



# The EPIC Charity - Bristol

## Safeguarding Policy

### Purpose

Purpose of this policy - to set out The EPIC Charity – Bristol’s commitment to safeguarding and includes our Child Protection procedures.

Safeguarding children involves “...*protecting children from maltreatment; preventing impairment of children’s mental or physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.*” Working Together to Safeguard Children 2020.

Safeguarding adults is about protecting those at risk of harm. It involves identifying abuse and acting whenever someone is being harmed. The Department of Health defines a vulnerable adult as a person aged 18 years or over who is or may be in need of community care services 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.

We will always promote a safe environment and safe practice to protect from harm, abuse and exploitation. We acknowledge our duty to act appropriately to any allegations, reports or suspicions of abuse and to share information and co-operate with other agencies as necessary (as per safeguarding procedures).

We adhere to the mottos:

- “Safeguarding is everybody’s responsibility.”
- “Always do something, never do nothing.”



# The EPIC Charity - Bristol

EPIC Charity Bristol will:

- Ensure all trustees understand their legal and moral responsibility to protect all children and vulnerable adults from harm, abuse and exploitation.
- Ensure all staff understand their duty to report concerns that arise about a child, vulnerable adult or a member of staff.
- Ensure all staff understand their role is to listen, record and report, not to judge or decide what will happen.
- Ensure Trustees have a current DBS check and will renew every 3 years
- Ensure staff members and trustees are aware of their duty to share any changes in their circumstances which mean they are unable to work with children or vulnerable adults and cannot represent the charity.

## What to do if you see or hear abuse

If abuse is suspected:

1. Record concerns then, as soon as is practically possible, inform senior staff/designated safeguarding lead - in a confidential manner.

If abuse is disclosed:

1. Stay calm, stop what you are doing and listen and reassure.
2. Seek clarity by asking questions (not leading questions) as sensitively as possible.
3. Take notes (if appropriate).
4. Suspend judgement.
5. Explain to the child/young person what you are going to do next.
6. As soon as possible, and without discussing it with anyone else, record what you have heard or seen (using the child/young person's words).
7. Share with other appropriate adults in the child's life or refer to statutory services.



# The EPIC Charity - Bristol

## Recording and managing confidential information

All information is kept confidential, but we acknowledge our duty to share information with other agencies if requested, or we believe it is in the interests of the child.

## Procedures for inappropriate staff behaviours

Concerns about a member of staff's practice should be reported to the Chair of trustees (Mike Starr); concerns about the Chair of Trustees should be reported to the Trustee Secretary (Liz Small).

All concerns should be recorded. Then consideration of notifying the Local Authority Designated Officer (LADO) should take place.

Disciplinary procedures will be followed if required, with every effort to maintain confidentiality and guard against publicity while an allegation is being investigated.

The EPIC Charity - Bristol recognises that under the Safeguarding Vulnerable Groups Act 2006 we have a duty to make a referral to the DBS where a member of staff is dismissed (or would have been had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

We are aware of the [Keeping Bristol Safe Partnership policy](#) and will respond in accordance with [these procedures](#) should we have any concerns.

Appendix:

[Welcome to the Keeping Bristol Safe Partnership website. \(bristolsafeguarding.org\)](http://bristolsafeguarding.org)