



# POLICY



## 1. Overview

1.1. This policy lays out how Business in the Community (BITC) aims to keep people safe from harm, setting out especially what it expects from its employees (herein colleagues), volunteers, and those working on behalf of the organisation to protect people who come into contact with the charity. It includes our commitment to proactively prevent harm and respond well where harm occurs or is suspected, whether online or offline.

1.2.



## 2. Definitions

- ” Adult at Risk: Anyone aged 18 or over who has needs for care and support and is experiencing, or is at risk of, abuse or neglect. As a result of those care and support needs, they may be unable to protect themselves.

Brokered partner: The partner organisation has the direct relationship with the individual. The partner organisation has the primary responsibility for safeguarding and lead any response to safeguarding concerns for those they have responsibility for. BITC needs to be clear that the organisation has effective safeguarding procedures in place to address the concern at hand. BITC will assist them to meet their duties.

- ” Child:



## 4. Legal Framework

- 4.1. We recognise and seek to meet all duties expected by our principal regulator, the Charity Commission for England and Wales [for safeguarding and protecting people](#), [protecting charities from abuse for extremist purposes](#) and [due diligence, monitoring and verifying the end use of charitable funds](#).
- 4.2. In developing this policy and any associated procedures and guidance, we have referred to key domestic legislation as expected by the Charity Commission including [The Charities Acts 2006 & 2011](#), the [Children Act 1989 & 2004](#), the [Protection of Children Act 1999](#) and the [Safeguarding Vulnerable Groups Act 2006](#), the [Care Act 2014](#), [the Data Protection Act 2018](#), [Public Interest Disclosure Act 1998](#), the [Equality Act 2010](#) and in light of the principles of the [Mental Capacity Act 2005](#), the [Counter-Terrorism and Security Act 2015](#) and the [Domestic Abuse Act 2021](#).
- 4.3. BITC recognises its duties to safeguard and promote the welfare of children and adults at risk of harm affected by its work. Where we engage in such work, we will consider relevant statutory guidance including [Keeping Children Safe in Education \(2023\)](#) , [Working Together to Safeguard Children \(2023\)](#), [Care and support statutory guidance \(2024\)](#), [PreW\\* n Q q 0.0 0 0.0](#)



4.5. BITC recognises its duties to safeguard and promote the welfare of children and young people and adults at risk in the digital world. Where we use digital to work directly with our users and volunteers, we will promote best practice in online safety and mitigate risks in as far as possible. We will seek to work in line with duties in the [Online Safety Act 2023](#), [Malicious Communications Act 1988](#),



emotionally. This behaviour could be from digital content (including text, images and audio) produced, promoted, generated or shared by BITC agents or other users of our services or on platforms we use.

5.6.



responsibility to share information with other agencies to protect people from harm and retain information in a safe, secure and lawful manner.

## 6. Commitments for implementation

### 6.1. Safer recruitment

We will recruit colleagues (both paid staff and volunteers) safely assessing all roles, taking into account the working environment, determining if there is a requirement for DBS/PVG/AccessNI check and if so, at what level. This assessment will take place for all roles; including those with contact with children and adults at risk and those who have access to data regarding these groups. Disclosure checks to be carried out every 3 years after the individual has commenced in a role that requires disclosure checks. This policy commenced 1 October 2024.

We will always manage risks to ensure the individual is suitable for their role.

We will advise all colleagues working with children 71.424 600/GS7,8 Safer recruitm 0 0.549 5 Q



Training will be provided to hiring managers on safer recruitment and selection training that includes reference to safeguarding responsibilities and requirements for additional disclosure checks for certain roles.

Training will be provided to those responsible for programme or project risk assessment (delivered as part of the Community Impact induction).

Enhanced safeguarding training and other relevant training will be given to individuals that have designated safeguarding responsibilities or work in high-risk roles.

The Board of Trustees will be trained in safeguarding so that they have a full understanding of their responsibilities when carrying out their roles.

Training will be refreshed at least every three years or more often following significant change to policies, procedures or operational delivery.

#### 6.4. Managing risk

All employees, volunteers and others acting on our behalf should be proactive in taking appropriate, proportionate, preventative steps to reduce the risk of, or perception of, harm occurring; especially concerning children and adults at risk. All individuals acting on behalf of BITC will seek to protect those that are at risk of being harmed and respond well to those that have experienced harm.

BITC will ensure colleagues can access support via the Employee Assistance Programme (EAP) if affected by safeguarding issues raised to them that may impact on their own wellbeing.

Individuals responsible for programme or project design and implementation must ensure that safeguarding is accounted for at all stages of the programme/project cycle. It is important that safer programming measures are carried out even for programme activities that do not explicitly engage children, or adults at-risk. This includes whether the programme or activities are primarily delivered online, offline or a mixture of the two. These should be updated annually.

Risk assessments of potential hazards should be undertaken at the planning phase to allow programmes activities and events to be designed with safeguarding in mind. This will include a definition as to the type of relationship







## 6.8. Digital safeguarding

All projects, programmes and campaigns that are using digital will be risk assessed with regards to digital risks to ensure that no further harms are caused to those in contact with the charity.

Where we are using digital to engage with children and young people and adults at risk, we will ensure that we adhere to best practice in digital safeguarding relevant to their age or context. We will consider appropriate approaches to educate and raise awareness of online safety to these groups relevant to the activities we engage in. We will enable all colleagues to work safely and responsibly to role model positive behaviour online, and to manage professional standards and practice when using technology.

We recognise that where we use third party platforms/apps and social media we are bound by their terms and conditions, but we will take reasonable steps to help to mitigate risks and to escalate and report any concerns.

## 7. Responsibility for implementation

### 7.1. Trustees

%XVLQHVV LQ WKH &RPPXQLW\¶V %RDUG RI 7UXVWHHV KD management of safeguarding across the organisation. Governance and oversight are managed through the Board of Trustees.

### 7.2. Lead Designated Trustee

The Lead Designated Trustee accountable for safeguarding is a member of the board, currently





7.6.





## Appendix A Safeguarding Structure

Designated Safeguarding Officer

Operational Delivery

Volunteers

Colleagues