

Safeguarding Policy & Procedures

BVNA has a duty to safeguard and promote the welfare of our students, under the age of 18, and the needs of vulnerable adults.

Our Safeguarding Policy includes child protection, abuse and neglect, prevention of bullying, harassment and discrimination, dealing with attendance issues and security.

As part of our safeguarding duty we aim to ensure that:

- A safe learning environment is provided for all
- Young people and vulnerable adults who are suffering, or likely to suffer, significant harm are identified
- Appropriate action is taken to ensure that such young people and vulnerable adults are kept safe
- BVNA has detailed procedures to provide a clear direction to staff and application of these procedures is mandatory

Introduction

BVNA makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

BVNA comes into contact with young people and/or vulnerable adults through its educational CPD.

The types of contact with young people and/or vulnerable adults will be online and contact teaching.

This policy seeks to ensure that BVNA undertakes its responsibilities with regard to protection of young people and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to delegates in their practices and clarifies the organisation's expectations.

Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002:
- The Children act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This **may** include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

Responsibilities

All staff and tutors have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff and tutors to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns at BVNA.

Communicate your concerns with the Association Manager/Education Manager



Seek medical attention for the vulnerable person if needed



Discuss with parents of young person or with vulnerable person or employer
Obtain permission to make referral if safe and appropriate



If needed seek advice from the Children and Families helpdesk or Adults helpdesk



Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required
and submit to the local authority within 24 hours of making a contact
(copies to be held on file at BVNA)



Ensure that feedback from the Local Authority is received and their response recorded

Allegations Management

BVNA recognises its duty to report concerns or allegations against its staff or tutors within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

1. Any member of staff or tutors from BVNA is required to report any concerns in the first instance to their line manager/ safeguarding manager/ peer.
2. Contact local authority for advice.
3. Follow the advice provided

BVNA recognises its legal duty to report any concerns about unsafe practice by any of its staff or tutors to the Disclosure and Barring Service:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Monitoring

- Safe recruitment practices
- CRB checks undertaken
- References applied for new staff
- Records made and kept of supervision sessions
- Training – register/ record of staff training on child/ vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place
- Presence and action of Designated senior manager responsible for Safeguarding is in post

Managing Information

Information will be gathered, recorded and stored in accordance with the following policies:

- Data protection policy
- Confidentiality policy
- Malpractice & Maladministration 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 young people and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Association Manager.

Conflict Resolution and Complaints

BVNA is aware of the Essex Safeguarding Children Board and Essex Safeguarding Adults Board policies on resolution of professional disagreements in work relating to the safety of children / Escalation Policy and if necessary this will be taken forward by the Association Manager

Communicating and Reviewing the Policy

BVNA will make students, staff and tutors aware of the Safeguarding Policy through the BVNA Website www.bvna.org.uk

This policy will be reviewed by the Association Manager each year and when there are changes in legislation.

Resources

Essex Safeguarding Children Board

Essex Safeguarding Children Board
Room C228
County Hall
Chelmsford
CM1 1QH

General enquiries: 01245 435167
Email: escb@essex.gov.uk
www.escb.co.uk

Essex Safeguarding Adults Board

Essex Safeguarding Adults Board
AG01, A Block
County Hall
Chelmsford
Essex, CM1 1QH

General enquiries: 01245 430085
Email: esab@essex.gov.uk
www.essexsab.org.uk

[The British Veterinary Nursing Association](#)

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