

Birmingham Community Support (BCS)

Safeguarding Policy

Reviewed: June 2026 – Next review: December 2026

Policy Statement

At Birmingham Community Support (BCS), we are committed to safeguarding everyone who participates in our services, including adults, children, staff, volunteers, and students. We aim to provide a safe, inclusive environment in all our workshops and activities.

We take concerns about safety seriously and respond quickly and appropriately. All staff, volunteers, students, and directors are expected to follow this policy.

This policy is based on:

- The Care Act 2014
- Human Rights Act 1998
- Birmingham City Council Safeguarding Procedures
- Working Together to Safeguard Children (2018)

Aims of This Policy

- Promote the safety and wellbeing of children, young people, and adults at risk
- Raise awareness of what safeguarding means
- Outline our responsibility in preventing and responding to harm or abuse

Who This Policy Applies To

- All staff
- Volunteers
- Students
- Directors
- Anyone taking part in our workshops, events, or services

Safeguarding Definitions

Safeguarding is about protecting people's rights to live safely, free from abuse and neglect. It includes:

- Listening to people's wishes and concerns
- Acting early to prevent harm
- Supporting people to be in control of decisions about their lives

Abuse can take many forms:

- Physical: Hitting, slapping, misuse of medication
- Sexual: Unwanted sexual activity, indecent exposure
- Emotional: Verbal abuse, threats, controlling behaviour
- Financial: Theft, fraud, pressure over money or property
- Neglect: Ignoring care needs, not providing essentials
- Discriminatory: Harassment based on race, gender, disability, religion, etc.
- Organisational: Poor care in group settings
- Domestic Abuse: Violence or controlling behaviour in personal relationships
- Self-neglect: When someone cannot look after their personal hygiene or health
- Modern Slavery: Forced labour, trafficking

Signs of Abuse

Look out for:

- Changes in mood or behaviour
- Unexplained injuries
- Withdrawal or isolation

- Signs of neglect (e.g., poor hygiene, unsuitable clothing)
- Fear of specific people or places

Always ask sensitively if you're unsure about someone's wellbeing.

How to Report a Concern

If you see or hear anything that worries you, follow these steps:

1. Respond:

- Make sure the person is safe.
- Don't promise confidentiality.
- Ask what they want to happen.
- Record facts, not opinions.

2. Report:

Report concerns to the Director:

Fanniza Begum

Director – Birmingham Community Support

Completed: Level 2 Award in Safeguarding and Protecting Children, Young People and Adults at Risk (RQF)

Tel: 07866934466

3. Record:

Write down what happened using a safeguarding concern form or a notebook. Include:

- Date and time
- Names
- What was said or seen
- Your actions

4. Refer:

The Director will decide if other agencies need to be contacted, such as:

- Adult or Children's Social Services
- Police (if a crime is suspected)

If there's immediate danger, call 999.

Mental Capacity

Sometimes, adults cannot make decisions due to illness or disability. We follow the Mental Capacity Act 2005:

1. Assume capacity unless proven otherwise
2. Help people make decisions
3. Don't assume lack of capacity just because someone makes a poor decision
4. Act in the person's best interests if they lack capacity
5. Use the least restrictive option

Confidentiality and Information Sharing

Information will only be shared with those who need to know, for safeguarding purposes. We will:

- Be open with the person where possible
- Share information securely and lawfully
- Keep all records safe and confidential

Safer Recruitment

BCS is committed to safe recruitment. All staff, volunteers, and students:

- Complete an application form

- Provide two references
- Show proof of identity and address
- Have their right to work in the UK confirmed

Anyone working unsupervised with children or adults at risk must have a Disclosure and Barring Service (DBS) check. No one will be left alone with vulnerable individuals unless they have the appropriate clearance.

Training and Supervision

All staff, volunteers and students will receive safeguarding training as part of their induction. Refresher training will be provided every 12 months or when needed. External training may also be arranged through local partners.

The Director has completed Level 2 Award in Safeguarding and Protecting Children, Young People and Adults at Risk (RQF).

Contact Details

Emergency Services: Dial 999

Police (non-emergency): Dial 101

Birmingham City Council Adult Social Care: 0121 303 1234

Out of Hours: 0121 464 9001

Email: CSAdultSocialCare@birmingham.gov.uk

This policy is reviewed annually and will next be reviewed by December 2026 or earlier if legislation or best practice changes.