



The British Beekeepers Association

Safeguarding Children and Vulnerable Adults Policy version 26 July 2025

1. Glossary of Terms

BBKA: the British Beekeepers' Association, registered charity number 1185343

Child/Children: those persons under the age of 18 years old

Designated Safeguarding Lead (DSL): the person designated by the BBKA for all safeguarding matters within the BBKA

Local Authority Designated Officer (LADO): the person who manages and oversees allegations of abuse or misconduct against individuals who work with children and ensures that allegations are dealt with appropriately and that children and vulnerable adults are protected from harm

Parents/Guardians: persons who have parental rights and legal responsibilities in relation to children

Responsible Adult: a person aged 18 or over appointed to support and safeguard the rights of a child or vulnerable adult

Safeguarding: protecting people's health, wellbeing and human rights and enabling them to live free from harm, abuse and neglect

Vulnerable Adult: a person aged 18 or older who, due to illness, disability, age or other factors is unable to protect themselves from harm or exploitation or unable to adequately care for themselves.

2. Purpose and Scope of this Policy

The purpose of this policy is to protect people, particularly children and vulnerable adults, from any harm that may be caused due to their coming into contact with the BBKA. This includes harm arising from:

- the conduct of Trustees, employees, contractors and volunteers associated with the BBKA;
- the design and implementation of the BBKA's programmes and activities.

The policy aims to ensure all children and vulnerable adults have a positive and enjoyable experience, protected from harm, whilst participating in the BBKA's activities in a safe environment.

The policy should be read alongside the BBKA's policies and procedures including:

- School Visits Policy
- Whistle Blowing Policy
- Volunteer Policy
- Code of Conduct for Trustees & Examinations Board Members
- Anti Bullying and Sexual Harassment Policy
- Health & Safety Policy.

3. Policy and Procedures

The BBKA recognises that:

- whilst dealing with children and vulnerable adults, their welfare, rights and dignity must always be the paramount consideration, whatever their age, culture, disability, gender and whatever their language, racial origin, religious beliefs and/or sexual orientation;
- all children and vulnerable adults must be listened to and have their views considered according to their age, maturity and understanding;

The BBKA will seek to keep children and vulnerable adults safe by:

- valuing, listening to and respecting them;
- ensuring that the BBKA provides a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance;
- ensuring that all Trustees, employees, contractors and volunteers who wish to work with the BBKA show an understanding of safeguarding that is relevant to the role that they are taking on and receive training on safeguarding at a level commensurate with their role in the organisation;
- ensuring appropriate Disclosure and Barring Service (DBS) and all other appropriate checks are made;

- creating and maintaining an anti-bullying environment and ensuring that the BBKA retains policies and procedures that help the BBKA to deal effectively with any alleged bullying that may arise;
- ensuring that incidents or suspicions of abuse whether they be physical, emotional, sexual abuse or neglect will be taken seriously and responded to in a timely and appropriate manner;
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- working in partnership with the Police and the LADO in accordance with their procedures.

3.1 Online safety and digital safeguarding

To uphold safe online practices, the BBKA will:

- promote respectful, inclusive and age-appropriate digital engagement in all online activities including webinars, online meetings and communications;
- ensure any Trustees, employees, contractors and volunteers who engage with individuals online in a safeguarding context are appropriately vetted and trained in digital safeguarding awareness at a level commensurate with their role in the organisation;
- obtain appropriate parental or guardian consent for participation in online activities involving children and vulnerable adults and ensure that such activities are supervised by responsible adults.

3.2 Residential and international events

Residential and international events may mean that volunteers travel and stay onsite with children and vulnerable adults.

Prior to attending residential and international events, the BBKA will ensure that all Trustees, employees, contractors and volunteers involved undergo appropriate safeguarding training including annual refresher training.

For each residential and international event, the BBKA will appoint a safeguarding lead.

4. Acting on a Safeguarding Concern

Safeguarding is 'everybody's responsibility', if any person involved in the BBKA's activities is concerned that a child or vulnerable adult is at risk then they should act on their suspicions and take action to protect that child or vulnerable adult.

If a person has reason to believe that a child or vulnerable adult is at immediate risk from harm, contact the Police on 999 and in all cases, concerns should be reported to the Designated Safeguarding Lead who shall refer concerns to the LADO.

If a person hears about an incident of abuse from someone else, encourage them to report the incident or help them to report the facts of what they know.

If a person is concerned about the behaviour of an adult who is working with children or vulnerable adults, this should be reported immediately to the Designated Safeguarding Lead.

4.1 Allegations against the BBKA's Trustees, employees, contractors or volunteers

Incidents of concern or allegations against a BBKA Trustee, employee, contractor or volunteer should be reported immediately or as soon as practical and generally within one working day, by the Designated Safeguarding Lead to the LADO.

If the BBKA takes action to remove the Trustee, employee, contractor or volunteer from working with the BBKA following its receipt and management of a welfare concern, the BBKA will consider a referral to the Disclosure and Barring Service.

5. Review

This policy cancels and replaces any earlier dated editions of the policy.

This policy is to be reviewed annually, as and when legislation changes or as a result of a significant change or event.

6. Contact details

Designated Safeguarding Lead (DSL)

General Manager Phone/email: gen.manager@bbka.org.uk

Senior lead for safeguarding

BBKA Chair Phone/email: chair@bbka.org.uk

British Beekeepers Association, National Beekeeping Centre, Stoneleigh Park, Kenilworth, CV8 2LG. Telephone: 02476 696679

7. Legal framework

7.1 Legislation and Guidance

This policy has been drafted based on current legislation, policy and guidance that seeks to protect children and vulnerable adults in England and Wales. The BBKA is mindful of its obligations under various statutes, including the Department for Education's Working Together to Safeguard Children 2023 (replacing the 2018 guidance) published December 2023.

7.2 Disclaimer

The information in this policy is intended for use in relation to the BBKA only, and as such should not be considered as providing policies, guidelines or information covering any specific situation. The BBKA does not accept any liability to any person relating to any use of, or reliance upon, the material contained in the policy.

Confirmation of receipt of the policy document:

I, _____ [insert name], have received a copy of the BBKA's

Safeguarding Children and Vulnerable Adults Policy and I confirm that I have read the document

and will abide by the policy.

Signature: _____

Date: _____