



Safeguarding Policy

British Educational Research Association

Company Limited by Guarantee

Company Number 08284220, Registered Charity Number 1150237

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BERA Safeguarding Policy

This policy applies to all staff, members and volunteers of BERA.

1. Purpose

The purpose of this policy is to protect children, at risk adults (vulnerable) and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BERA. This includes harm arising from:

- The conduct of staff, BERA members or personnel associated with BERA
- The design and implementation of BERA 's programmes and activities

The policy lays out the commitments made by BERA and informs staff, members and associated personnel¹ of their responsibilities in relation to safeguarding.

This policy does not cover:

- Harassment in the workplace – this is dealt with under BERA's Code of Conduct

2. Policy Statement

BERA believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. BERA will not tolerate abuse and exploitation by staff, BERA members or associated personnel in carrying out work on BERA's behalf.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies). The policy also covers suspected abuse seen by BERA staff and associated personnel in the course of their work, but perpetrated by those not associated with BERA, concerns will be raised with organisations as appropriate.

The policy is split into 2 parts, children and adults.

Part 1 – Safeguarding Children:

¹ Associated personnel are defined as all trustees, employees, volunteers, members, other individuals, consultants and agencies contracted by BERA, including those whose research we publish and connections with overseas charities, as well as those under provisions of grants.

What is safeguarding children?

Everyone who comes into contact with children and families has a role to play. A child is defined as anyone who has not yet reached their 18th birthday. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Working Together to Safeguard Children 2018

Further definitions relating to safeguarding are provided in the glossary below.

RECOGNISING CHILD ABUSE – TERMS AND DEFINITIONS

Where necessary, all staff will be trained in Safeguarding and Child and Adult Protection and will aim to recognise and act upon any form of abuse. For children this means the following, as defined in *Working Together to Safeguard Children (2018)*:

- **Physical** – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Sexual** – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration, (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Children can also be sexually exploited. **Child sexual exploitation** occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

(HMGov Feb 2017)

- **Neglect** – The persistent failure to meet a child’s basic physical and /or psychological needs, likely to result in serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
 - Protect a child from physical and emotional harm or danger.
 - Ensure adequate supervision (including the use of inadequate caregivers).
 - Ensure access to appropriate medical care or treatment.
 - It may also include neglect of, or unresponsive to, a child’s basic emotional needs.
- **Emotional** - The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (include cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Concerns may refer to only one or more of the above categories of abuse and may occur in a range of settings. Abuse may not always present as one incident but could present as a pattern of concern about the welfare of the child.

In addition to this, children may also be abused through trafficking, radicalisation, domestic abuse (either within their household or within their own relationships) and through female genital mutilation (FGM). A child living in a household where there is domestic abuse is deemed to be suffering emotional abuse (see Emotional Abuse above).

3. **Allegations Management**

Allegations of a abuse by members of staff or volunteers working with children come under the government’s statutory Allegations Management process. **All** concerns about professionals’ behaviour towards children, whether their own children or others’, must be shared, whether or not the professional works or volunteers directly for BERA.

- Information should not be discussed with other members of staff, but should be reported to the highest person not implicated in the allegation.
- **All allegations** will be taken seriously and will be reported to and discussed with, the Local Authority Designated Officer (LADO) so that they can be fully investigated at the correct level. The Government's Allegations Management ²process is mandatory and will be used for any allegation made where the allegation suggests that the person has:
 - Harmed or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child in a way that indicates they may pose a risk of harm to children.

BERA will, with the advice from the LADO, make a decision on whether the allegation meets the thresholds. If so, BERA will work with the LADO, attending the multi agency Allegations Management meeting involving police, children's social care and any other employer to determine the way forward. BERA will take the LADO's advice on when and how the individual should be informed so that evidence may be preserved and children protected.

Safeguarding Adults

There are 9 categories of abuse for adults with additional care needs (vulnerable adults):

- Sexual abuse
- Physical abuse
- Psychological abuse - can be by action or omission – e.g. causing someone to feel scared by not coming back when you say, or causing them to feel frightened by telling them something that isn't true
- Neglect – including acts of omission such as not providing medication or self-neglect – including hoarding
- Financial or material abuse -
- Modern Slavery - exploitation of people who have been forced, deceived, or coerced into a life of labour and servitude.
- Domestic abuse - between adults, between families (children/parents)
- Discriminatory abuse

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

- Organisational abuse – where abuse has become part of the organisation’s culture.

Many of the signs are similar to those in children. However, Adults can choose to take risks and to place themselves in difficult situations, or refuse to accept protection as long as they have the capacity to do so. Children cannot choose not to be protected.

Adults may be vulnerable or have additional care needs at certain times within their lives for example, during physical and mental illness, when intoxicated or under the influence of drugs.

It is important to talk to adults about the decisions they are making and ensure they understand. If not, they may need protecting. The Mental Capacity Act 2005 states; “... a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain.”

Further information may be found within the *Office of the Public Guardian safeguarding guidance updated 4 July 2017*³

BERA responsibilities

BERA will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects both children and adults from any risk of harm that may arise from their coming into contact with BERA. This includes the way in which information about individuals in our activities is gathered and communicated.
- Implement safeguarding procedures when recruiting, managing and deploying staff and associated personnel (safe recruitment), including seeking appropriate references and carrying out Disclosure and Barring checks as required.
- Ensure staff receive training on safeguarding children and adults, including aspects of recognising abuse as above, at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process, involving statutory agencies as required, regardless of whether the alleged abuse has been perpetrated by BERA staff or associated personnel.
- Where BERA publishes a piece of research which involves children or vulnerable adults, we will ensure, prior to publication, that the author has, or is governed by, a

³ <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

safeguarding policy and procedures and that to the best of our knowledge, these have been adhered to.

Those invited to speak at BERA Events will be signposted to the BERA Safeguarding Policy.

BERA has in place a Safeguarding Lead to champion Safeguarding in all aspects of our work. The Safeguarding lead is the Membership & Engagement Manager (Sarah Fleming).

8 Staff responsibilities

BERA staff, members and associated personnel must ensure legal compliance when working with or around children, vulnerable adults and other parties. This includes protection from sexual exploitation and abuse.

Additionally, BERA staff, members and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding of children and vulnerable adults and also any legal violations by a BERA staff member, BERA member or associated personnel to the appropriate staff member, Executive Director or BERA President.

E-SAFETY

It is important to be aware of the risks of vulnerability and exploitation through the use of I.T. Staff and volunteers must be alert to the potential risks that children and vulnerable adults may be exposed to, and that steps are taken to mitigate the risk of this occurring via:

- **Content** – eg exposure to age inappropriate material, inaccurate or misleading information, socially unacceptable and illegal material (eg inciting violence, hate, intolerance, images of abuse).
- **Contact** – eg grooming using communication and social media leading to inappropriate behaviour or abuse.
- **Commerce** – exposure to inappropriate advertising, on-line gambling, identity theft and financial scams.
- **Culture** – bullying via websites/social media, mobile phones and other communication technologies, inappropriate downloading of materials, exposure to inappropriate advertising, on-line gambling and financial scams.

Staff and associated personnel must ensure that their online social media profiles do not include children or vulnerable adults contacted via their work with BERA.

9 Enabling reports

BERA will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff, BERA members and the communities we work with.

Any staff or BERA members reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by BERA 's Code of Conduct.

BERA will also accept complaints from external sources such as members of the public, partners and official bodies.

10 How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member, BERA Officer or the Safeguarding Lead. BERA members should report concerns to the Executive Director, or BERA President where appropriate.

11 Response

BERA will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated Policies).

BERA will apply appropriate disciplinary measures to staff found in breach of policy.

BERA will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

12 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should be kept secure at all times.

13 Provision of Grants

Protecting children and vulnerable adults is extremely important in all aspects of BERA's work. BERA will ensure that prior to the provision of grants, for example to promote teacher research, the charity is satisfied that the receiving organisation have in place a robust Safeguarding Policy and procedures.

14 International Safeguarding

Where BERA have a concern regarding safeguarding children or adults involving international members coming into contact with BERA, advice on laws within the specific country will be sought and safeguarding concerns reported to the relevant overseas authorities in line with the laws of that country. An example might be where a member of BERA staff becomes aware, through international links, of a case of Female Genital Mutilation (FGM) in a country where this may still practice but has been made illegal.

15 Associated policies

Code of Conduct

Other policies as appropriate

16 Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from BERA. Note that misuse of power can also apply to the wider community served by BERA, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18.

CSE – Child Sexual Exploitation

FGM – Female Genital Mutilation

Sexual abuse

The term ‘sexual abuse’ means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term ‘sexual exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term ‘survivor’ is often used in preference to ‘victim’ as it implies strength, resilience and the capacity to survive, however it is the individual’s choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.