

South West in Bloom Safeguarding and Anti-Bullying

Safeguarding Policy

- It is the policy of South West in Bloom (SWiB) to actively promote the welfare of children and adults at risk involved with its activities by establishing appropriate safeguarding standards. This policy must be followed by all members of SWiB.
- The term safeguarding is used to define actions taken to protect vulnerable groups from harm. This harm might come from adults or children.
- SWiB has a zero-tolerance policy for any abusive, harassing or bullying behaviour across all its activities and events.

SWiB believes that:

- The welfare of children and adults at risk is paramount.
- All members have an individual responsibility to safeguard all other members and to act in accordance with the policy and procedures.
- All suspicions and allegations of abuse or bullying should be taken seriously and responded to **appropriately and swiftly**.
- All members should be clear on how to respond appropriately.
- Inappropriate verbal or physical behaviour must not be accepted or condoned.
- All members must provide a positive role model when interacting and dealing with other people.

Definitions

For the purpose of the safeguarding policy, a child is defined as any person under the age of 18 unless specified otherwise. An adult at risk is a person aged 18 years of over who may be in need of community care services by reason of mental or other disability, age, or illness and who is, or may be unable to take care of themselves, or unable to protect themselves **against significant harm or exploitation**.

Aims

- To promote and prioritise the safety and wellbeing of children and adults at risk.
- To raise awareness that everyone who comes into contact with children/adults at risk has a **role to play**.
- To provide assurance to parents and carers that SWiB takes reasonable steps to manage risks and keep children and adults at risk safe.
- To ensure that everyone understand their roles and responsibilities in respect of safeguarding.
- To ensure that appropriate action is taken in the event of allegations or suspicions regarding harm to children or adults at risk.

Anti-Bullying Policy

- SWiB considers that bullying of any kind is unacceptable.
- SWiB wants to uphold a caring ethos within our events and activities, where everyone can express themselves, free from fear of being bullied.

SWiB seeks to ensure:

- There is a shared understanding of what constitutes bullying, how we prevent bullying and how we respond to reports of bullying.
- How to report actual and perceived bullying incidents and have the confidence to do this.
- Reported bullying incidents are monitored so that effectiveness of anti-bullying work can be evaluated and adapted as necessary.

What is bullying?

- Bullying includes a range of abusive behaviours that are
- Repeated
- Intended to hurt someone either physically or emotionally.

SWiB recognise

Bullying causes real distress and affects a person's health, wellbeing and development.

In some instances, bullying can cause significant harm.

Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have the right to equal protection from all types of harm or abuse.

Bullying might be motivated by actual differences or perceived differences.

Bullying may encompass unfavourable or negative comments, gestures or actions directed at someone in relation to a vulnerability.

Everyone has a role to play in preventing all forms of bullying, including online, and to put a stop to bullying.

Safeguarding Lead

- SWiB's designated safeguarding lead officer is the Regional Coordinator, Melissa Poole.
- Any action to be taken will be determined by the Executive Committee.
- The lead is responsible for engaging the appropriate external authorities if required after advising the Executive Committee.
- Safeguarding awareness training will be provided to all Judges.

Safeguarding & Anti-Bullying Procedures

- Treat everyone with whom they come into contact with respect.
- Report incidents of alleged abuse or bullying to the designated safe-guarding lead.
- Report any inappropriate behaviour they might observe or any concerns they might have.
- Behave in a responsible and appropriate manner to ensure that they are not alone with children and or adults at risk.
- Exercise caution when discussing sensitive issues maintaining confidentiality within the process.
- Report any safeguarding or bullying concerns immediately to the safeguarding lead.
- Treat and handle safeguarding information securely at all times. The access of safeguarding information must be on a need-to-know basis.

Photographs

- No photography or video will be taken of individuals or groups of children or adults at risk without advising the subjects, parents, or carers of the purposes of such images beforehand and to ensure obtained consent.
- All images will be taken in open and public areas.
- Signage must be prominently displayed at SWiB public events to the effect that photographs will be taken during the event.

Suspicious of abuse

- If you see or suspect abuse , please make this known to the safeguarding lead.
- Please make a note for your own records of what you witnessed as well as your response, **in case there is a follow up in which you are involved.**

Disclosure of abuse (person to whom disclosure is made). If a child or adult at risk confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child/adult at risk to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Make it clear that you may need to share this information with others but that you will only tell the people who need to know and who should be able to help.
- Reassure that they 'did the right thing' in telling someone.
- Speak to the lead with responsibility for safeguarding asap.

- Asap after the disclosing conversation, make a note of what was said using the child's or adult at risk's own words. Note the date, time and any names that were involved or mentioned, and the name of the person to whom you give the information.
- Make sure you sign and date the record.

Recording

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of the allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Signed..... Jon S Wheatley Date..... 27/3/25
 Jon Wheatley – Chairman South West in Bloom

Signed..... [Signature] Date..... 26/3/25
 Richard Budge – Vice Chairman South West in Bloom

Signed..... [Signature] Date..... 26/3/25
 Terry Porter – Financial Manager South West in Bloom