

## Bristol Tree Forum Safeguarding Policy

Adopted 10<sup>th</sup> February 2025

### Purpose

Bristol Tree Forum's activities may include working with vulnerable people. The purpose of this policy is to protect them and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

This policy applies to anyone working on our behalf, including our committee and other volunteers. Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined below, and include any additional legal or regulatory requirements specific to their work.

### Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation
- We all have a responsibility to promote the welfare of all members of the public who engage with our activities, committee members and members, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up, if they have any concerns.

### Recognising abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Signs that may indicate the different types of abuse can be found from the [NSPCC](#) (children and young people) and the [Ann Craft Trust](#) (adults at risk).

### Reporting concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances. If you are a member of the public, make your concerns known to a member of Bristol Tree Forum, who will alert the lead committee member. If you are a member of Bristol Tree Forum, make your concerns known to the lead committee member. If you feel unable to do so, speak directly to the local Children and Young People's or Keeping Adults Safe Board.

### Responsibilities

Everyone involved with Bristol Tree Forum should be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if required, report concerns immediately.

The committee will review and approve this policy annually. They will comply with Charity Commission guidance on safeguarding and protecting people. The lead committee member

will ensure good safeguarding governance by:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- Conducting an annual review of safety, with recommendations to the full committee.
- Providing oversight of any lapses in safeguarding.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in a way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that if any activities are undertaken which require DBS clearance, the following DBS-related issues are addressed
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Ensuring that a central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up-to-date.
- Ensuring that safeguarding requirements (eg DBS) and responsibilities are reflected in job descriptions, appraisal objectives and personal development plans, as appropriate.
- Listening and engaging, beneficiaries, staff, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making committee members, members and others aware of:
  - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
  - The signs of potential abuse and how to report these.
  - All young people attending events or activities must be with a parent or guardian

### Contact details

Lead committee member: Bristol Tree Forum Secretary (Vassili Papastavrou

[Vassili.Papastavrou@gmail.com](mailto:Vassili.Papastavrou@gmail.com) )[Bristol Local Authority first response for children and young people](#)

[Bristol Local authority Reporting Procedure for adults at risk](#)

This policy was adopted at a BTF Committee meeting on 10<sup>th</sup> Feb 2025

It will next be reviewed annually

Name Vassili Papastavrou

Date 10 Feb 2025