



1. Policy Statement

1.1 Introduction

Beter Communities Bradford (BCB) is committed to safeguarding and protecting the welfare of all individuals who use our services, this includes anyone employed or contracted by BCB. We recognize the importance of creating a safe environment in which women, including adults at risk and children, can access our support and programs without fear of harm or abuse.

1.2 Definitions

1.2.1 Safeguarding: Safeguarding refers to the actions taken by BCB to protect individuals from harm, including all forms of abuse, exploitation, neglect, and any other conduct that may pose a risk to their physical or emotional well-being.

1.2.2 Adults at Risk: Adults at risk are individuals aged 18 and over who may be vulnerable due to factors such as disability, mental health issues, age, or other circumstances that place them at risk of abuse or harm.

1.2.3 Types of Abuse:

BCB acknowledges the following types of abuse and is committed to preventing and addressing them: Note, this is not an exhaustive list:

1.2.3.1 Physical Abuse: Any non-accidental use of force resulting in bodily harm, pain, or injury.

1.2.3.2 Emotional or Psychological Abuse: Behaviour or language that causes emotional distress, fear, or anguish, including intimidation, humiliation, threats, or manipulation.

1.2.3.3 Sexual Abuse: Any non-consensual sexual activity or exploitation, including sexual harassment.

1.2.3.4 Financial Abuse: Misappropriation or exploitation of an individual's finances, property, or assets.

1.2.3.5 Neglect: Failure to provide necessary care, support, or attention, resulting in physical or emotional harm.

1.2.3.6 Discriminatory Abuse: Prejudicial treatment based on factors such as race, religion, gender, disability, or any other protected characteristic.

1.2.3.7 Domestic Abuse: Any form of physical, emotional, psychological, or financial abuse occurring within a domestic setting or relationship.

1.2.3.8 Organisational or institutional abuse: systemic mistreatment or harm inflicted on individuals within an institution or organization, often through neglect, discrimination, or unethical practices.

1.2.3.9 Neglect or acts of omission 1.2.3.9: a form of maltreatment or mistreatment characterized by the failure to provide adequate care, attention, or essential needs to an individual, particularly when one is responsible for their well-being. Neglect can encompass various aspects, including physical, emotional, medical, educational, or supervisory neglect, and it can occur in various settings, such as families, institutions, or organizations.



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1.3 Commitment to Safeguarding

BCB is dedicated to:

- Creating a safe and inclusive environment where all individuals are treated with dignity, respect, and fairness.
- Raising awareness among our staff, volunteers, and beneficiaries about safeguarding issues and the importance of reporting concerns.
- Implementing robust safeguarding procedures, which include risk assessments, recruitment checks, **whistle blowing** and reporting mechanisms.
- Collaborating with relevant agencies, including local authorities and law enforcement, to ensure the safety and well-being of those we serve.
- Responding promptly to safeguarding concerns and taking appropriate action, which may include reporting incidents to the relevant authorities and providing support to affected individuals.

This policy serves as a framework for BCB's commitment to safeguarding and will be reviewed and updated regularly to reflect changes in legislation and best practices.



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2.2 Recruitment Process

2.2.1 Completing an Application Form

All candidates seeking employment or volunteer positions at Better Communities Bradford are required to complete an application form that includes relevant information about their qualifications, experience, and suitability for the role. This form may also inquire about their understanding of and commitment to safeguarding principles.

2.2.2 Interviewing

Each applicant is interviewed by a designated panel or individual at Better Communities Bradford to assess their suitability for the role. During the interview, candidates are evaluated not only for their qualifications but also for their alignment with our organization's values and commitment to safeguarding. Questions related to safeguarding and the candidate's understanding of our safeguarding policies may be part of the interview process.

2.2.3 Requesting References

We require a minimum of two references from each candidate, which may include both professional and personal references. References are contacted to verify the candidate's qualifications and suitability for the position. Referees may also be asked about the candidate's history of adherence to safeguarding principles.

2.2.4 DBS Checks

Better Communities Bradford is committed to conducting Disclosure and Barring Service (DBS) checks for all individuals in regulated roles where appropriate. DBS checks are used to assess an applicant's criminal record history, including any convictions or cautions relevant to the role. These checks are conducted in accordance with legal requirements and only for roles that involve direct contact with vulnerable individuals.

2.3 Safeguarding Training - duplicated below, maybe combine this with the one below.

All staff and volunteers, upon joining Better Communities Bradford, are required to undergo safeguarding training. This training ensures that they understand our safeguarding policies and procedures, recognize signs of abuse, and know how to respond appropriately to safeguarding concerns.

2.4 Ongoing Monitoring and Review

Better Communities Bradford is committed to monitoring and reviewing the performance and conduct of staff and volunteers regularly. This includes ongoing assessment of their adherence to safeguarding principles and policies. Any concerns or breaches of safeguarding standards will be addressed promptly through our disciplinary procedures.

2.5 Reporting Concerns

Staff and volunteers are encouraged to report any safeguarding concerns, including suspicions of abuse, to the designated safeguarding officer or a senior member of staff at Better Communities Bradford. Reports will be treated confidentially and investigated in accordance with our safeguarding procedures.



3. Training and Induction at Better Communities Bradford

3.1 Induction Training

To ensure the effective delivery of safeguarding, Better Communities Bradford is committed to providing comprehensive induction training to all trustees, staff, and volunteers. This induction training serves the following purposes:

3.1.1 Overview of the Organization

During the induction process, individuals will receive an overview of Better Communities Bradford, including its mission, values, services, and organizational structure. This ensures that all members understand the core principles and objectives of our charity.

3.1.2 Safeguarding Training as part of Induction

As part of the induction, all trustees, staff, and volunteers will receive training on safeguarding. This training will cover key aspects of safeguarding, including the recognition of signs of abuse, reporting procedures, and the responsibilities of individuals in ensuring the safety and well-being of our beneficiaries.

3.2 Ongoing Safeguarding Training and Support

3.2.1 Refresher Courses

Better Communities Bradford is committed to providing ongoing safeguarding training and support. To ensure the continuous development of safeguarding knowledge and skills, individuals will be required to attend refresher courses at regular intervals. Typically, refresher courses in safeguarding will be provided every one to two years to keep everyone informed about the latest practices and legal requirements.

3.2.2 Training Delivery for Volunteers

For volunteers, safeguarding training will be delivered by a qualified member of staff at Better Communities Bradford. This staff member will possess the necessary qualifications and expertise to effectively educate volunteers on safeguarding procedures and principles.

3.3 Safeguarding Training for Trustees

Trustees play a crucial role in providing a safe service at Better Communities Bradford. Therefore, trustees are also expected to undergo training on safeguarding to ensure they fully understand their duty and responsibilities in safeguarding the welfare of our beneficiaries. This training will equip trustees with the knowledge and tools necessary to oversee and enforce safeguarding policies and procedures.

3.4 Monitoring and Evaluation

Better Communities Bradford will monitor the completion of induction and safeguarding training for all individuals, maintaining records of training dates and participation. We will also seek feedback from participants to continually improve the effectiveness of our training programs.

3.5 Reporting Concerns and Support

All individuals who complete the safeguarding training will be made aware of the reporting procedures for safeguarding concerns. Additionally, support will be available to address any questions, concerns, or issues related to safeguarding.



4. Staff Responsibilities at Better Communities Bradford

4.1 General Duties

At Better Communities Bradford, safeguarding is the shared responsibility of all staff, trustees, and volunteers. Everyone involved with our organization is obligated to ensure the protection of our beneficiaries from any form of harm. This section outlines the specific roles and responsibilities related to safeguarding within our charity.

4.2 Designated Safeguarding Officer

Better Communities Bradford designates a senior member of staff, in our case, the CEO as the Safeguarding Officer. This individual is responsible for overseeing and coordinating safeguarding efforts within the organization. Their duties include:

4.2.1 Recording and Reporting

The designated Safeguarding Officer is responsible for recording all instances of alleged or reported abuse. Staff, trustees, and volunteers should promptly report any concerns or incidents of abuse to the Safeguarding Officer. In the event where this is not preferred, appropriate or possible, this can also be done via the whistle blowing policy.

4.2.2 Providing Guidance and Support

The Safeguarding Officer serves as a point of contact for individuals seeking guidance and support related to safeguarding concerns. They will offer assistance, ensure that appropriate action is taken, and maintain confidentiality in handling sensitive information.

4.3 Additional Safeguarding Roles

In addition to the designated Safeguarding Officer, Better Communities Bradford may appoint Child Protection or Safeguarding Officers who work directly with beneficiaries, such as welfare officers or family support officers. These officers will receive specialized training in recognizing and responding to abuse and will collaborate closely with the designated Safeguarding Officer.

4.4 Nominated Trustee for Safeguarding

Better Communities Bradford recognizes the importance of governance in safeguarding. To this end, the charity may nominate a trustee on the Board with specific responsibility for safeguarding. This trustee's role is to ensure that safeguarding policies and procedures are adhered to, oversee safeguarding efforts, and act as a liaison between the Board and the designated Safeguarding Officer. Our Safeguarding Trustee is Shieraz Bashir.

4.5 Reporting Concerns

It is imperative that all staff, trustees, and volunteers promptly report any safeguarding concerns, including suspicions of abuse, to the designated Safeguarding Officer or the nominated trustee for safeguarding if applicable. Reports will be treated confidentially, and individuals will be encouraged to follow the established reporting procedures outlined in this policy.

4.6 Training and Awareness

All individuals associated with Better Communities Bradford will receive safeguarding training as part of their induction process. This training will equip them with the knowledge and skills necessary to recognize, respond to, and report cases of abuse effectively.



5. Reporting Procedures at Better Communities Bradford

5.1 Introduction

All staff, trustees, and volunteers associated with Better Communities Bradford should be aware of the clear and effective reporting procedures to follow in the event of allegations or suspicions of abuse. This section outlines the steps to take when addressing safeguarding concerns.

5.2 Training and Awareness

To equip staff and volunteers with the knowledge and skills necessary to identify signs of abuse and report it appropriately, Better Communities Bradford provides comprehensive safeguarding training during the induction process. This training includes guidance on recognizing signs of abuse and understanding reporting procedures.

5.3 Listening, Reacting, and Recording

When an individual, whether it's a beneficiary, staff member, trustee, or volunteer, raises a concern or makes an allegation of abuse, it's essential to:

5.3.1 Listen: Actively listen to the person and provide them with a safe and supportive environment to share their concerns.

5.3.2 React: Take the concern or allegation seriously and reassure the person that their safety is a top priority.

5.3.3 Record: Accurately document the details of the concern or allegation, including dates, times, locations, people involved, and any information provided by the individual.

5.4 Reporting Within the Organization

In the event of a safeguarding concern or allegation:

5.4.1 Contact the Safeguarding Officer: Staff, trustees, and volunteers should immediately contact the designated Safeguarding Officer at Better Communities Bradford to report the concern or allegation. The Safeguarding Officer will oversee the organization's response and follow the appropriate procedures.

5.5 Contacting Appropriate Authorities

5.5.1 If Immediate Danger: If a person is in immediate danger, contact emergency services by dialling 999.

5.5.2 Reporting to Authorities: If it is determined that the safeguarding concern or allegation may involve a criminal offense, the Safeguarding Officer or designated authority will report the matter to the relevant local authorities, such as the police or social services, as required by law.

5.6 Managing Allegations Against a Staff Member or Volunteer

If an allegation of abuse is made against a staff member or volunteer:

5.6.1 Suspension: Depending on the circumstances, it may be necessary to suspend the individual in question pending the outcome of an investigation.

5.6.2 Family/Carer Notification: In certain situations, it may be appropriate to notify the family member or carer of the person affected by the allegation, while maintaining confidentiality and sensitivity.



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5.7 Confidentiality

Throughout the reporting process, confidentiality must be maintained to the fullest extent possible, with information shared only on a need-to-know basis.



6. Useful Contacts at Better Communities Bradford

6.1 Designated Safeguarding Officer

At Better Communities Bradford, the designated Safeguarding Officer is responsible for overseeing safeguarding efforts within our organization. This individual is the primary point of contact for safeguarding concerns, reporting, and guidance. Contact details for the designated Safeguarding Officer are as follows:

Name: Abbas Najib

Position: CEO

Email: abbas@bcb.community

Phone: 07830 513622

6.2 Local Authority Contacts

In addition to our internal Safeguarding Officer, you may also contact the local authority for guidance and support related to safeguarding concerns. Below are the contact details for the local authority responsible for safeguarding in our area:

Local Authority: Bradford Council

Safeguarding Team: 01274 435400

6.3 Police

In cases involving criminal offenses or immediate danger, you should contact the local police. Please dial 999 (or the local emergency number) for emergencies or use the non-emergency contact information below for non-urgent matters:

Local Police Department: West Yorkshire Police

Non-Emergency Phone: 101

6.4 Reporting Concerns

Better Communities Bradford is committed to creating a safe and supportive environment. If you have any concerns related to safeguarding, please do not hesitate to reach out to one of the above contacts. We take all concerns seriously and will ensure that they are handled promptly and confidentially.

This policy is to be reviewed every year.

This policy has first been adopted on 16 August 2023

Reviewed on Date:	Reviewed by:
15 August 2023	Chair