

BMES SAFEGUARDING POLICY

Revised October 2022

Title and Objectives of the Bradford Model Engineering Society

The title of the Society shall be “BRADFORD MODEL ENGINEERING SOCIETY”.

A Company Limited by Guarantee.

Bradford Model Engineering Society exists to bring together people interested in:

- Construction and working of models, electrical apparatus, tools and kindred subjects.
- Reading and discussion of papers.
- Exhibition and trial of models.
- Promotion and furtherance by mutual assistance of Model Engineering among members.

Bradford Model Engineering Society recognises that:

- a) The welfare of children and vulnerable adults is paramount.
- b) All children and vulnerable adults have the right to protection from abuse.
- c) There will be swift and appropriate action taken in response to suspicions and allegations of inappropriate behaviour.

This policy will be reviewed at least every five years.

Guidelines for Members dealing with Children and Vulnerable Adults at Northcliff and Wibsey

Definition of a child or vulnerable adult:

Any child under the age of 18 is deemed vulnerable by virtue of their age. However, some children are more vulnerable than others (for example disabled children or children for whom English is not their first language).

A vulnerable adult is any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation, is permanently or for the time being, unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

- a) Avoid accepting children or vulnerable adults on site unless accompanied by a parent or guardian.
- b) Never be in a one-to-one situation with a child or vulnerable adult who is visiting.

- c) Except in emergencies or to prevent dangerous situations, avoid physical contact with children and vulnerable adults. It may be necessary to make physical contact in order to prevent an accident or injury.
- d) Adults accompanying children may be asked to help them on and off the rides and, if appropriate, to accompany them on the ride.
- e) Give clear and concise instructions before the commencement of each ride.
- f) Advise adults accompanying children and vulnerable adults if any of them are endangering themselves or others by their behaviour. The potential dangers should be pointed out and a request be made for proper supervision to be given.
- g) Allow accompanying adults to console or administer initial first-aid treatment to children and vulnerable adults.
- h) Always respond to any allegations made by a child or vulnerable adult against a member of the Society or any other person. The allegation should be reported immediately to the Secretary or other member of the Committee. The Incident Report Form should be used. It may be necessary to inform Social Services or the Police. Advice can be obtained from Social Services.
- i) Listen carefully to children if they are reporting problems at home or with other adults. It may be necessary to refer the child to Social Services. Record all that is said on an Incident Report Form.
- j) Do not ask leading questions or attempt to sort out problems yourself. This is the job of Social Services.
- k) Designated persons shall familiarise themselves with the possible signs of abuse of both children and vulnerable adults. Abuse and neglect may occur in a family, in a community and in an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers, by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Code of Practice

Bradford Model Engineering Society will try to ensure that the Code of Practice concerning children and vulnerable adults is adhered to at all times.

The code is as follows:

- a) Members shall avoid situations where they are alone and unobserved with individual children or vulnerable adults.
- b) All activity with children and vulnerable adults should, as far as possible, be publicly observable.
- c) Inappropriate touching will not be permitted or allowed.
- d) Children and vulnerable adults shall not be taken alone in a car or taken to a member's home.

- e) Before photographing or filming the consent of the person herself or himself should be obtained if they are capable of giving it and, in relation to children and vulnerable adults, in addition the consent of parents/carers.
- f) Consent of parents should always be obtained before publishing photographs of children in print or on a website. Information must never be published which would enable others to contact a child.
- g) Inappropriate language, including sexually suggestive comments, to or by children and vulnerable adults will not be tolerated.
- h) Allegations made by children and vulnerable adults will be responded to appropriately.

Action to be taken in case of abuse or allegation of abuse

- a) Listen carefully to what the person has to say and take it seriously.
- b) Record what was said as soon as possible after the disclosure on an Incident Report Form. When recording, it is important to record the exact words used by the child or vulnerable adult rather than your own words, even if they are not the sort of words you would normally use. This is important because the record could be used as evidence in a future court hearing.
- c) Date and sign the record, along with the time that the incident took place.
- d) Respect confidentiality and keep documents in a safe place.
- e) Do not take sole responsibility, i.e. report the incident to the secretary or other appropriate member of the Society.
- f) Where appropriate, discuss concerns with the relevant Social Services Advice Team or the police.

Telephone numbers

Initial Contact Point: Social Services (Children's Services)	01274 437500
Out of hours Emergency Duty Team	01274 530434
Child Protection Unit	01274 434343
Childline Freephone	0800 11 11
Bradford Social Services	01274 432918

If there is apparent immediate risk to the child or vulnerable adult, telephone the police on 999.

All verbal referrals to Social Services shall be followed up in writing.

A copy of this Policy will be held in the Libraries at both Wibsey and Northcliff to be available for the public to read.