



SAFEGUARDING POLICY AND PROCEDURES

Scope and Purpose	This document outlines the safeguarding policy and procedures, applying to all staff, and students at Belfast Bible College, any organisation bringing under 18's or adults at risk onto its premises, prospective students engaged in college activities, external contractors, visitors and residents in college accommodation.
Who uses the process	Monitoring staff and students within the college
Process review	This process should be reviewed following the end of each academic year
Date last reviewed	July 2022
Date next review	June 2023

Contents

1 INTRODUCTION	2
2 PURPOSE	2
3 BELFAST BIBLE COLLEGE GOAL	2
4 LEGISLATIVE AND POLICY FRAMEWORK.....	2
5 SCOPE	3
6 DEFINITIONS.....	4
7.SAFEGUARDING ADULTS AT BBC.....	6
8 DELIVERING SAFEGUARDING	7
9 RECOGNISING SIGNS OF ABUSE	12
10. REPORTING INCIDENCES AND RAISING CONCERNS:.....	12
11. DATA PROTECTION	16
12 RESPONSIBILITIES, POLICY APPROVAL AND REVIEW	16
13. POLICY COMMUNICATION	20
14. APPENDICES	21



1 INTRODUCTION

1.1 Belfast Bible College is committed to ensuring a safe and secure environment for all those who live, work, and study on our premises and those who visit or hire our premises. Belfast Bible College recognises that it has a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all vulnerable groups accessing its services and facilities and a wider Public Protection Duty. The College also recognises that children and vulnerable groups may be at risk of harm from sources outside the college's control. Where signs of such harm are apparent, the college encourages these to be reported to the appropriate external agency.

1.2 Belfast Bible College is committed to a proactive approach towards achieving the outcomes referred to in paragraph 1.1 through sound procedures and good practice outlined in section 8.

2 PURPOSE

This policy and its procedures outline the College's approach to safeguarding children, young people and adults at risk while on the college's premises, to provide clear guidelines and procedures to mitigate, wherever possible, their risk of being harmed.

3 BELFAST BIBLE COLLEGE GOAL

Belfast Bible College's goal is to equip 21st century disciples through theological education that is orientated towards a lived-out faith that impacts the world.

4 LEGISLATIVE AND POLICY FRAMEWORK

This policy has been developed in the context where the College is located in Northern Ireland and subject to the laws of that jurisdiction. The central legal framework in respect of the welfare of children is set out in the Children (NI) Order 1995. The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 (as amended by the Protection of Freedoms Act 2012)



In addition to the legislation to which the College is subject there are other policies that place specific obligations on staff and students not to engage in any behaviour, which is liable to cause harm to others.

College regulations and procedures (available on the College website or Moodle) that include:

- Belfast Bible College Code of Conduct
- Belfast Bible College Staff Handbook
- Belfast Bible College Handbook
- Belfast Bible College Data Protection Policy
- Belfast Bible College Acceptable Use of ICT Policy and Procedure (including social media policy)
- Belfast Bible College Admissions Policy

5 SCOPE

5.1 This policy, procedure and associated guidance documents apply to all College led and College premises-based activities involving children, young people under the age of 18 and adults at risk.

5.2 The policy applies to all those who work, visit or live on the College site. This includes:

- Staff of the College, including permanent and part-time, paid and unpaid, visiting lecturers, hostel guests and those in residence, volunteers, voluntary workers, casual workers, and contractors engaged by the College, referred to hereafter as College community
- All students and their families referred to hereafter as 'students'.
- All conference users, premises hirers (temporary or permanent), and other charity workers whose organisation(s) rent College premises, referred to hereafter as 'hirers'.
- All visitors to the College, including prospective applicants (student and staff), those visiting members of the College community or staying on the College premises for any other purpose, referred to hereafter as 'visitors.'



5.3 Students working on ministry placements outside the College that involve children/adults at risk must comply with the placement’s own Safeguarding/Child Protection/Adult at risk policy.

Roles and Responsibilities

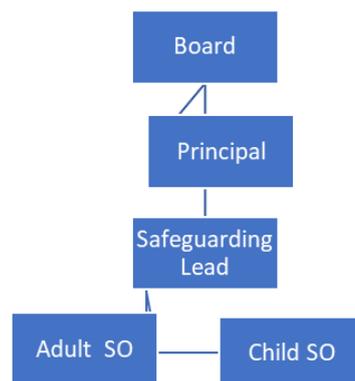
Safeguarding is everyone’s responsibility. summarised in the flow chart below showing key management structures and the wider roles and responsibilities.

Board

Principal

Management Lead

Safeguarding Officers (Adult safeguarding Champion) and (Under 18 DSO)



6 DEFINITIONS

- **Child(ren):** a person/persons under the age of 18 years. The definition of a ‘child or young person’ applies to a person under the age of 18 years.” For ‘Looked After Children’ this extends to 25
- **Young People:** a person of 16 or 17 years of age.
- **An ‘Adult at risk of harm’** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:



- a) personal characteristics AND/OR
- b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. Life circumstances may include, but are not limited to, isolation, socio-economic factors and environmental living conditions.

Abuse falls into the following categories: Types of abuse in relation to children: (full definitions can be found at: www.nspcc.org.uk)

- Bullying & harassment including peer to peer abuse, cyberbullying, sexting, revenge porn etc.
- Child sexual exploitation
- Child trafficking including modern slavery
- Domestic abuse/violence
- Emotional abuse
- Female genital mutilation
- Grooming
- Neglect
- Online abuse
- Physical abuse
- Sexual abuse
- Faith abuse

Concerns that a child has been harmed (or is at risk of being harmed) must be reported to the Designated Officer. See section 10 Reporting Instances and Raising Concerns

- **An 'Adult in need of protection'** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
 - a) personal characteristics AND/OR
 - b) life circumstances AND
 - c) who is unable to protect their own well-being, property, assets, rights or other interests; AND
 - d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.



In order to meet the definition of an 'adult in need of protection' either (a) or (b) must be present, in addition to both elements (c), and (d).

The decision as to whether the definition of an 'adult in need of protection' is met will demand the careful exercise of professional judgement applied on a case-by-case basis. This will take into account all the available evidence, concerns, the impact of harm, degree of risk and other matters relating to the individual and his or her circumstances. The seriousness and the degree of risk of harm are key to determining the most appropriate response and establishing whether the threshold for protective intervention has been met.

Types of abuse in relation to adults:

- Coercive control
- Discriminatory abuse
- Domestic violence (may not always be a Safeguarding issue but may be if a person has a mental health condition) and includes honour-based violence
- Financial or material
- Modern slavery
- Neglect or acts of omission
- Physical
- Psychological
- Sexual

Abuse can be perpetrated by an individual (often known to the victim) or it can be organisational. Abuse can be perpetrated by peers.

7 SAFEGUARDING ADULTS AT BBC

Our policy and practice is guided by five underpinning principles as outlined below. These principles are contained within the new regional adult safeguarding policy "Adult Safeguarding: Prevention and Protection in Partnership", (DOH and DOJ, 2015).

(1) A Rights-Based Approach: To promote and respect an adult's right to be safe and secure; to freedom from harm and coercion; to equality of treatment; to the protection of the law; to privacy; to confidentiality; and freedom from discrimination.

(2) An Empowering Approach: To empower adults to make informed choices about their lives, to maximise their opportunities to participate in wider society, to keep



themselves safe and free from harm and enabled to manage their own decisions in respect of exposure to risk.

(3) A Person-Centred Approach: To promote and facilitate full participation of adults in all decisions affecting their lives taking full account of their views, wishes and feelings and, where appropriate, the views of others who have an interest in his or her safety and well-being.

(4) A Consent-Driven Approach: To make a presumption that the adult has the ability to give or withhold consent; to make informed choices; to help inform choice through the provision of information, and the identification of options and alternatives; to have particular regard to the needs of individuals who require support with communication, advocacy or who lack the capacity to consent; and intervening in the life of an adult against his or her wishes only in particular circumstances, for very specific purposes and always in accordance with the law

(5) A Collaborative Approach: To acknowledge that adult safeguarding will be most effective when it has the full support of the wider public and of safeguarding partners across the statutory, voluntary, community, independent and faith sectors working together and is delivered in a way where roles, responsibilities and lines of accountability are clearly defined and understood. Working in partnership and a person-centred approach will work hand-in-hand.

8 DELIVERING SAFEGUARDING

- The college employs a range of mechanisms to deliver its safeguarding agenda. These mechanisms include but are not limited to:
 - Robust recruitment procedures,
 - student recruitment procedures,
 - engagement of contractors,
 - support services including academic and pastoral care,
 - proactive policies and procedures e.g. IT Policy Codes of Conduct for Staff and Students



- The College is committed to fostering an inclusive, caring, Christian culture that promotes equality, values diversity and seeks to maintain a professional work, learning and social environment in which the rights and dignity of all members of the College community are respected.
- The College Code of Conduct is based upon principles that derive from the nature of the College as a Christian institution: Biblical concepts of love and respect for individuals, property and the environment. It is expected that the behaviour of all members of the College Community will reflect these concepts and that all will live in a manner that pleases God.

Safeguarding delivered:		Policy
Staff Recruitment	Robust recruitment procedures. Staff Handbook outlines policy and procedure relating to staff behaviour and discipline. The College shall not employ under 18-year-old Casual Workers or volunteers.	Staff Handbook
Risk Assessments	The College is required to create and monitor a Safeguarding Risk Assessment to ensure that any risks to safety are mitigated as far as reasonably possible. Risk assessments will be required by organisers of all events, including those involving children, or adults at risk on the College premises.	
College Security and safety on site	Health and Safety Policy Residents Handbook and Licence Agreement	Health and Safety Policy
Student Recruitment	All interviews of children and adults at risk will be held in accordance with the college Recruitment, Selection, Admissions policy.	Recruitment , Selection, Admissions policy.



<p>Ministry Placements involving work with Children</p>	<p>The College currently undertakes Access NI checks for first year students and makes clear to all parties that it is the responsibility of the placement to follow their own Safeguarding Procedures and obtain Access NI checks for any students whose work will involve regular contact with children. Where a safeguarding related incident occurs in the placement setting, the setting involved should implement its own safeguarding policy and procedure, liaising with the external agencies as appropriate. The setting should inform the College’s Lead Safeguarding Officer immediately so any parallel action required can be taken by the College e.g. under the Student Code of Conduct.</p> <p>The College is required to report the incident to the Lead Operational Safeguarding Officer at the University of Cumbria immediately so any parallel action can be taken by the University as appropriate e.g. under the Student Code of Conduct.</p>	<p>Placement Handbook and Supervisor’s Guide</p>
<p>Acceptable Use of ICT:</p>	<p>All students will be advised during Orientation of the College’s Acceptable Use of ICT Policy and Procedures and the College’s intolerance for any misuse that could harm others.</p> <p>The Communications Manager will monitor adherence to the College Acceptable Use of ICT Policy and Procedure and therefore be alerted to any potential Safeguarding concerns when they occur and report to the Safeguarding Officer</p>	<p>Acceptable Use of ICT Policy and Procedures</p>
<p>Use of Photos:</p>	<p>The College recognises that photographing fellow members (students/staff) of the College community has the potential to lead to harm. Once taken the photograph is the property and responsibility of the photographer. Permission to take photographs or video the College Campus</p>	<p>Currently safeguarding policy appendix 6</p>



	<p>should be requested from the Communications Manager. The risk of potential harm (even inadvertently) should be considered before consent is sought for photographs to be taken or used . (see Appendix 6)</p>	
<p>Parents/ visitors with children</p>	<p>Reception shall ensure that any visitors accompanied by children shall be reminded that the child must remain in sight of their parent at all times during the visit</p> <p>Parents of children (who are or may be on campus) are to be provided with this policy which outlines their responsibilities to keep their children safe on the college campus, and while they are resident in this country.</p> <p>These include:</p> <ul style="list-style-type: none"> · Parents are responsible for the safety of their own children at all times while on site. · Children under 18 years of age must never go into a bedroom which is not used by a member of their family. · Children under 14 years of age should always be in sight of their parents or under delegated supervision. · There are some unsafe areas in the college campus where children are encouraged not to play (e.g. river bank, kitchen), however this is not intended to be all encompassing as parents (or those with parental responsibility) must take responsibility to ensure the safety of the child/ren. <p>Children of Staff or Students living on site: At the beginning of the Academic Year it is the responsibility of the Operations Manager to remind parents of their parental responsibility under the terms of this policy.</p> <p>The College has undertaken a Risk Assessment for College organised events that include child participants.</p>	<p>Safeguarding Policy</p>



Contractors	Operations Manager considers safeguarding when allowing visits by contractors to access areas where children or adults are living	
Conferences	<p>Conferences that include child (or young people) delegates: Hirers must take their own child protection steps in accordance with legal guidelines.</p> <ul style="list-style-type: none"> • It is the responsibility of the Conference Manager to ensure that all hirers are aware of the terms and conditions of their hire under the College Lettings Policy and produce a copy of their own Safeguarding Policy or choose to comply with the College’s own Safeguarding Policy. • Hirers are also required to carry out their own risk assessment and the College offers a pro forma and a guidance sheet for this process. Once completed, the risk assessment pro forma must be approved by Personnel and Operations Coordinator before the activity is undertaken. A pro forma Risk Assessment form is attached to this policy. The Conference manager should, as far as reasonably possible, monitor compliance during their stay. • Hirers given the same information as for Parents. 	College Health and Safety policy
Academic Research Children/young people as Research Subjects:	Research involving human participants must be approved by the BBC Ethics Committee, who will ensure that the provisions of this policy are adhered to. This includes research by undergraduate and post-graduate students, and staff.	Safeguarding Policy
Academic Support and Pastoral Care	Student Guide to Student Support and Pastoral Care	



9 RECOGNISING SIGNS OF ABUSE

9.1 When children or vulnerable people are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance or their behaviour. Such changes may manifest themselves as:

- Physical: Unexplained or hidden injuries, lack of medical attention.
- Emotional: Reverting to younger behaviour, nervousness, sudden underachievement, or seeking more attention than usual.
- Sexual: Preoccupation with sexual matters, sexually provocative with adults, nightmares, secretive relationships with adults or children.
- Neglect: Looking ill cared for and unhappy, withdrawn or aggressive, lingering injuries
- Health problems

10. REPORTING INCIDENCES AND RAISING CONCERNS:

10.1 Any member of the College community who has concerns that a child, young person or adult at risk is being or has been harmed should contact the Adult Safeguarding Officer or Designated Safeguarding Officer. They should not delay, not act alone or confront anyone concerned and under no circumstances start to investigate if sexual abuse of a child is suspected or disclosed, alleged or suspected, but they should speak with the Designated Safeguarding Officer immediately. All complaints, allegations or concerns will be taken seriously and staff and students are encouraged to report concerns at the earliest opportunity.

10.2 It is not the responsibility of individual members of staff to investigate or make judgments on suspected instances of risks of harm to the welfare of a child or vulnerable adult. That is a matter for the relevant external agencies, or, in appropriate cases, the College through the actions described in Safeguarding Procedures. The Adult Safeguarding Champion or Designated Safeguarding Officer will take the matter forward



as appropriate. If the situation requires an immediate emergency response, then the appropriate 999 call should be made then reporting implemented.

10.3 In the case of suspected abuse of a child (despite the natural inclination to do so), it is very important to NOT discuss the situation with the child's parents at this stage. The Professionals (Social Services and/or the Police) will advise when/if it is safe to do so. Where emergency medical attention is necessary it should be sought immediately.

10.4 The Adult Safeguarding Champion or Designated Safeguarding Officer will discuss the situation on a need to know basis, which may include the line manager, the facilities Manager, the Principal and the Pastoral Care Coordinator (who may be approached to arrange support for any of those involved)

10.5 A written record of all conversations and actions should be kept. A general principle for processing information is that information is only shared with the consent of the subject of the information. In some circumstances however, it will not be appropriate to seek consent before sharing information with others and / or information can be shared where consent has been refused. The exception to this is where to do so would:

- a. Place the child, an adult or others at increased risk of Significant Harm;
- b. Undermine the prevention, detection or prosecution of a serious crime (i.e. any crime that causes or is likely to cause significant harm to a child or to an adult) including where seeking consent might lead to interference with any potential investigation.

10.6 The College strongly urges anyone who is confronted with an individual who comes to them with an accusation of sexual assault or sexual violence being committed against them to immediately contact the Adult Safeguarding Champion or Designated Safeguarding Officer.

10.7 Allegations of abuse by any member of the College community will be taken very seriously. If found guilty, this would amount to gross misconduct and could lead to dismissal without notice (staff) or in the case of a student, termination of registration according to the terms of the 'College code of conduct, Student Disciplinary Policy and Procedures' which states "*Safeguarding of Children and*



Adults at risk is of the utmost importance to the College. Care must be taken with regard to the presence of children on campus so as to protect their safety at all times. It is the responsibility of students to make themselves aware of the College's Safeguarding Policy and general expectations about community living and as stated in the College Handbook. Any concerns regarding Safeguarding should be reported to the Designated Safeguarding Officer immediately."

10.8 Use of the Staff Disciplinary Procedures does not affect an employee's right to make a claim to an employment tribunal within three months of them being found guilty of such a misdemeanour.

10.9 All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation) should maintain the confidentiality of the process. Failure on the part of any member of College staff to do so will be regarded as a failure to fulfil the responsibilities of their position. All steps will be taken to maintain confidentiality as far as is consistent with progressing the complaint. Those involved in advising complainants, where possible, should seek the consent of the individual for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should make it clear that, in exceptional circumstances, it may be necessary to disclose the information, taking account of the duty of care that may be owed to the individual and/or others.

10.10 When a criminal offence may have been committed, the relevant disciplinary procedure may not be appropriate. These cases will include, but not be limited to, serious assault or threat of serious assault. Student members can seek advice from their tutor, the Pastoral Care Team, their Programme Leader or speak directly with the Principal and/or approach the Police directly; and staff members can speak directly with the Principal and/or approach the Police directly.

10.11 If a complainant is deemed to have known or could reasonably have been expected to know that a complaint was unfounded, the allegation of abuse may be judged vexatious or malicious, and disciplinary action may be taken against them. In the case of a student this would be dealt with by referral to the Student Code of Conduct disciplinary procedure, and staff through the Staff disciplinary procedure (staff



handbook). No action will be taken if a complaint, which proves to be unfounded, is judged to have been made in good faith.

Procedure for Reporting Concerns relating to Adults:

Adults should be central to decisions regarding any actions to prevent or protect them from harm; their wishes are of paramount importance in all cases of alleged or suspected abuse.

If an adult does not want a referral made to the HSC Trust or PSNI, the ASC or appointed person must consider the following:

- Do they have capacity to make this decision? *
- Have they been given full and accurate information in a way which they understand? •
- Are they experiencing undue influence or coercion?
- Is the person causing harm a member of staff, a volunteer or someone who only has contact with the adult at risk because they both use the service?
- Is anyone else at risk from the person causing harm?
- Is a crime suspected or alleged?

*There should be no assumptions made regarding an individual's capacity or incapacity and in the first instance, unless there is contrary information, every individual should be viewed as having the capacity to make decisions about their own situation. However, if an issue is raised in relation to any individual's cognitive ability to make an informed decision about their safety, the HSC Trust Designated Adult Protection Officer (DAPO) should ensure a capacity assessment is completed. The above factors will influence whether or not a referral without consent needs to be made. If in doubt, the ASC or appointed person should contact the HSC Trust Adult Protection Gateway Service for advice and guidance. If it is determined that the concerns do not meet the definition of an adult at risk or an adult in need of protection, the concerns raised must be recorded; including any action taken; and the reasons for not referring to the HSC Trust.



11. DATA PROTECTION

11.1 Written records of any safeguarding concerns will be retained for as long as is necessary for the purpose for which it was obtained or as legally required or lawfully permitted.

11.2 Such written records will be held centrally and separately from a member of staff's or student's personal records.

11.3 All such records are kept in accordance with the Data Protection Act 1998. See the College Data Protection Policy for details.

11.4 In line with the terms of the Data Protection Act 1998, anyone for whom the College holds records is entitled to a copy of all their personal data held by us. An exception would be if the release of the information would interfere with the prevention, detection or investigation of a crime. All requests should be made through the Academic Administration Office.

12 RESPONSIBILITIES, POLICY APPROVAL AND REVIEW

12.1 Availability

This document, as well as all other policy, procedure and guidance documents relating to students studying at the College, will be available to all, monitored regularly, reviewed, and evaluated periodically.

12.2 Lines of Responsibility

Those in positions of authority, such as the Members of the Board, the Principal, the Management Team, the Adult Safeguarding Champion, the Designated Safeguarding Officer, have formal responsibilities under this Policy and are expected to familiarise themselves with this Policy on appointment.

Roles and Responsibilities

Safeguarding is everyone's responsibility.

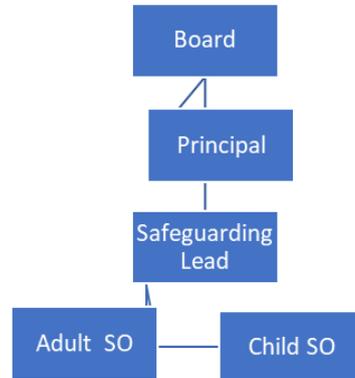
Summarised in the flow chart below showing key management structures and the wider roles and responsibilities

Board



Management Lead

Safeguarding Officers (Adult safeguarding Champion) and (Under 18 DSO)



12.3. Responsibilities

Role	Responsible for	
Board	Ensuring satisfactory mechanisms are in place for the discharge of safeguarding at the College	
	Identifying a nominated safeguarding board member	
	Undertaking relevant Safeguarding training as board members	
Principal	Ensuring safeguarding is afforded the utmost priority at the most senior level through their links to the Board, management team	
	Ensuring procedures are in place for managing safeguarding allegations, whistleblowing, and safe recruitment practice and notifying board	
	Implement College Code of Conduct or student code of conduct in relation to any disciplinary procedure	
Management and	Ensuring that policy and review systems are in place to ensure policies across the college support requirements and best practice, of safeguarding. Ensure that	



Safeguarding Lead	safeguarding measures are implemented at all college events that may involve children, young people or adults at risk.	
	Ensuring a staff structure is in place to fulfill safeguarding for the organisation	
	Overseeing associated procedures, practice and guidance to promote well being and prevent abuse from happening. Engage staff with policy and procedures across college to act on safeguarding concerns.	
	Ensuring that time and resources are allocated for training in safeguarding for all staff in college regularly	
	To compile and analyse records of reported concerns to determine whether a number of low level concerns are accumulating to become more significant; and make records available for inspection	
Adult Safeguarding Champion	<p>Liaise with College management lead regarding safeguarding policy and procedures.</p> <p>Liaise with and understand the roles and responsibilities of the all the appropriate investigating agencies</p> <p>Review this policy and related procedures annually</p> <p>Oversee and monitor the security of record keeping</p> <p>Develop and monitor a Safeguarding Action Plan including reporting incidents of concern.</p>	
Child Designated Safeguarding Officer	<p>Liaise with College management lead regarding safeguarding policy and procedures.</p> <p>Provide guidance and training for students on placement and liaise with placement organisations about their safeguarding procedures.</p> <p>Liaise with and understand the roles and responsibilities of the all the appropriate investigating agencies</p> <p>Review this policy and related procedures annually</p>	



	<p>Oversee and monitor the security of record keeping</p> <p>Work together to implement safeguarding procedures in an effective and efficient manner.</p>	
All staff and students	<p>All staff, students and college community are expected to familiarise themselves with this Policy. They also have a personal responsibility for complying with this Policy and must comply with and demonstrate active commitment to this Policy by:</p> <ul style="list-style-type: none"> • Reporting any suspicions of harm being done to any child, young person or Adult at risk to the Designated Safeguarding Officer. 	
All Staff	<p>It is the responsibility of ALL staff working in the College to record and report abuse and incidents of concern in line with our procedures. This responsibility extends to all staff, not just those specifically working with children, young people and adults at risk.</p> <p>Therefore, it is the responsibility of all staff to:</p> <ul style="list-style-type: none"> • Treat children and adults at risk with dignity and respect at all times; • Adopt child protection and adults at risk guidelines including the code of behaviour for staff • Act upon any concern, no matter how small or trivial it may seem, in accordance with the College procedures • Promote safe practice and challenge poor and unsafe behaviour • Ensure all health and safety procedures are adhered to. 	

12.4 Approval & Review



The **Management Team** will annually review and approve this policy.

The overall responsibility for achieving the objectives of this policy and ensuring its compliance rests with the **Board**, who are also responsible for its final annual review and monitoring.

The **Principal** also has responsibility for overseeing any complaints brought under the terms of the policy and ensuring that decision-making complies with all relevant regulatory bodies.

13. POLICY COMMUNICATION

13.1 All policy documents concerning students, which are mentioned in this policy, can be found by students in Moodle or on the college website. All policy documents concerning staff, which are mentioned in this policy, can be found by staff handbook.

13.2 The 'Staff Disciplinary Procedure' can be found in the Staff Handbook Appendices, which is obtainable from the Operation Manager.

13.3 Every effort will be made to respond to any request to provide this policy in a different format.

13.4 This policy will be included in staff and student induction.



14. APPENDICES

- **Appendix 1** SAFEGUARDING REPORTING FORM (UNDER 18)
- **Appendix 2** GUIDANCE ON HANDLING DISCLOSURE OR ALLEGATION OF SEXUAL ABUSE OF A CHILD
- **Appendix 3** GUIDANCE ON HANDLING DISCLOSURE OR ALLEGATION OF ABUSE OF AN ADULT AT RISK
- **Appendix 4** SAFEGUARDING REPORTING FORM (ADULT)
- **Appendix 5** SAFEGUARDING REPORTING FLOWCHARTS (ADULT AND UNDER 18)
- **Appendix 6** USE OF PHOTOS
- **Appendix 7** 2022-2023 Belfast Bible College Contacts for Safeguarding



Appendix 1

Safeguarding Reporting form			
For use by staff with any safeguarding concerns and/or DSO.			
This confidential form should be kept in a secure location.			
Report Completed By:			
Position:		Date:	
Information about child/young person/vulnerable adult			
Name			
Address:			
Date of Birth			
Name of Parent/carer			
Parent/Carer Address			
Incident date and time:			
Details of Concern or allegation Detail exactly what the child said and what you said: (Remember do not lead the child – record actual details. Continue on separate sheet if necessary)			
Action taken so far:			
Designated officer informed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		



External Agencies contacted	
Police	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of advice received:	
Branch Contacted:	
Name:	
Contact no:	
Social Services	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of advice received:	
Branch Contacted:	
Name:	
Contact no:	
Other Agencies as advised by above	Yes <input type="checkbox"/> No <input type="checkbox"/>
Details of advice received:	
Branch Contacted:	
Name:	
Contact no:	

Signature: _____ Date: _____

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss the incident with anyone other than those who need to know.



Appendix 2 - GUIDANCE ON HANDLING DISCLOSURE OR ALLEGATION OF SEXUAL ABUSE OF A CHILD

The following is a summary for reference only

- Be careful not to promise anything, e.g. that you will not tell anyone else.
- Look at the person directly as you listen
- Listen with care, and treat with respect what is being said
- Be aware that they may have been threatened
- Do not press for information
- Reassure the person that they are right to tell and that you believe them
- Don't promise confidentiality
- Let them know what you are going to do next, who you are going to tell, and why, and roughly what will happen
- Finish on a positive note
- As soon as possible, make notes of exactly what has been said and the date and time.

WHAT TO DO:

- Contact the College Designated Safeguarding Officer, immediately.

Complete the relevant report

· The Designated Safeguarding Officer will contact relevant bodies for advice in cases of deliberate injury or where concerned about the persons' safety. The parents or responsible person should not be informed.

- Where emergency medical attention is necessary it should be sought immediately. The doctor should be informed of any suspicions of abuse.



- In other non-emergency circumstances where children are concerned, speak with the parent/ carer and suggest medical attention / help is sought, not mentioning any allegations or suspicions. The doctor or health professionals will initiate further action if necessary.
- Where the parent/ carer is unwilling to seek help, the Designated Safeguarding Officer may volunteer to go with them. If still unwilling and in cases of real concern social services should be contacted.

DO NOT

- Speak to the parents/ carer about any suspicions, disclosures or allegations.
- Under no circumstances attempt to carry out any investigation into the allegations or suspicions of sexual abuse.
- It is the responsibility of the person reporting an allegation to ensure that action is taken and procedures followed.

WHAT WILL HAPPEN NEXT?

- Professional involvement will usually follow this course: a strategy discussion involving social services, police child protection team, other significant professionals and the person suspecting abuse or to whom the child had talked.
- A decision will be taken as to whether an investigation is warranted, if so this will be planned.
- The investigation may include: An informal talk with the child/ A formal police interview (with / without social services)/ A video recorded interview following disclosure/ Medical examination/ Preliminary family assessment.
- If there is sufficient concern a child protection conference will be held to decide the best course of action to protect the child and help the family. There may be criminal prosecution of the abuser.



In cases of ALLEGATIONS OF PHYSICAL ABUSE AND NEGLECT:

- Contact social services for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed.
- Where emergency medical attention is necessary it should be sought immediately. The doctor should be informed of any suspicions of abuse.
- In other non-emergency circumstances where children are concerned, speak with the parent/ carer and suggest medical attention / help is sought, not mentioning any allegations or suspicions. The doctor or health professionals will initiate further action if necessary.
- Where the parent/ carer is unwilling to seek help, the designated person may volunteer to go with them. If still unwilling and in cases of real concern social services should be contacted.



Appendix 3 - GUIDANCE ON HANDLING DISCLOSURE OR ALLEGATION OF ABUSE OF AN ADULT AT RISK

When an alert is raised in relation to an adult safeguarding concern or disclosure, the ASC and Lead Safeguarding Officer, will ensure the following actions occur:

- Consider whether the concern is a safeguarding issue or not. This may involve some 'checking out' of information provided whilst being careful not to stray into the realm of investigation;
- Where immediate danger exists or the situation warrants immediate action, ensure any medical assistance has been sought and refer to the HSC Trust Adult Protection Gateway Service or PSNI;
- Ensure that any actions take account of the adult's wishes;

Where it has been deemed that it is not a safeguarding issue, other alternative responses should be considered such as monitoring, support or advice to staff and volunteers.

A record should be made of the concern and the details kept on file, including any action taken; the reasons for not referring; and the situation monitored on an ongoing basis;

- If it is decided that it is a safeguarding issue,

the situation will be reported to the HSC Key Worker where known. If unaware of HSC Key Worker contact details, a referral will be made to the HSC Trust Adult Protection Gateway Service. The HSC Trust will then conduct a risk assessment and decide what response is appropriate;

- If a crime is suspected or alleged, contact the HSC Trust Adult Protection Gateway Service directly;
- Ensure accurate and timely records and any adult safeguarding forms required have been completed. Where there is any doubt or uncertainty about whether there is a safeguarding issue this should be discussed with the HSC Key Worker (if known) or HSC Trust Adult Protection Gateway Service.



If in doubt, the ASC or appointed person should contact the HSC Trust Adult Protection Gateway Service for advice and guidance.

If it is determined that the concerns do not meet the definition of an adult at risk or an adult in need of protection, the concerns raised must be recorded; including any action taken; and the reasons for not referring to the HSC Trust.



Appendix 4

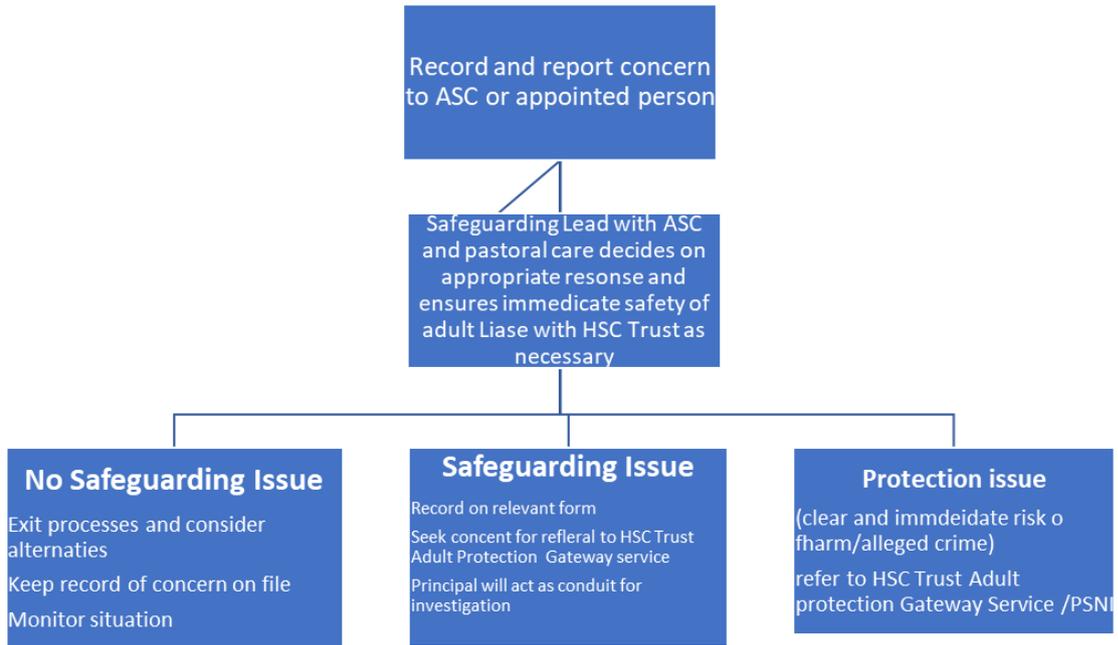
SAFEGUARDING REPORTING FORM (ADULT)	
Name of Adult	
Age/Date of Birth	
Gender	
Home Address	
Please Complete those sections that are relevant	
Disclosure by Adult at risk	
When was the disclosure made (Date/time)	
Who did the adult make the disclosure to?	
What did the adult say?	
2 Indicators	
Describe any signs or indicators of abuse with times and dates	
Has the adult alleged that any particular person is the abuser – if so record details)	
3 Concerns expressed by another person about an adult at risk	
Record the concerns that were passed to you (with dates and times) and if possible ask the person who expressed the concerns to confirm that the details as written are correct	
Agreed by (NAME, dated)	
4. Details of any immediate action taken, e.g. first aid, etc	
5. Has the adult expressed any reservations about onward referral?	
Please note concerns about you talking to your Line Manager/Adult Safeguarding	



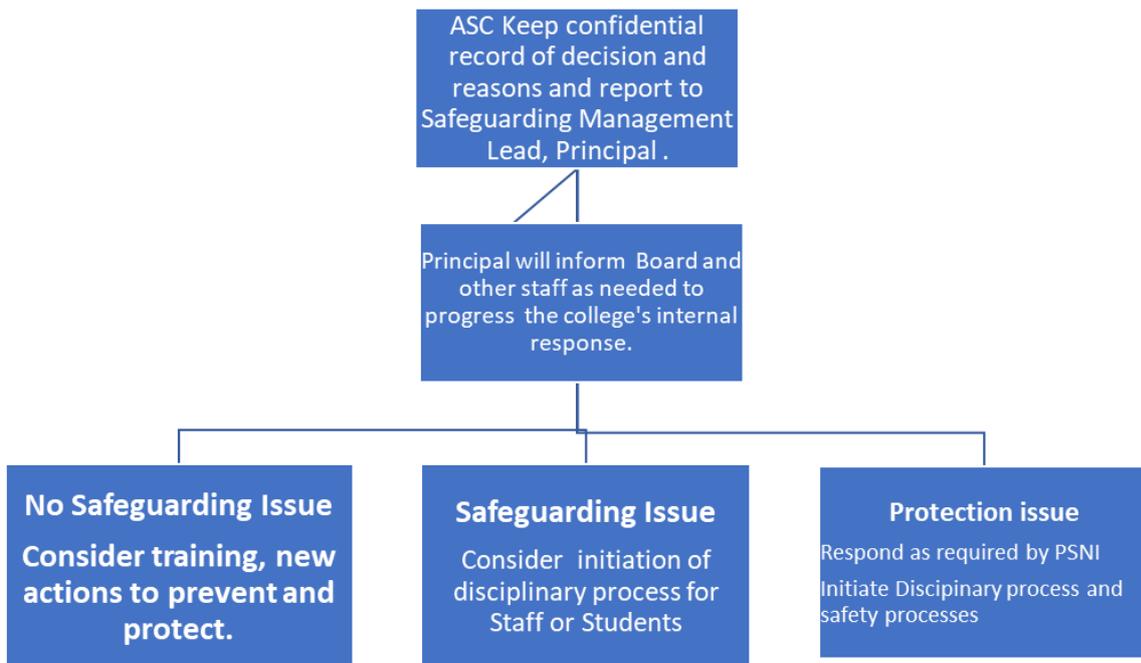
Champion/appointed person about the matter?	
6. Does the adult have any particular needs, e.g. communication, etc?	
Signatures	
Person reporting the concern	
Name	
Job title	
Signed	
Date	
Date received and actioned	
Name	
Signed	
Date	
Action taken	



Appendix 5 Adult safeguarding Reporting Procedure:

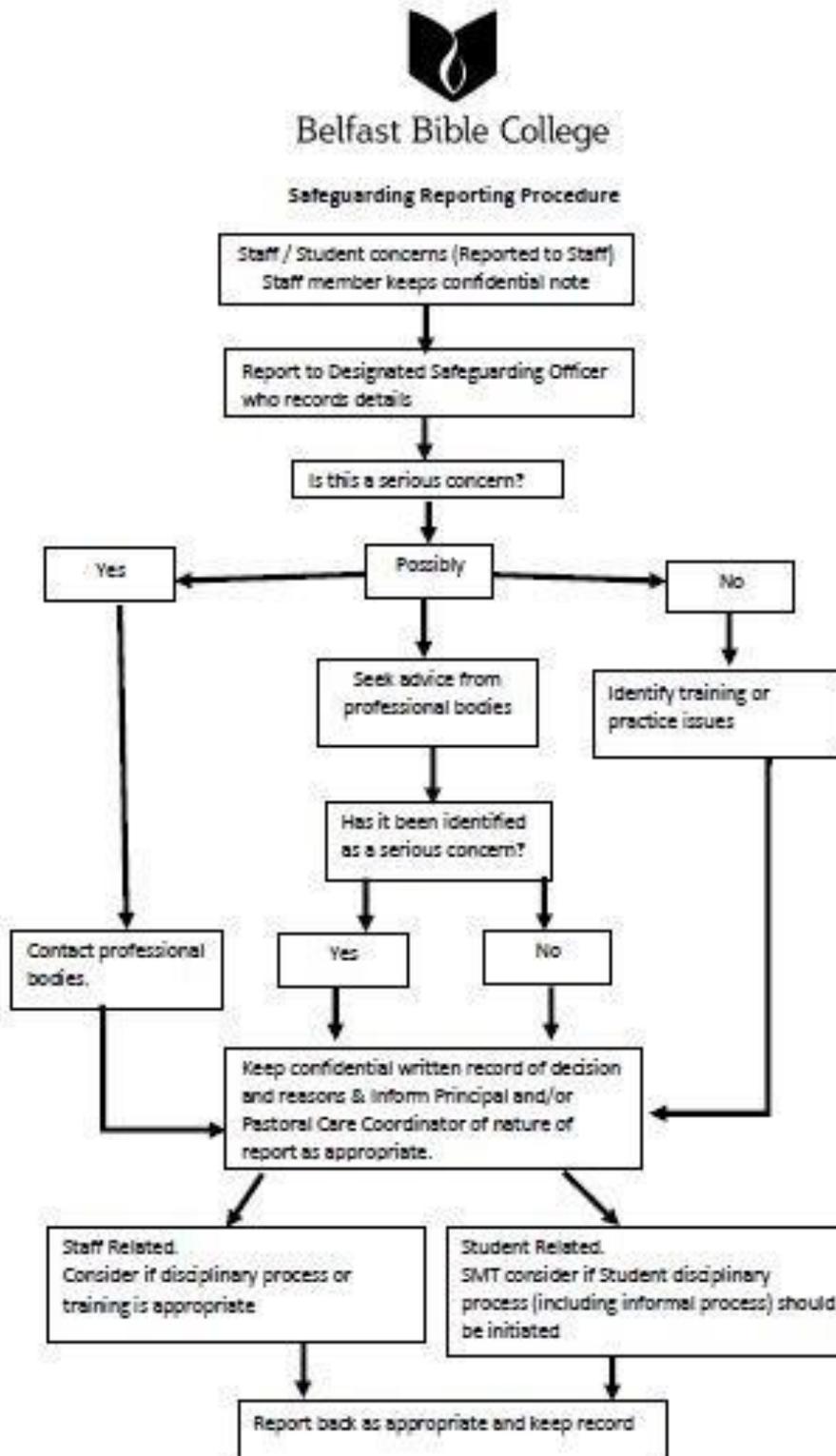


Internal Responses





Appendix 5 SAFEGUARDING REPORTING PROCEDURE (UNDER 18)





- **Physical Abuse:** is the deliberate physical injury to a child/vulnerable person or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. For children with disabilities, it may include confinement to a room or cot, or incorrectly given drugs to control behaviour.
- **Emotional Abuse:** is persistent emotional ill-treatment of a child/vulnerable person to cause severe and persistent adverse effects that affects their self-worth. It may involve conveying to them that they are worthless or unloved, inadequate or valued only to meet the needs of another person. It may cause them to feel frightened, threatened, in danger, or be vulnerable to exploitation or corruption of the individual.
- **Sexual Abuse:** where adults use children/vulnerable persons to satisfy sexual desires. It involves forcing or enticing a child/vulnerable person, to take part in sexual activities, whether or not the individual is aware of what is happening. It may include non-contact activities, such as involving the individual in looking at, or in the production of pornographic material or watching sexual activities or encouraging the individual to behave in sexually inappropriate ways.
- **Neglect:** is the persistent failure to meet the needs of the child's/vulnerable person's basic physical or psychological needs, likely to result in significant harm. It may involve failing to provide food, shelter, clothing, failing to ensure access to appropriate medical care/treatment. It may involve neglect, or unresponsive to, a child's/vulnerable person's emotional needs.



Appendix 6

Use of Photos.

Photos: Safeguarding must be considered when photos are taken for college publicity and when handling and sharing newsletters from alumni. The College has identified specific risks and protocols must be followed to mitigate them:

i. Photographing children can lead to harm for the following reasons:

- children may be identifiable when a photograph is shared with personal information.
- there can be direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information.
- innocent images of children can be used by others for unlawful reasons.
- adaptation or copying of images can also lead to inappropriate use.

It is the policy of the College not to take or use images of under 18's for any reason. The only exception is applicants who are under 18 supplying their passport photo for the purposes of applying to the College.

Photographing children is NOT advised and students are advised not to take photographs of children during placement.

ii. Photographing students and most especially posting the photo on social media may cause harm to a student in the future if they later work in a sensitive country. The Placement handbook reminds placements of this risk but it is also the responsibility of such students to highlight this risk to their placement.

iii. Protocols regarding the Staff and/or Student photos displayed are:

- Staff and Students who may work in sensitive countries are asked to inform the Communications Manager that their image must be used with caution.



iv. Consent for use of the photos containing a student or staff member is sought at the start of their time at the College as part of the staff induction or student registration.

For any other individuals in photographs eg: visiting speakers or guests at a conference, the College reserves the right to use their image, as they are at a public campus, unless they notify the Communication Manager that they don't want their image to be used.

The College does keep photos stored for historical archive purposes but will only use those images publicly while that person is recently connected to the College (usually one year). It should be noted that Social Media posts are available forever.



Appendix 7

2022-2023 Belfast Bible College Contacts for Safeguarding:

Safeguarding Management Lead: Sharon Parker sparker@belfastbiblecollege.ac.uk

Child Safeguarding Officer: Roz McIlwaine rmcilwaine@belfastbiblecollege.ac.uk

Email for Safeguarding Officer: Safeguarding@belfastbiblecollege.ac.uk

If you have a concern you should not delay. If BBC staff are not available please contact the following:

Reporting Concerns: [Reporting Concerns \(proceduresonline.com\)](https://proceduresonline.com)

1. Social Services: Normal Working Hours

(Mon-Fri: 9.00am-5.00pm, excluding Bank Holidays and weekends)

If you are concerned about the welfare of a child or young person you can contact the relevant Health and Social Care Trust Children's Services Gateway Single Point of Entry Team (Mon-Fri: 9.00am-5.00pm) during normal working hours.

Contact details are as follows:

- **Belfast HSC Trust**
Tel: 028 9050 7000;
- **South Eastern HSC Trust**
Tel: 0300 1000 300;
- **Northern HSC Trust**
Tel: 0300 1234 333;
- **Southern HSC Trust**
Tel: 0800 7837 745 / Freephone: 028 3741 5285;
- **Western HSC Trust**
Tel: 028 7131 4090.

More information on how to make a referral can be found in the [Referrals Procedure](#).

Outside normal working hours and in an emergency (Friday 5.00pm – Monday 9.00am, including Bank holidays):

Regional Emergency Social Work Service

Tel: 028 9504 9999

E-mail: resws1@belfasttrust.hscni.net

2. Police Service of Northern Ireland (PSNI)

If you, or someone you know, has been the victim of abuse, or if you are the parent of a child this has happened to:

- Report the matter directly to the police service the Central Referral Unit on 101, the non-emergency number, and you will be put in contact with a specially



trained police officer who will speak to you confidentially.

Opening times are:

- Monday to Friday (8.00am – 5.00pm);
- Saturday and Sunday (9.00am – 5.00pm).
- In an emergency situation dial the police emergency number 999.

3. NSPCC

You can call 0808 800 5000 or e-mail help@nspcc.org.uk to report concerns about a child/young person.

Children/young people can contact ChildLine for advice on 0800 1111 or e-mail them by visiting www.childline.org.uk.

4. Lifeline

If you, or someone you know, is in distress or despair, call Lifeline on 0808 808 8000. This is a confidential service, where trained counsellors will listen and help immediately on the phone and follow-up with other support if necessary. The helpline is available 24 hours a day, seven days a week. You can also access the Lifeline website at www.lifelinehelpline.info.