single act or repeated acts. Examples of abuse include:
  - 4.2.1 physical abuse: including hitting, slapping, shaking, throwing, pushing, restraining, burning or scalding or otherwise causing physical harm;
  - 4.2.2 emotional or psychological abuse: including threatening to hurt or abandon, humiliating, blaming, controlling, overprotecting, isolating, intimidating or harassing;
  - 4.2.3 sexual abuse: including indecent exposure, exposure to pornographic material, sexual teasing or innuendo, inappropriate touching or sexual acts, being forced or coerced into participating in or watching sexual activity, or sexual violence;
  - 4.2.4 neglect: including withholding medication, food or shelter, ignoring medical, physical or emotional needs;
  - 4.2.5 discriminatory abuse: abuse that is racist, sexist or linked to a person's sexuality, disability, religion, ethnic origin, gender, culture or age, and other forms of harassment, slurs or similar treatment;
  - 4.2.6 financial or material abuse: including stealing, fraud, misuse or misappropriation of property, possessions or benefits.

## **5 Responding to safeguarding concerns**

- 5.1 **Everyone who volunteers for or on behalf of BBA** should be alert to the potential for abuse of children and adults at risk when they access BBA's facilities or activities. Everyone who volunteers for and on behalf of BBA must report concerns in line with this policy

### If someone tells you about a safeguarding concern

- 5.2 If someone shares a safeguarding concern with you, you should:
  - 5.2.1 give the person time and attention, listen carefully to them, do not directly question them, allow them to give a spontaneous account and do not stop or interrupt them when they are recalling events;
  - 5.2.2 make a full record of the conversation as soon as you can, including as much information as possible. Ensure this original record is kept;
  - 5.2.3 as far as is possible, the record should include: date and time of the incident, details of those involved (including contact details), what happened (in the person's own words, do not add your own interpretation), details of anyone else present, any additional evidence (such as injuries or unusual behaviour) and what action you took;
  - 5.2.4 explain to the person that you will need to share the information they have disclosed with designated people. Do not promise confidentiality;

5.2.5 reassure the person that they have done the right thing by speaking up and tell them what you are going to do next; and

5.2.6 do not ask the person to repeat the account to anyone else.

5.3 You should then make a report to the Safeguarding Lead or Deputy Safeguarding Lead by following the process set out below.

#### If you have a safeguarding concern

5.4 If you have any of the following concerns, you should make a report to the Safeguarding Lead or Deputy Safeguarding Lead as soon as possible:

5.4.1 you are concerned that someone may be experiencing, has experienced, or is at risk of experiencing, abuse or exploitation;

5.4.2 you are concerned that someone volunteering for BBA, or who attends the garden or BBA activities or events, may be perpetrating abuse, exploitation or bullying of another person; or

5.4.3 you have any other concerns regarding the welfare of someone who has come into contact with BBA.

5.5 You should report any safeguarding concerns, even if your concern relates to an incident that occurred some time ago.

5.6 Anyone who makes a genuine report under this safeguarding policy will be protected against negative repercussions or retaliation as a result of making the report.

#### How to make a report

5.7 You can make a report to the Safeguarding Lead, Lynn Keane, or Deputy Safeguarding Lead, Andrew Besso:

5.7.1 by email: **BBA**[safeguarding@protonmail.com](mailto:safeguarding@protonmail.com);

5.7.2 by telephone: **07902 790211** or

5.8 In the absence of either Safeguarding Lead, contact David Dandridge, Chair of Trustees (email [ccbstandbeds@gmail.com](mailto:ccbstandbeds@gmail.com))

5.9 Provide as a minimum the date, time and location of any incident(s), and a description of the incident/s and/or your concern. Provide the names of those involved including the individual/s reporting the concern with consent. If consent is withheld, clearly document this.

5.10 When a report is received, BBA will follow the procedure set out in Section 5.13 or 6 below.

#### Confidentiality

5.11 BBA will treat all information in safeguarding reports as confidential and will only share information on a 'need to know' basis.

5.12 BBA may need to share information internally and externally to ensure people are protected from harm and comply with its legal obligations.

#### Emergencies

5.13 If you witness abuse, or if abuse has just taken place, and you believe someone is at imminent risk of significant harm, you should dial 999 for the emergency services and then report the matter immediately thereafter to the Safeguarding Lead/s.

## **6 Procedure for dealing with safeguarding reports**

- 6.1 BBA take all safeguarding concerns and allegations of abuse seriously.
- 6.2 Following receipt of a verbal or written concern, the Safeguarding Lead and/or Deputy Safeguarding Lead will complete a Safeguarding Reporting Form and follow all steps set out in the Safeguarding Reporting Form until the case is complete and suitable to be closed.
- 6.3 The Safeguarding Lead and Deputy Safeguarding Lead will make a joint decision about whether to take the matter forward to an internal fact-finding exercise and/or make a report to external safeguarding agencies.
- 6.4 If there is insufficient information to take a safeguarding report forward and there is no way to obtain additional information (e.g. a member of the public makes a report but does not provide their/a relevant name or contact details), the Safeguarding Leads will keep a confidential record of the report.
- 6.5 In most circumstances, the Safeguarding Leads will inform the Board when a safeguarding report is received. In some circumstances (e.g. if a concern is raised against a member or members of the Board), a joint decision may be taken by the Safeguarding Leads not to immediately inform the Board or full Board.
- 6.6 In certain circumstances, at the discretion of the Safeguarding Leads, the Board may be consulted following the internal fact-finding exercise. The Board will always be informed of outcomes at the conclusion of a case, even if names remain confidential.

### The Internal fact-finding exercise

- 6.7 Internal fact-finding may involve assessing the evidence, speaking to people involved and reviewing any other relevant matters.
- 6.8 The outcome of an internal fact-finding exercise may result in the ending of voluntary roles, termination of other relationships and/or prohibiting or restricting access to BBA facilities or services.

**All case paperwork will be confidentially stored online in a drive accessible only to the Safeguarding Lead or Deputy Safeguarding Lead.**

### Reporting to regulators

- 6.9 The Trustees will consider the guidance [How to report a serious incident in your charity](#) published by the Charity Commission.

### Making a referral to an external agency

- 6.10 Where appropriate, BBA will report safeguarding concerns to external agencies, such as local authorities, police, social services or the Disclosure and Barring Service.
- 6.11 If possible, contact the Safeguarding Lead or Deputy Safeguarding Lead to discuss the matter before making a referral to an external agency. In an emergency, make a referral to the relevant agency and then inform the Safeguarding Lead/s as soon as you can.
- 6.12 Contact details for relevant agencies can be found at:

#### 6.12.1 Lambeth Council (Safeguarding)

- (a) Phone: 020 7926 3100 or out of hours 020 7926 5555
- (b) **Child** safeguarding website: <https://www.lambethsaferchildren.org.uk/>

- (c) Email: [helpandprotection@lambeth.gov.uk](mailto:helpandprotection@lambeth.gov.uk)
- (d) **Adult** safeguarding website: <https://www.lambethsab.org.uk/>  
Report a concern by completing the online form on the home page.

#### 6.12.2 Police

- (a) In an emergency, call 999.
- (b) If there is no risk of imminent harm, call 101.

#### 6.12.3 Disclosure and Barring Service

- (a) Phone: 0300 0200 190
- (b) Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- (c) Email: customerservices@db.s.gov.uk

#### 6.12.4 NSPCC

- (a) The National Society for the Prevention of Cruelty to Children operates a safeguarding advice line 10am-8pm Monday to Friday on 0808 800 5000 and an email support service on [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

6.13 It may also be appropriate to refer the matter to other external agencies, such as a child's school, a GP or an organisation running activities in conjunction with BBA.

6.14 The Safeguarding Leads will keep a record of all referrals to external agencies. This will include any action that was taken and any feedback received.

## **7 Recruitment and Checks**

7.1 The Chair and Safeguarding Leads at BBA hold Disclosure and Barring Service certificates.

7.2 BBA assesses the suitability of persons applying to be trustees of the organisation, including carrying out checks such as obtaining references or requesting evidence of identity.

7.3 BBA will only ask applicants to provide details of convictions and cautions that we are legally entitled to know about. Where we consider it appropriate, and in accordance with law and guidance in force from time to time, a criminal records check will be carried out through the Disclosure and Barring Service.

7.4 We will ensure that an open and measured discussion with applicants takes place on the subject of any offences or other matters that might be relevant to the position applied for. Failure to reveal information relevant to a trustee position could lead to us withdrawing an offer or termination of an individual's involvement with BBA.

7.5 BBA will carry out appropriate checks on trustees and applicants for trustee roles in accordance with Charity Commission guidance in force from time to time.

## **8 Training**

8.1 All trustees and volunteers will be provided with a copy of this policy and all trustees will be given safeguarding training appropriate to their position.

- 8.2 Safeguarding training will be renewed at regular intervals. BBA is committed to ensuring that its trustees are trained to recognise and report safeguarding concerns and its volunteers can access training and information.
- 8.3 BBA will ensure that trustees are made aware of the Charity Commission's guidance on safeguarding for trustees.

**Policy introduced:** January 2021

**Date of last review:** September 2025

**Date of next review:** September 2027