



BRADFORD 2025

UK City of Culture

Safeguarding Policy

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Disclaimer: Programme Director / Safeguarding Lead Disclaimer

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Bradford Culture Company is a registered charity run to deliver Bradford 2025 – City of Culture.

Charity number: 12330027

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1. Status of Policy and legal framework:

This document sets out the policy relating to the safeguarding of Children and Adults in contact with Bradford 2025.

The provisions outlined in the policy are informed by current legislation and Guidance, including:

- The Children Act 1989 and 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2023
- The Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Equality Act 2010
- The Human Rights Act 1998
- Children and Families Act 2014
- General Data Protection Regulation
- Data Protection Act 2018
- The Care Act 2014
- Mental Capacity Act 2005
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- Sexual Offences Act 2003
- Making Safeguarding Personal Guide 2014
- The Children (Performances and Activities) (England) Regulations 2014
- Modern Slavery Act 2015
- The Female Genital Mutilations Act 2003
- The Anti-Social Behaviour, Crime and Policing Act 2014

The Policy and associated procedures referred to in this document have been approved by the Board of Trustees of Bradford Culture Company and the relevant procedures and training will be shared with colleagues including those employed by or volunteering with Bradford 2025. This document will be reviewed and updated as and when required including in review of any serious incident or in-light of any relevant changes to legislation and/or government guidance.

2. Our approach and commitment to Safeguarding:

Bradford 2025 takes the safeguarding and welfare of Children and Adults seriously and acknowledges its duty of care to do so. The welfare and interests of Children and Adults are paramount in all circumstances. Bradford 2025 is committed to fulfilling its statutory responsibilities and following government guidance, complying with best practice, legislation and regulatory requirements and guidance. It aims to ensure that all Children and Adults:

- Feel safe and enjoy being part of Bradford 2025
- Are protected from risk of abuse and/or neglect whilst they are part of Bradford 2025

Safeguarding Children and Adults will be relevant to all activities and areas of work connected to Bradford 2025 including but not exclusively relating to our Engagement programmes. Safeguarding issues might arise in the office, online, in a WhatsApp group, at a school, in a rehearsal room, at a music festival, or at a volunteer recruitment event. It might be with an adult that we have never met before and who we do not have details for, or a child we have been working with regularly for a year. Safeguarding is everybody's business and can be recognised in a wide range of settings.

As a result of their roles and responsibilities at Bradford 2025, all members of our workforce have a duty of care towards the Children and Adults with whom they come into contact with during their employment to keep them safe. All managers must ensure that their workforce understand and apply that duty at all times. We require all workforce members to ensure their behaviour is consistent with this policy. This Policy sets out everyone's responsibilities when working with or coming into contact with Children and Adults who might be at risk of harm in the course of their normal duties. All members of the workforce, delivery partners and suppliers are expected to recognise and respond to Children and Adults at risk of or suffering harm and subscribe to the principles and processes set out in and referred to in this Policy and any associated documents. Failure to comply with this Policy will be taken extremely seriously and may result in action being taken under Bradford 2025's Disciplinary Policy. In addition, failure to comply may result in removal from a workforce role or may impact contractual arrangements with suppliers or delivery partners.

To ensure we meet our Duty of Care we will:

- 1) Establish and maintain a culture where safeguarding is everyone's business; our workforce knows how to recognise and respond to children and adults at risk of abuse or neglect and recognise the role they play in keeping all Children and Adults, themselves and their colleagues, safe from abuse and neglect
- 2) Recognise and respond to safeguarding issues and follow the safeguarding policy and reporting procedures in keeping with this policy
- 3) Listen to Children and Adults, take them seriously and react appropriately to ideas, feelings and concerns, then address them in a fair, effective and timely manner
- 4) Develop and communicate a series of clear policies, procedures and guidance designed to help deliver sound governance and good practice across all Bradford 2025 activities
- 5) Appoint a Safeguarding Lead to act as the lead for Bradford 2025 to ensure this policy and associated procedures are implemented and followed
- 6) Co-ordinate an effective network of designated Safeguarding Champions across Bradford 2025 who will comply with the highest standards of safeguarding in their respective areas
- 7) Maintain a visible safeguarding presence across all areas of Bradford 2025 including on internet platforms, Bradford 2025 premises including off-site locations, online or through social media platforms
- 8) Provide training, advice and support across all areas of the business where Children and Adults are involved in any Bradford 2025 activity
- 9) Support all departments and functional areas to consider safeguarding when planning their activities and ensure that procedures are written and adopted to address safeguarding risk
- 10) Support and helping to deliver a 'Safer Recruitment' process
- 11) Ensure that appropriate and timely action is taken in the event of incidents/concerns
- 12) Maintain confidentiality of all information and documentation relating to DBS disclosures, concerns, allegations and incidents in accordance with relevant data protection legislation
- 13) Share sensitive information in keeping with the relevant legislation

There are **4 key areas** of safeguarding in our work and areas of work that that are responsible for the following questions:

1) Safer recruitment

How we recruit workforce and take up references
How we treat ex-offenders fairly
How we ensure people who need DBS checks have them at the appropriate levels
How we ensure people meet DBS thresholds
How we check, store, share DBS checks

2) Training and internal communication:

How we understand what training there need is and ensure it is met
How we make sure safeguarding Policy and procedure is thought through and shared in multiple contexts
How we plan and prepare for our own internal training and briefings
How we ensure safeguarding sits within risk assessments
How we log training

3) Reporting and Recording:

What we need to know about how to identify possible signs of abuse
What we need to know about how to respond, record and report a safeguarding concern
What do we do with these reports? How are incidents escalated and how do we review policy and procedure in light of incidents

4) Production and Programme Readiness:

How we ensure we are clear with delivery partners and suppliers about safeguarding
How do we ensure we have clear contracts and service level agreements in place
How do we ensure large scale events have multi-agency approaches

3. Definitions:

A **Child** is anyone under 18 years of age.

An **Adult at Risk** is 'any person who is aged 18 years or over and experiencing or at risk of abuse or neglect because of their needs for care and support' (whether or not the authority is meeting any of those needs), who identifies themselves as unable to take care of themselves or protect themselves against significant harm, exploitation or neglect, or are understood to be at risk which may be due to frailty, homelessness, mental or physical health problems, learning or physical impairments, and/or impacted by disasters or conflicts.

A **Responsible Adult** is a person over the age of 18 who has responsibility for Children or Adults at Risk in their care (e.g. parents, teachers, carers, session leaders, chaperones).

Workforce is used to mean all types of employees, workers and volunteers, including casual and temporary employees, contractors, freelancers, researchers, students and Trustees working in an individual capacity with Bradford 2025, irrespective of the contract used.

Young Person as a term has no legal status but acknowledges that teenagers may not think of themselves as children.

Suppliers and Delivery Partners All of Bradford 2025's suppliers and delivery partners are expected to have robust Safeguarding Policies and Procedures in place. We will ensure contracts reflect that commissioned partners have a safeguarding policy in place and it must align to this one. All suppliers and delivery partners are expected to have a designated lead responsible for safeguarding and their identity and contact information should be made known to Bradford 2025's team. Bradford 2025's safeguarding policy and procedures must also be made clear to and be adhered to by those working for partner organisations, such as those delivering at Bradford 2025 events (on site and virtual) and projects.

4. Scope, roles and responsibilities:

Safeguarding is everyone's business. The Board of Trustees of Bradford Culture Company have governance responsibilities for safeguarding. They must make sure that safeguarding people from harm is central to the culture of the organisation and that risk is being effectively identified and managed to achieve this. Sasha Bhat is the Board Level Safeguarding Lead. All policy and procedure will be reviewed via the Audit and Risk Sub-committee and Safeguarding will be treated as an ongoing risk to be managed.

The Management Team (via the Executive Director) has delegated authority from the Board of Trustees for Safeguarding and within this there is a **Safeguarding Steering Group**:

Safeguarding Steering Group:

- Director of Creative Engagement and Participation also **Designated Safeguarding Lead**:
- Director of Production
- Director of Skills, Volunteering and Wellbeing
- People Director
- Operations Director

The **Designated Safeguarding Lead** is the Director of Creative Engagement and Participation who will be responsible for formulating the organisation's approach to safeguarding and ensuring the implementation of this policy and will escalate workforce safeguarding issues in line with local safeguarding procedures. They will also provide advice, guidance and support as necessary

Working across the organisation there are **Safeguarding Champions** (list of Safeguarding Champions is held by the organisation). The **Safeguarding Champions** will have a higher level of training in Safeguarding and will be able to plan and Risk Assess with Safeguarding in mind.

Safeguarding Champions will be able to appropriately respond (within Bradford 2025's policy and procedures framework) to concerns or allegations of abuse as well as understand when they need to contact external organisations to report concerns of abuse (as well as following internal reporting structures). If there were allegations or concerns around Child Protection that concerned members of the workforce or concerns about child protection in relation to Bradford 2025 activity this should be appropriately responded to and urgently elevated to the Safeguarding Steering Group. Named individuals will lead on Child Licences and Chaperones. Named individuals will be the organisational leads for concerns around radicalisation.

All of Bradford 2025's **Workforce** has a role to play in safeguarding. The **Workforce** is responsible for supporting people to keep safe, be vigilant to safeguarding concerns, and for escalating any concerns appropriately. All our workforce should be able to recognise and respond to safeguarding concerns or allegations, be aware for the process for reporting and recording any concern or allegation.

5. Safer recruitment:

The People Team will follow the **Safer Recruitment Toolkit** to ensure that all reasonable steps are taken to prevent unsuitable people from working with Children and Vulnerable Adults.

Features of our Safer Recruitment Toolkit include:

- Clear job descriptions which include commitment to adhere to relevant policies and procedures and are explicit where a role will require Basic/ Enhanced or Enhanced with Barred List DBS checks
- A clear policy statement on the recruitment of ex-offenders
- Carrying out appropriate DBS checks, including where required Enhanced DBS with barred list checks. It is a criminal offence to employ a person or to permit a volunteer to carry out regulated activity if that person is on the barred list/ without checking if that person is on the barred list.
- Reference check from previous employers with clear additional questions where working with Children / Adults at Risk is required in the role
- Ensuring safeguarding policies and procedures are shared in the induction process
- Where relevant including a three-month probationary period
- Where Children are paid for work as part of Bradford 2025 (for example) as professional performers, including where this work is part of a commission awarded by Bradford 2025 we will ensure we follow the relevant legislation and government guidance including the Children (performances and activities) (England) Regulations 2014 and will advise and inform responsible persons awarded a commission for work to do the same. We will work with Bradford Child Licencing team to make sure they are aware of relevant projects

6. Recognising potential abuse:

All Bradford 2025 Workforce need to be vigilant regarding the welfare of Children or Adults. Bradford 2025 will ensure that appropriate training is provided to ensure that each member of the workforce can recognise risks and signs of abuse and neglect. Abuse can take any of the following forms and more than one form of abuse can be present in an abusive situation (the below is not an exhaustive list):

- Bullying/Harassment - is when individuals or groups seek to harm, intimidate, or coerce someone who is perceived to be vulnerable. Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying. If a Child tells you that they are being bullied, they must be taken seriously and given support. Similarly, the bully may also need to be supported, as they may well be a victim of bullying themselves
- Physical abuse - may mean hitting, shaking, or throwing; or even poisoning, burning or scalding, drowning or suffocating or otherwise causing physical harm to a Child or Adult
- Neglect - is the failure to meet a Child or Adults basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or emotional wellbeing. It may involve a failure to provide adequate personal care, food or clothing. A failure to protect from

physical harm or danger and it may also include neglect of, or unresponsiveness to, and individuals basic emotional needs

- Self-neglect - Lack of self-care to an extent that it threatens personal health and safety
- Psychological or emotional abuse - is the persistent emotional ill-treatment of an individual, including harassment, which causes severe and persistent adverse effects on their emotional and behavioural development. It may involve conveying to the individual the impression or feeling that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Financial or material abuse - is theft of money or possessions, fraud, scamming, preventing a person from accessing their own money, benefits or assets
- Sexual abuse - means forcing or enticing an individual to take part in sexual activities, whether or not he / she is aware of what is happening, and may involve physical contact, including penetrative or non-penetrative acts. This also includes, for example, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, the sending of unwanted sexual text messages
- Racial, discriminatory, religious or cultural abuse - Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010). Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic. Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader. Harassment or deliberate exclusion on the grounds of a protected characteristic. Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic. Substandard service provision relating to a protected characteristic.
- Domestic abuse - Domestic violence or abuse can be characterised by any of the indicators of abuse relating to psychological, physical, sexual, financial or emotional abuse or coercive control in a domestic grouping or can include children witnessing domestic abuse.
- Organisational/Institutional abuse - Discouraging visits or the involvement of relatives or friends. Authoritarian management or rigid regimes. Lack of respect for dignity and privacy. Failure to respond to abuse appropriately. Failure to respond to complaints.
- Modern slavery - Human trafficking, forced labour, domestic servitude, sexual exploitation, such as escort work, prostitution and pornography, debt bondage – being forced to work to pay off debts that realistically they never will be able to
- Female genital mutilation ("FGM") - Involves procedures that intentionally alter or injure female genital organs for non-medical reasons. The procedure has no health benefits for girls and women. The Female Genital Mutilations Act 2003 makes it illegal to practice FGM in the UK or to take women and girls who are British nationals or permanent residents of the UK abroad for FGM whether or not it is lawful in another country
- County lines - The organised criminal distribution of drugs by gangs from the big cities into smaller towns and rural areas using Children. Gangs recruit Children through deception, intimidation, violence, debt bondage and/or grooming. Gangs also use local property as a base for their activities, and this often involves taking over the home of an Adult at Risk who is unable to challenge them. County line gangs pose a significant threat to Children upon whom they rely to conduct and/or facilitate such criminality
- Grooming - The process of developing a relationship with and the trust of an individual, and sometimes their family, to exploit, abuse or traffic them. Grooming can happen both online and in person
- Cyber bullying - This occurs when someone repeatedly makes fun of another person online, or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes various different types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it

- Honour based violence – This is a term used to describe a collection of practices that are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour
- Forced marriage - This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry
- Radicalisation - The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media

Indicators of abuse may include:

- marks on a Child's or Adult at Risk's body
- information or concerns raised by the individual or others
- a change in behaviour or mood, or unusual, different behaviour (becoming aggressive, passive)
- puzzling statements or stories from the Child or Adult at Risk and/or
- changes in functioning/training

It is recognised that young people will be participating in Bradford 2025 from many different cultures with a diversity of practices. Bradford 2025 aims to work in ways which are culturally sensitive and respect the diverse nature of the people and locations in which we work. Certain cultural practices and rituals which are accepted and taken for granted in some countries may not be acceptable in the UK and may be considered to be abusive to Children and Adults at Risk of harm. For the avoidance of doubt, when considering whether a particular action gives rise to a safeguarding concern, it will be the UK legislation, guidance, practice and standards that will be taken into account. In addition, Bradford 2025 makes a concerted effort to fully recognise the potential sources of child abuse and the fact that imagery plays a huge part of this and can be used for the purposes of abuse, child pornography and recognition of Children in protection programmes. The Safeguarding Team should be consulted for further guidance as necessary.

7. Responding to and Reporting Concerns

If you believe that a Child or Adult at Risk is in immediate danger of significant or serious harm or needs urgent medical treatment you should immediately contact the police or emergency services on 999. These matters should also be reported internally immediately to the relevant Safeguarding Champion who will then report to the Safeguarding Lead

For all other concerns please refer to the below as well as the flow chart attached at Appendix 1.

A safeguarding concern may arise in a variety of ways. For example, you may be provided with information directly or you may be informed of a concern through a colleague, Supplier or Delivery Partner. The concerns raised could relate to current or historic abuse.

Safeguarding concerns may relate to:

- the behaviour of an adult towards a Child or Adult at Risk
- the behaviour of a young person towards other Children (including bullying by peers) or an Adult at Risk
- the behaviour of an Adult at Risk towards another Adult at Risk or Child
- risks identified through recruitment processes (e.g. criminal records information)
- information about an individual provided by statutory agencies or another route

- allegations of abuse or disclosures of abuse
- abuse of a Position of Trust
- concerns about harm to a Child or Adult at Risk that has taken place outside of a Bradford 2025 activity (e.g. at home or school) but identified within a Bradford 2025 activity

Where concerns relate to members of the Workforce this can apply to both their professional and personal lives and poor conduct in either may affect their position in the workplace.

All our workforce are encouraged to raise any concerns no matter how small. This enables the early identification, prompt, and appropriate management, including education and support. Anyone who raises a safeguarding concern or makes an allegation will be responded to respectfully and in a timely manner in accordance with the processes set out in the associated documents. Nobody should be victimised for having raised such a concern and anybody found to have done so will be subject to disciplinary proceedings and may be dismissed.

It is important to remember that it is not the responsibility of any member of the Workforce to decide if abuse has taken place. It is however their responsibility to take the concern seriously and pass on and record information in line with 'Safeguarding children as part of projects, events and activities (including Risk assessment) procedure.' Any member of the Workforce who knows or suspects that abuse is occurring has an obligation to report it as quickly as possible to the Safeguarding Lead and/or Safeguarding Champion being mindful that any delay in this process could pose a risk of harm to the child or Adult at Risk. If the concern is reported to the Safeguarding Champion then this will be reported to the Safeguarding Lead when the immediate issue has been dealt with.

If there is an immediate danger of significant or serious harm or a child or adult requires urgent medical treatment you should immediately contact the police or emergency services on 999 (See the reporting flowchart at Appendix 1). All members of the Workforce are responsible for being aware of the relevant safeguarding procedures. They must ensure that they are familiar with the detailed procedures and good practice guidelines set out in the associated safeguarding procedure documents.

If there is more than one organisation involved there will be a discussion with that other organisation and Bradford 2025 in order to decide which organisation in those particular circumstances will take the lead in reporting the safeguarding incident/concern. Where there is any form of disagreement as to whether an incident/concern is reportable the Safeguarding Champion/ or Steering Group for Bradford 2025 will err on the side of caution and report.

Bradford 2025 will take firm action against anyone trying to suppress a possible report of abuse.

Responding to allegations of abuse:

It is possible that an individual will want to talk to you about abuse that they have suffered. It may be either current or historic, however all allegations should be dealt with in the same way. When responding to a concern you should:

- Recognise that abuse may be taking place or has occurred
- Respond to the concern appropriately

DO:-

- stay calm
- take the concern or allegation and treat them extremely seriously
- record all information and sign and date the recorded information. Work with a Safeguarding Champion or pass on to complete a Bradford 2025 Safeguarding Report Form

- tell the child, young person, or adult they are right to tell you
- reassure them that they are not to blame
- accept what is told
- listen carefully to what is said
- keep questions to a minimum, only ask questions if you need to clarify what the person is telling you
- reassure the person that they have done the right thing and acknowledge how hard it was for them to tell you
- ask the individual what they would like to happen
- explain that you will have to share the information with your safeguarding champion and/or lead
- remember that you should not promise confidentiality
- seek medical attention if necessary

DO NOT: -

- dismiss or ignore the concerns
- show shock
- come to your own conclusions
- conduct your own investigation
- confront the alleged perpetrator
- interrogate the Child or Adult at Risk - it is not your responsibility to investigate
- say anything that makes the Child or Adult at Risk feel they are responsible for the abuse
- make promises you cannot keep
- criticise the abuser. Often Children or Adult at Risk still have strong feelings for this person

Record all the information received:

The member of the Workforce should make notes at the time or immediately afterwards, recording the date, time, place and content of the concern or allegation. Note the facts and do not note assumptions and interpretation. This should then be recorded in the Safeguarding Report Form by a Safeguarding Champion.

If notes are made before completion of the incident report form, they must be retained and kept with the form (there is a section where this information can be scanned and submitted)

Report the concern to the Safeguarding Champion who may, in turn, report it to the statutory authorities being mindful that any delay may pose risk of harm to the Child or Adult at Risk.

Recording and Reporting a concern:

All concerns where it is known or believed that someone is at risk of harm, should be reported to the Safeguarding Champion and recorded on a Bradford 2025 Safeguarding Report Form (as set out in Appendix 2)

All completed Safeguarding Report Forms must be handed directly to the Safeguarding Champion within 24 hours.

The written record should:

- Be kept factual and not subjective
- be made as soon as possible after the event
- be legible
- include the name, date of birth and address of the child or adult at risk
- include the nature of any concerns
- include an exact record of what the Child or Adult at Risk has said, using their own words where possible
- include any action taken; be signed and dated
- be kept secure and confidential

Where a member of the Workforce reports a concern relating to another Workforce member this would be dealt with sensitively, however, any concerns will be dealt with within the parameters of the policy / law in relation to such. Concerns by employers about an adult working in a position of trust with children or young people should be reported to the Steering Group who will escalate it to the Bradford Local Authority Designated Officer (LADO) who manages allegations against adults working in a position of trust with children. (See information in **Contacts** below)

Capacity If a Child does not have the capacity to make their own decisions consent may be sought from their parent or carer (unless doing so would put the child at risk of harm). The wishes of an individual must always be considered when making decisions relating to safeguarding. Although many of the good practice guidelines and principles to be followed when safeguarding Children also apply to adults, there is a key difference. In the case of a Child, there is a clear duty to act if it is suspected that the Child has been harmed or is at risk of harm. In the case of an adult, the starting assumption must always be that an adult has the capacity to make a decision and has the right to do so unless it can be established that they lack capacity. UK law assumes that all people over the age of 16 have capacity to make decisions unless deemed otherwise. It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Always share your concerns with the Safeguarding Champions, even if you do not have the consent of the individual to do so – in this instance, make sure the Safeguarding Champions, knows that the person concerned has not given consent for the information to be passed on.

8. Contacts:

Concerns in relation to Children or Adults at Risk should ordinarily be reported as outlined in this Policy. In summary, this would usually be to the Safeguarding Champion who will then address the immediate issue and report on to the Safeguarding Steering Group. In the case of an emergency, you should contact 999.

If for any reason you are unable to, or do not feel it is appropriate to, report your concerns to the Safeguarding Lead or your Safeguarding Representative then advice in relation to safeguarding issues can be obtained from the following places:

NSPCC	24-hour helpline: 0808 800 5000 Email: help@nspcc.org.uk Report online: https://www.nspcc.org.uk/keepingchildrensafe/reporting-abuse/report/report-abuse-online
Challenging Behaviour Foundation	For families & professionals caring for children & adults with severe learning disabilities & challenging behaviour Telephone: 0300 666 0126 Email: support@theCBF.org.uk Website: https://www.challengingbehaviour.org.uk/contact-us/
Supportline:	Support for children, young adults and adults including those affected by sexual, emotional and physical abuse Telephone: 01708 765200 Report online: www.supportline.org.uk
Safe Spaces	Urgent mental health support for anyone aged 7 and over in Bradford, Airedale, Wharfedale and Craven Same day support if you are in emotional distress Call First Response 24hr helpline 0800 9521181 Or Guide-line 8am-12am (midnight) 08001884884
Samaritans	Emotional support for people who are experiencing feelings of distress, despair or suicide 24-hour helpline: 08457 90 90 90 Website: https://www.samaritans.org/
The Ann Craft Trust	You may contact the Ann Craft Trust for advice on Safeguarding Adults at Risk Telephone: 0115 951 5400

<p>Local Authority Designated Officer (LADO)</p>	<p>Concerns by employers about an adult working in a position of trust with children or young people should be reported to the Bradford Local Authority Designated Officer (LADO) who manages allegations against adults working in a position of trust with children.</p> <p>Telephone: 01274 435600 Email: LADO@bradford.gov.uk</p> <p>Employers must inform the LADO within one working day when an allegation is made and prior to any further investigation taking place. If an allegation is substantiated and the person is dismissed or the employer ceases to use the person's service or the person resigns or otherwise ceases to provide his/ her services, the LADO should discuss with the employer whether a referral should be made to the Disclosure and Barring Service</p> <p><u>Full details on local guidance for Allegations Against Persons who Work with Children</u></p>
<p>Bradford Children and Families Trust</p>	<p>For concerns about a child or to make a referral:</p> <p>In office hours phone: 01274 433999 Out of office hours phone: 01274 431010</p> <p>Or follow the link: Talk to us about a child or young person – practitioners Bradford Children and Families Trust (bradfordcft.org.uk)</p>
<p>Bradford Safeguarding Adults Service</p>	<p>For reporting a 'safeguarding adult concern':</p> <p>In office hours phone: 01274 431077 Out of office hours/ Emergency Duty Team: 01274 435400</p> <p>Or report using this online form: SystemOne Safeguarding (tpp-uk.com)</p> <p>Or via Safer Bradford - Report a Concern</p>
<p>West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures</p>	<p>West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures (proceduresonline.com)</p>
<p>Risk of radicalisation</p>	<p>Within the organisation the following team members will support you if you were concerned someone was at risk of radicalisation: Andra Chelcea or Cat Stiles (Andra.Chelcea@Bradford2025.co.uk or Cat.Stiles@Bradford2025.co.uk)</p> <p>In terms of Prevent we are not a 'Specified Authority' meaning we don't have a statutory responsibility to refer through the national referral process but some partners we work with will do (such as schools) so our team will undertake W.R.A.P training (Workshop Raising Awareness of Prevent)</p>

9. Sharing Information

Where there are safeguarding concerns, Bradford 2025 has a responsibility to share information. It is important to remember that in most serious cases, lack of information-sharing can be a significant contributor to when things go wrong. It is recognised that whilst certain information can be kept confidential, there may be occasions where information may need to be shared with the relevant authority, with or without the consent of the individual. Information should only be shared on a 'need to know' basis and in circumstances where the individual's identity does not need to be disclosed, the information should be handled anonymously. Remember that the data protection legislation is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

More information about data protection can be found in the Bradford 2025 Data Protection Policy.

There are some circumstances in which a member of the Workforce may be expected to share information about a Child or Adult at Risk. For example, when abuse is alleged or suspected. In such cases members of the Workforce have a duty to pass information on without delay, but only to those with designated Safeguarding responsibilities. If there is any doubt the member of the Workforce should seek guidance from the Safeguarding Lead or a Safeguarding Champion.

Confidentiality: Both the alleged abuser and the person who is thought to have been abused have the right to confidentiality under the Data Protection Act 2018. Be aware that any possible criminal investigation could be compromised through inappropriate information being released. Our workforce have the professional responsibility to share relevant information about the protection of Children or Adults at Risk with other professionals, particularly investigating agencies.

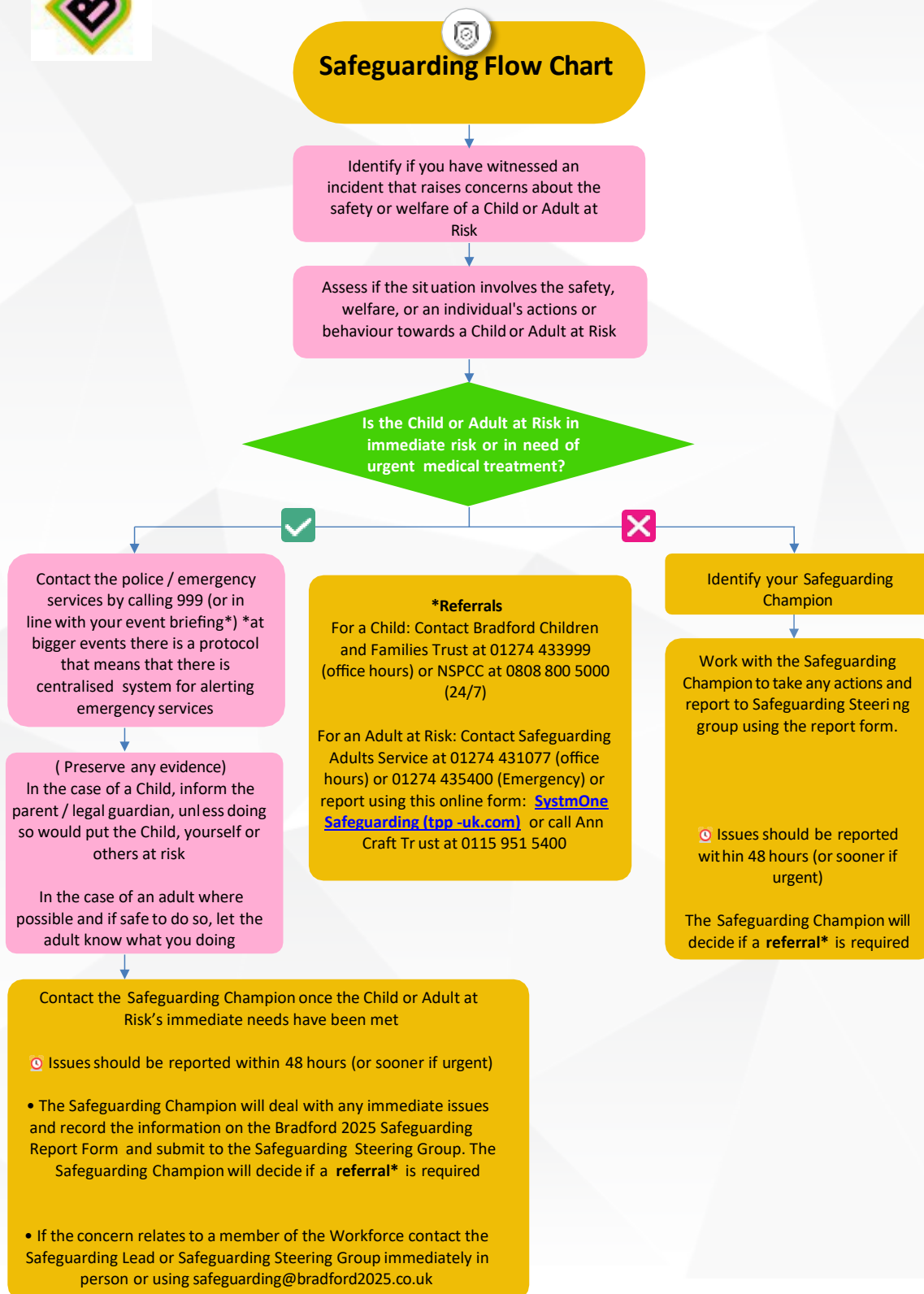
Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. If abuse is suspected, information should be given directly to the Safeguarding Lead or a Safeguarding Champion, who will contact the Social Services/Police. You should only contact the police or emergency services directly if you believe that a Child or adult is in immediate danger of significant or serious harm or needs urgent medical treatment. All members of the Bradford 2025 Workforce need to be aware of the confidential nature of personal information and will aim to maintain this confidentiality. Each member of the Workforce understands that they need to know only enough to prepare them to act with sensitivity to a Child and to refer concerns appropriately. It is inappropriate to provide workforce with detailed information about the Child, the incident, the family, and the consequent actions. Information should be stored in a secure place with limited access to designated people, in line with data protection laws.

10. Safeguarding Best Practice:

- All Bradford 2025 workforce will promote relationships with workforce, participants and audience that are based on openness, honesty, trust and respect
- All Bradford 2025 workforce will demonstrate proper personal and professional behaviour at all times, providing a positive role model for children
- Bradford 2025 workforce will not give anyone un-prescribed drugs and workforce will not drink alcohol nor must illegal drugs or alcohol be consumed in their presence during shifts
- All workforce are encouraged to behave responsibly during social events, particularly where children and vulnerable adults are present
- Sexual relations between a child or vulnerable adult and an individual in a position of authority or trust are not permitted.
- Inappropriate or illegal behaviour will be taken extremely seriously and will result in action being taken under Bradford 2025's Disciplinary Policy.
- Any illegal behaviour will be reported to the Police
- Bradford 2025 workforce will work or volunteer in an open environment by avoiding private or unobserved situations with children and vulnerable adults, and by encouraging open communication with no secrets

- Bradford 2025 workforce will not engage in rough, physical or sexually provocative games, including horseplay
- Bradford 2025 workforce will not make sexually suggestive comments to a child or vulnerable adult, even in fun
- Bradford 2025 workforce will not do things of a personal nature for children or vulnerable adults that they can do for themselves
- Bradford 2025 workforce will not actively engage children or vulnerable adults in discussions relating to personal matters (including discussing problems at home or emotional issues)
- Bradford 2025 workforce will respond to any concerns about a child's or adult at risk of harm's wellbeing, working in partnership with others and in the person's best interests
- Bradford 2025 workforce will maintain safe and appropriate relationships with children and vulnerable adults- it is not appropriate for workforce to have an intimate relationship with a child
- If a child or adult at risk of harm shares their concerns with a member of Bradford 2025's workforce they will listen, stay calm, not make judgments or false promises, and advise the person that the information will be passed onto the appropriate person
- All Bradford 2025 workforce are expected to act responsibly when using Social Media as set out within the corresponding procedure.

Appendix 1: Safeguarding Reporting Flow Chart:



External parties with safeguarding concerns should raise them to our Safeguarding Steering Group by contacting: safeguarding@bradford2025.co.uk
Please include a full name, email address and contact number so we can respond

Safeguarding Report Form:

Preferably report using **the Bradford 2025 Safeguarding Form**, but where this is not feasible the form below can be used to capture and the airtable reporting should be completed as soon as possible.

Appendix 2: Safeguarding Report Form

Section 1: Details of the allegation, incident or concern	
<i>Please provide the time, date and location of the allegation, incident or concern</i>	
Date:	
Time:	
Location:	
Name of Project / Programme / Event / Activity:	
<ul style="list-style-type: none">• Please explain why you are concerned<ul style="list-style-type: none">o A factual account of what you have seen/been told been toldo Clear, concise and relevant informationo Include dates/times/evidence from records/photoso Include a note or sketch of any marks or injuries i.e. its size and appearance if applicableo Include details of unusual, different behaviouro Any statements or stories from the Child or Adult at Risko Details of changes in mood, patterns, functioning or behaviour.	
<i>Please use a continuation sheet if necessary</i>	

Section 2: Details of the person completing this form	
First Name/Last Name:	
Relationship to Bradford 2025:	
Email address:	
Contact Number:	
Address (including postcode):	
Date completing this form:	
Signature: <i>By signing, you are declaring that the facts as presented in this form are an accurate and honest account.</i>	

Section 3: Person(s) whose safety and/or welfare there are concerns about	
<i>Please provide known details of the alleged victim(s)/person(s) whose safety and/or welfare there are concerns about</i>	
First Name/Last Name:	
Date of birth / estimated age (when DOB isn't known):	
Gender:	<ul style="list-style-type: none"> • Male • Female • Self describe (please state) • Prefer not to say
Wishes in relation to sharing information with others if the concern relates to an Adult at Risk:	
Relationship to Bradford 2025:	
Email Address:	
Contact Number:	
Address (including postcode):	

Section 3b: In the case of a child, please provide their parent's/legal guardian's contact details below	
In case of child, contact name for parent or carer:	
Contact number for parent or carer:	
Contact email for parent or carer:	
Relationship to child:	
Address for parent or carer (including postcode):	
Section 3 Notes <i>Please use this section to add any clarification or additional names of persons whose safety and/or welfare there are concerns about.</i>	

Section 4: Details of the person whose actions or behaviour there are concerns	
<i>Please provide known details of the alleged perpetrator(s) of abuse/person(s) whose actions or behaviour there are concerns about</i>	
First Name/Last Name:	
Date of birth / estimated age (when DOB isn't known):	
Gender:	<ul style="list-style-type: none"> • Male • Female • Self describe (please state) • Prefer not to say
Relationship to Bradford 2025:	
Other known roles with children and / or adults at risk	
<i>If the alleged perpetrator is a child, please use the parent or carer's contact details below:</i>	
<i>In case of child, contact name for parent or carer:</i>	
Contact number:	
Email address:	
<i>In case of child, relationship to child:</i>	
Address (including postcode):	
Section 4 Notes <i>Please use this section to add any clarification or additional names of persons whose actions or behaviour there are concerns about.</i>	

Section 5: Details of any witnesses	
<i>Please provide known details of any witness to the incident</i>	
First Name/Last Name:	
Date of birth / estimated age (where DOB isn't known):	
Relationship to Bradford 2025:	
Other known roles with children and / or adults at risk	
<i>In the case of a child, please provide their parent's/legal guardian's contact details below</i>	
<i>In case of child, contact name for parent or carer:</i>	
Contact number:	
Email address:	
<i>In case of child, relationship to child:</i>	
Address (including postcode):	
<i>A continuation sheet should be used to document additional witness details</i>	
Section 5 Notes	
<i>Use this space to add any further notes for clarification or additional names of witnesses</i>	

Section 6: Making this referral on behalf of someone else	
<i>If you are making this referral on behalf of someone else who has reported information to you, please provide their details.</i>	
First Name/Last Name:	
Relationship to Bradford 2025:	
Email address:	
Contact number:	
Address (including postcode):	

Section 7 Details of action to date:
<i>Please provide:</i> <ul style="list-style-type: none"> • Details of all action taken to date including the rationale for taking these actions • The date, time and contact details of any person and/or organisation to whom this information has been referred
<i>Please use a continuation sheet if necessary</i>