

National Association of Flower Arrangement Societies

2.2 Safeguarding Policy



Effective from November 2022

Contents

Page 3	1. Purpose
Page 3	2. Policy Statement 2.1 Awareness-Raising 2.2 Prevention 2.3 Reporting 2.4 Responding
Page 3-4	3. Definitions 3.1 Physical Abuse 3.2 Financial or Material Abuse 3.3 Psychological Abuse 3.4 Sexual Abuse 3.5 Neglect and Acts of Omission 3.6 Discriminatory Abuse 3.7 Organisational/Institutional Abuse 3.8 Self-Harm 3.9 Modern Day Slavery 3.10 Forced Marriage
Page 5	4. Policy Details 4.1 Minimising and Preventing Abuse 4.2 Training 4.3 Raising a Safeguarding Concern or Alert
Page 5	5. Code of Conduct
Page 6	6. Child Protection
Page 7	7. Special Educational Needs and Disabilities
Page 7-8	8. Whistleblowing
Page 8	9. References and Related Legislation
Page 8-9	10. Useful Contacts

1. Purpose

This policy sets out principles and procedures relating to safeguarding.

2. Policy Statement

NAFAS operates a policy of zero tolerance of abuse and neglect. We believe that everyone has the right to be treated in a way that respects their rights, independence, choice and dignity and we must safeguard people from all forms of abuse and harm.

NAFAS seeks to comply with all relevant safeguarding guidance and legislation.

NAFAS will ensure that everyone has the responsibility to protect vulnerable people and children from abuse and harm through:

2.1 Awareness-raising

We ensure that all members/representatives are aware of abuse and how to report concerns via the Designated Safeguarding Officer.

2.2 Prevention

We ensure through good practice and clear systems that the risks of abuse are minimised.

2.3 Reporting

We ensure that members or those in positions of authority are trained in safeguarding and are aware of what steps to take when concerns arise regarding abuse, harm and neglect.

2.4 Responding

We ensure that action is taken promptly and effectively to alert concerns.

Safeguarding legislation applies to a person who:

Has needs for care and support (whether these needs are met or not) and is, or is at risk of, abuse or neglect and as a result is unable to protect themselves from the risk of, or the experience of abuse or neglect.

Failing to report incidents or suspicions of abuse, or abuse carried out through negligence or ignorance is itself abusive.

NAFAS recognises that abuse and harm of anyone we may come in contact with, can be committed by a range of possible people, including, health and social care practitioners and other official visitors, Care/Support Workers, the individual's friends, relatives and other people who have contact with the individual while in the community.

3. Definitions

Abuse is the violation of an individual's human and civil rights by any other person or persons.

We recognise that abuse and harm can be in many forms:

3.1 Physical Abuse

Any contact where harm is likely to cause unnecessary and avoidable pain and distress including hitting, slapping, pushing, kicking or misuse of medication. It also includes handling the person in a rough manner.

3.2 Financial or Material Abuse

Is a form of mistreatment or fraud which forcibly involves the control of someone's money or assets. This includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions, or benefits.

3.3 Psychological Abuse

When a person is subjected to behaviour that could induce emotional trauma. This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

3.4 Sexual Abuse

Any action that refers to an individual being pressured or coerced into something sexual that they may not want to do. This includes rape and sexual assault or sexual acts to which the person has not consented or could not consent or was pressured into consenting.

3.5 Neglect and Acts of Omission

Failure to provide necessary care, guidance, or attention to an individual. This includes ignoring medical or physical care needs, giving too much, or not enough medication, failure to provide access to appropriate health, social care or educational services, and the withholding of the necessities of life (such as medication, adequate nutrition, and heating).

3.6 Discriminatory Abuse

Any form of unjust or prejudicial judgement of another person. This includes racism, sexism, or using offensive terms regarding disability, and other forms of harassment, slurs, or similar treatment.

3.7 Organisational/Institutional Abuse

The mistreatment, abuse, or neglect of an individual by a regime of people or organisation. This includes failure to recognise individuality and rights as a citizen, due to the routines, systems and regimes that result in inadequate standards of care that restricts the dignity, privacy, choice, independence, or fulfilment of people being supported.

3.8 Self-Harm

While not a direct form of abuse, NAFAS recognises that we have a duty of care in circumstances where a person we support self-harms.

3.9 Modern Day Slavery

Can be forced labour, human trafficking or when people borrow money and are unable to pay it off and then lose control over their employment or debt.

3.10 Forced Marriage

When someone is married against their will and cannot leave the marriage.

4. Policy Details

4.1 Minimising and Preventing Abuse

NAFAS is committed to taking all possible steps to prevent abuse from occurring, including:

4.2 Training:

Those individuals in positions of authority or those who may come into contact with vulnerable individuals has sufficient information to ensure they are clear of the process for reporting suspected abuse.

4.3 Raising a Safeguarding Concern or Alert

Anyone can report a safeguarding concern or alert. A safeguarding alert should be raised for any case of abuse and harm as outlined in the definition above.

5. Code of Conduct

NAFAS members, staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the appointed Welfare Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs
- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club or area activity, and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such

In all activities undertaken by NAFAS, everyone should ensure that:

- All suspicions and allegations of abuse and poor practice are taken seriously and responded to swiftly and appropriately;
- Everyone has a responsibility to report concerns.

6. Child Protection

All Junior members of NAFAS must be registered, with the appropriate Area, whether members of adult clubs, or Young Flower Arranger Clubs.

All leaders and helpers must be checked under the Disclosure and Barring Service. The type of check will depend on whether parents are in attendance or not. Further details are available from NAFAS Head Office. The cost of DBS checks is paid by NAFAS.

In situations involving young people all care should be taken to reduce the possibility of abuse and to ensure their safety. Care should also be taken by leaders/volunteers not to put themselves into a vulnerable situation:

- There must be two adults present when young people are being taught. Written permission must be obtained from parents/carers before classes begin.
- When transporting young people to and from meetings, there must be two approved adults in the vehicle, or at least one family member. Permission of parents/carers should be sought before undertaking transportation.
- When young people are involved in visits, tours or shows, written parental permission must be obtained.
- There must be access for young people to talk to others about any concerns they may have.
- Young people and adults must be encouraged to feel comfortable enough to point out attitudes, or behaviour, they do not like.
- Adults must remember that someone else might misinterpret actions, no matter how well intentioned.
- Adults must show caution even in sensitive moments of counselling, such as when dealing with bullying, bereavement, or abuse.
- Adults, Leaders/volunteers should actively pursue training through agencies and/or local authorities and social services, to gain more understanding and awareness.
- The name and contact details of the authorities and social services within your Area should be kept on file to use, should it be suspected that the abuser is a senior person in the organisation.
- Photographs of children can only be taken with written consent of the parent/carer and these images must not be posted on any National, Area, or Club websites, or social media. However, their work may be displayed.

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts which make this clear.

The Working Together to Safeguard Children guidance includes specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found, under sections 17 and 47 of the Children Act 1989.

The Director of Children's Services and Lead Member for Children's Services in local authorities are the key points of professional and political accountability, with responsibility for the effective delivery of these functions. Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility.

Everyone who comes into contact with children and families has a role to play.

7. Special Educational Needs & Disabilities

We are aware that children and adults with SEN and disabilities can face additional safeguarding challenges and expect all volunteers and staff to recognise and challenge where appropriate;

- Assumptions that can be made that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability and not identified as potential signs of abuse;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without showing any signs; and
- The communication barriers for some children with SEN and disabilities.

8. Whistleblowing

Safeguarding children and adults at risk requires everyone to be committed to the highest possible standards of openness, integrity and accountability. NAFAS is committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

What is whistle blowing? In the context of safeguarding, "whistle blowing" is when someone raises a concern about the well-being of a child or an adult at risk.

A whistle blower may be:

- a member;
- a volunteer;
- a member of staff;
- a parent;
- a member of the public.

If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.

Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club or Area Welfare Officer, who will pass the details of the concern on to NAFAS safeguarding officer at the earliest opportunity and the relevant local authority. The police will be contacted, where appropriate.

If, however, the whistle blower does not feel comfortable raising a concern with any of the above, the whistle blower should contact the Local Authority Designated Officer (LADO), see No.10 Useful Contacts, or contact the NSPCC on 0808 800 5000.

Information to include when raising a concern:

The whistle blower should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:

- their name and contact details (unless they wish to remain anonymous);
- names of individuals involved;
- date, time and location of incident/circumstance; and
- whether any witnesses were present.

What happens next?

All concerns raised by a whistle blower about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately. If the whistle blower does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club, Area or NAFAS, the NSPCC Whistleblowing advice line should be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.

Support

NAFAS will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

9. References and Related Legislation

NAFAS is registered with uCheck for the purpose of Disclosure and Barring Service ('DBS') checks.

Disclosure applications (Basic) are carried out online, please contact NAFAS Head Office on 020 7247 5567 for further details. All Junior Leaders and assistants must be DBS checked.

Documents associated with this policy:

- NAFAS Insurance Policy
- Parent Consent Form
- Visit Consent Form
- Transport Policy

10. Useful Contacts

NAFAS have a duty to report safeguarding concerns immediately. The Local Authority Safeguarding Team (Multi Agency Safeguarding Hub) must be alerted without delay. Its procedures and guidance must be followed from that point onwards. Please contact your local authority:

	Adults	Children
	Tel No.	Tel No.

NAFAS Flower Club - Senior Lead for Safeguarding and Child Protection:
Name:
Position:
Tel:
Email:

NAFAS Area - Trustee/Senior Lead for Safeguarding and Child Protection:
Name:
Position:
Tel:
Email:

NAFAS Head Office - Trustee/Senior Lead for Safeguarding and Child Protection:
Name: Steven Lane
Position: Chief Executive Officer
Tel: 020 7247 5567
Email: steven@nafas.org.uk

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Next Review	July 2025
Signed	<i>Steven Lane</i>
Position	CEO