



**British Cactus and Succulent Society**

**Safeguarding Policy and procedures (including online safety)**

**Safeguarding Policy and procedures adopted and approved by the Board of Trustees on:**

**Date: 15<sup>th</sup> August 2022 revised December 2022**

**Next review date: August 2025**

**Review**

This policy and its procedures will be reviewed every three years as part of the review cycle, OR immediately after an incident has occurred to check whether the policy requires any amendment OR if any Government legislation/Charity Commission guidance requires any change or update in contents.

## **Safeguarding Policy**

### **Rationale**

The purpose of this policy is to protect children, young people and vulnerable adults including those who are elderly or those at risk and provide stakeholders including members, trustees and the public with the principles that guide our approach in doing so. We have a collective responsibility in creating a culture in which people feel safe but also feel able to speak up if they have concerns.

The British Cactus and Succulent Society (BCSS) is committed to safeguarding and to protecting any individual who visits BCSS events and attends meetings, in particular children and young people under the age of sixteen and any vulnerable adults. Safeguarding is a priority regardless of age, religious belief, disability, gender, cultural heritage, ethnic origin, sexual orientation or identity.

Our Safeguarding principles:

- protect people from harm
- make sure people can raise safeguarding concerns
- handle allegations or incidents appropriately
- respond, including reporting to the relevant authorities

We recognise that **Safeguarding is everyone's responsibility.**

The BCSS recognises its responsibility to promote the welfare of all children, young people and any vulnerable adults at its events and meetings to keep them safe and will always act in the best interests of the child, young person or vulnerable adult. Safeguarding adults means protecting a person's right to live in safety, free from abuse and neglect. The BCSS has a zero-tolerance approach to any abuse or harm witnessed or reported and will take the appropriate action (see procedures section for further detail).

The BCSS expect that our Trustees, officials and members adhere to the policy and follow the procedures outlined in this policy.

Please note:

BCSS events or meetings are those venues at which any group representing the Society holds events or meetings and is responsible for the duration of the event or meeting. A trustee is a person elected or appointed to the Board of Trustees and a BCSS official is a person who has a recognised position within the BCSS such as an event organiser, a member of a BCSS committee or a person holding a designated position in a branch of the society. Where the meetings are held virtually online, the BCSS is represented by the host.

### **Charity aims:**

The BCSS recognises the importance of encouraging children, young people and adults of all ages in the hobby of growing cacti and succulents and to develop an interest in both the plants and the Society. Educational opportunities for children and vulnerable adults are part of the society aims, especially to be able to learn and engage with knowledgeable individuals in a safe environment.

### **Policy**

The BCSS Safeguarding Policy aims to protect all people who attend BCSS events or meetings by ensuring that Safeguarding is seen as a everyone's responsibility.

### **Key safeguarding principles in more detail:**

1. The welfare of the child, young person or adult at risk is always the primary consideration, regardless of protected characteristics such as age, religious belief, disability, gender, cultural heritage or ethnic origin, sexual orientation or identity.
2. All children, young people and adults at risk should be treated fairly and with dignity and respect
3. All children, young people and vulnerable adults have the right to protection from harm, including physical and emotional abuse, neglect and exploitation
4. All children, young people and vulnerable adults have the right to express their views on matters that affect them
5. All reports of abuse or harm, are dealt with in a serious and effective manner through the Safeguarding procedures established by the BCSS.

Harm or abuse of children, young people and adults at risk can happen anywhere. Child abuse occurs when a child or young person has suffered from, or is at significant risk of suffering from ill-treatment or impairment of development (see Appendix 1). An adult at risk is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and or support. NB: Where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team at the relevant local authority.

Elderly people can also be at risk of ill treatment. The BCSS is committed to safeguarding children, young people and vulnerable adults or those adults at risk when attending any BCSS event, meeting or are engaged in activities organised by the BCSS.

This policy covers all trustees, officials and BCSS members, invited speakers or guests at events or meetings or anyone who might be considered to be professionally connected to the BCSS such as the Patrons or distinguished guests. The people listed above are likely to have varied levels of contact with children, young people or adults at risk as part of their duties and responsibilities within the Society, everyone should be aware of the potential indicators of abuse or harm (and this could be physical, emotional, sexual or neglectful) and be clear as to the procedures to follow if they have any concerns, (see procedures section)

All people who are elected or appointed to positions in the Society, or associated with the BCSS in a 'professional' capacity, are to be made aware of the Safeguarding Policy, the accompanying procedures and the actions to be taken should abuse or harm be witnessed, suspected or reported.

The BCSS will:

1. Aim to keep all visitors to events and attendees at meetings safe from abuse or harm. We will always act in the best interests of the child, young person or any adult at risk.
2. There will be a nominated individual (Safeguarding liaison) at every event it organises and/or runs (likely to be the Show Secretary) as a point of contact to handle and report incidents and any concerns. This does not mean that only that person can report an incident as Safeguarding is everyone's responsibility.

In handling and reporting incidents and safeguarding concerns the BCSS follows the Government's advice to Charities (Safeguarding and protecting people for charities and trustees- June 2022) as follows:

If you have an incident or allegation of abuse you should:

- handle and record it in a secure and responsible way
- follow your protecting people and safeguarding policies and procedures
- act quickly, ensuring you stop or minimise any further harm or damage
- report it to all relevant agencies and regulators when required
- plan what to say to those involved with your charity and the media if appropriate
- be as open and transparent as possible, so that you build the charity's reputation for acting with integrity while protecting confidentiality appropriately
- review what happened to understand how to stop it from happening again
- consider whether the incident or concern involves criminal behaviour and whether you therefore need to report it to the police.

Please note that the BCSS do not investigate any incidents but will report the detail and pass to the necessary authorities as required. Responsibility for children and young people under 18 at an event or meeting lies with their parents/carers. It is advisable that children under 18 are accompanied by their parents at meetings and events.

It is not the responsibility of any trustee, official or BCSS member to determine whether abuse or harm is actually taking place or has taken place. However, it is their responsibility to follow the relevant Safeguarding Procedures if they are concerned and the BCSS Safeguarding Co-ordinator should be informed as soon as possible.

The BCSS Safeguarding Co-ordinator is the BoT officer responsible for Events/Shows etc.is Mr William Darbon.

The designated BCSS Safeguarding Trustee is Mrs Ruth James.

The BCSS will ensure that this Safeguarding Policy and procedures is available to all members and will be on the Society website. A copy should be kept by the event Safeguarding liaison and will be distributed to interested parties who request a copy of the Safeguarding Policy, but this will also be available on the website under the policies section.

This policy and the associated procedures refer to information from the following documents:

Safeguarding and protecting people for charities and trustees – 1 June 2022

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector  
Children and young people aged 0–18  
2019 UK edition

<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>

Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children July 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)

**Blog** [Intellectual Property Office blog](#) Copyright and GDPR for photographers

<https://ipo.blog.gov.uk/2019/06/11/copyright-and-gdpr-for-photographers/>

## Safeguarding Procedures

**NSPCC for safeguarding children. Safeguarding children means to:**

- protect children from abuse and maltreatment
- prevent harm to children's health or development
- ensure children grow up with the provision of safe and effective care
- take action to enable all children and young people to have the best outcomes

### **Safeguarding adults at risk**

Safeguarding adults at risk including the elderly means protecting their right to live in safety and free from abuse and neglect. We recognise that the failure to prevent harm is also a form of neglect.

### **Safeguarding online**

Operating online carries specific safeguarding risks connected to protecting people from abuse and protecting sensitive information. The BCSS ensure that these are managed and reflected in our policies and practices.

- **Content:** The BCSS operates a team of moderators to have adequate control over the content on its website and social media accounts. Members and non-members can post information and its content is checked for suitability for our charitable objectives.
- **Contact:** members people talk to each other via email, zoom (or other video conferencing platforms) and some social media services. Behaviour conduct protocol helps to keep users safe. Some of our social media sites for members only have passwords to access these services.
- **Conduct:** The BCSS reviews its protocols and moderating team to ensure we adequately monitor what people do, say and share when using our services.

The BCSS identifies and manages risks online by:

- being confident that members and trustees understand how to keep themselves safe online. Some privacy settings are used and admission access to some meetings supports this
- ensuring that the online services are suitable for our members
- protecting people's personal data and follows [GDPR legislation](#) UK-GDPR (United Kingdom General Data Protection Regulation) that took effect on January 31, 2020.
- BCSS ensures that we have permission to display any images on the website and social media accounts.
- We clearly explain how users can report online concerns

### **Using social media safely with children and young people**

There are lots of benefits for children and young people when using social media.

It can also have many benefits to organisations, for example:

- staying in contact with children outside of face-to-face meetings, activities and events
- promoting events
- livestreaming activities and running online sessions.
- creating online groups, forums and communities.

Online risks for children/young people and vulnerable adults may include exposure to upsetting or inappropriate content online, particularly if the platform does not have robust privacy and security settings. Children's posts or profile information may expose personal information and put them at risk. There may be information that makes them identifiable such as locations of events they are taking part in or visual clues in photographs. Perpetrators may use this information to groom, abuse or exploit children.

Perpetrators of abuse may create fake profiles to try to contact children and young people through the platform for example as an adult posing as a child. They may also create anonymous accounts and engage in cyberbullying or trolling. People known to a child can also perpetrate abuse. On many platforms, children can be contacted anywhere and at any time through private messaging or notification alerts. This means it's harder for them to escape from abusive messages or upsetting content that they are tagged in.

The BCSS content on facebook, Instagram and twitter with regard to plants and cultivation appears to have less risk to be harmful but we are aware of the risks of radicalisation, cyber bullying, grooming or content that could be upsetting, especially if children and young people have an online profile that means they can be contacted privately.

### **Putting measures in place**

The BCSS are putting safeguarding measures in place if they are communicating with children online. We consider the following:

- safeguarding policies and procedures
- appropriate language and behaviour
- privacy and consent
- setting up and managing online forums and communities safely
- livestreaming safely

- recording live online sessions.

The BCSS would like to encourage parents/carers of children under 18 to regularly check their child's social media accounts and talk to their children about the risks of being online and how to report inappropriate content through CEOPS when online. <https://www.ceop.police.uk/ceop-reporting/>

### **Code of conduct for BCSS trustees and officials**

The BCSS expect the conduct of trustees and officials to be of a very high standard at all times to ensure the protection of children, young people and any adults at risk. No BCSS official should be unseen alone with a child (unless they hold a valid DBS certificate for the BCSS as part of the DBS check from the Disclosure and Barring Service and have the express permission of the parent/carer).

All adults should ensure that they can be clearly observed or seen by others and have a witness with them when dealing with a child or any vulnerable adult who are lost or in distress for example. For those people in posts such as a Safeguarding liaison who do not qualify for a DBS check as it is not regulated activity, but which are likely to have direct contact with children, young people or adults at risk, a risk assessment must be in place signed by the safeguarding co-ordinator or safeguarding trustee prior to the event. This is to ensure that the risk is minimised as much as possible. Where a child is found, who is lost and/or unknown to them that BCSS officials should ensure that they have a witness with them at all times.

It is important for all trustees and officials to think about how a child, young person or adult at risk may interpret their conduct. Appropriateness of behaviour will depend on the age and other behaviour characteristics of the individuals involved. Trustees and officials should treat all children, young people and any adults at risk with respect and dignity including choice of language, tone of voice and personal space including privacy whilst aiming to keep them safe. It is important that all trustees and officials treat every person as an individual and consider their particular needs.

No official should be put in/put themselves in a vulnerable position with a child, young person or vulnerable adult. It is strongly advised that trustees and officials do not, except in emergency situations carry children, young people and adults at risk in their own vehicle, or take them into any BCSS meeting rooms or 'behind the scenes' at events unaccompanied.

It is important that trustees and officials remain alert to possible sources of harm to a child, young person or adult at risk and should recognise potentially vulnerable situations.

The Board of Trustees do not expect any BCSS Trustee, official or member to breach the guidelines above which may then involve the BCSS in disciplinary and/or police investigation.

### **Safeguarding Yourself**

Both physically and online, it is good practice in counselling situations such as a disclosure, with a child, young person or any adult at risk, where privacy and confidentiality are important, to make sure that another adult is present and so knows the interaction is taking place, where and with whom. Another adult should be present, and the child, young person or adult at risk should know why they are there.

It is very important that no promises are made as confidentiality cannot be offered to either a trustee, official or a child in this situation.

If trustees, officials or members see other trustees and officials acting in ways which might be misconstrued, be prepared to speak to them, or the Safeguarding Co-ordinator, about your concerns (see Appendix 2 for reporting an incident or disclosure).

### **Suspected or actual abuse**

Anyone who suspects that a child, young person or any adult at risk has been abused or harmed is bound by law to follow the safeguarding procedures detailed in Appendix 1. It is important that these procedures are followed so that appropriate lines of enquiry by the police at a later date are not compromised.

#### Safeguarding is everyone's responsibility

If an allegation is made against a BCSS member, the safeguarding procedure will be implemented and an investigation will be carried out. This is for adults only. Children **MUST** not be investigated. If the investigation finds that a person has acted inappropriately or not in the best interests of the child, young person or an adult at risk, the matter will be referred to the Police.

Any suspected online abuse should immediately be brought to the attention of the Society's Internet and social media manager by email [webmaster@bcss.org.uk](mailto:webmaster@bcss.org.uk)

### **Safeguarding Procedure**

#### Confidentiality and disclosure of abuse in person:

Matters must be discussed only with the Safeguarding liaison, Safeguarding Co-ordinator, Safeguarding Trustee or the Chairman and where appropriate, relevant outside agencies (Social Services/Child services or Police) to protect the individual.

Any other trustee or official against whom a direct allegation has been made may discuss the factual points of the allegation in confidence with the Safeguarding Co-ordinator Safeguarding Trustee or the Chairman, with an appropriate adult if they wish, and the relevant outside agencies, if necessary.

If a child, young person or an adult at risk has been, or is at risk of being, abused; or has made a disclosure to them or against them; or receives a complaint from a member of the public relating to safeguarding issues at a BCSS event or meeting; or has a direct allegation made against them – follow the following 3 step process illustrated below.



## Confidentiality and disclosure of abuse

### Step 1

#### •DISCLOSURE

•If a child, young person vulnerable adult discloses any type of abuse, immediately report the matter to the Safeguarding Liason/Safeguarding Co-ordinator. It is their responsibility to ensure that any formal referrals are made to the correct bodies/authorities (social services/child services/police). If a member is unsure of something related to the well-being of a child, young person or an adult at risk, they should consult the Safeguarding Co-ordinator to determine the most appropriate course of action. Where an allegation is made against the Safeguarding Co-ordinator contact the Chairman

### Step 2

- When a child, young person or adult at risk discloses something that causes concern you must clearly record this information EXACTLY as it was disclosed on a Disclosure Report Form (Appendix 2) as soon as possible within 24 hours, recording the child's words, any concerns and any observed injuries.
- do not press for information and do not ask leading questions or put words/ideas/suggestions to the individual that are not their own
- reassure the person that they are right to tell and you believe them
- let them know what you are going to do next, who you are going to tell and why, and an outline of what will happen next
- The safeguarding liasion and/or the Safeguarding Co-ordinator should sign and date this form. If the matter is then passed on to a statutory authority/body, this written information should be forwarded as a record following any telephone contact with them

### Step 3

If the child, young person or vulnerable adult involved is part of an organised group visiting a BCSS event the Safeguarding Liaison/Co-ordinator will consult with the group's designated leader and will make every effort to agree an appropriate course of action.

If not part of an organised group, but visiting the event with other adults, such as family or friends, the Safeguarding Liason /Co-ordinator will determine the action required. If the child is unsupervised, or the adult disoriented, the Safeguarding liasion/ Co-ordinator will take advice from the relevant authorities. A written record will be kept by the Safeguarding Co-ordinator of all discussions, actions and procedures carried out using the Incident and disclosure form - see Appendix 2

#### If the Safeguarding Co-ordinator/Chair is not available contact:

- Local or regional safeguarding and child protection standards frameworks (available from your local authority or local safeguarding board/ partnership/child protection committee)
- The local Children Services and single point of access/first response/safeguarding team
- If they are unavailable and you are worried about a child or young person, call the NSPCC help for adults concerned about a child 0808 800 5000 or <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/> Help for children and young people – call Childline 0800 1111
- NSPCC contact are available 24 hours a day by email at [help@nspcc.org.uk](mailto:help@nspcc.org.uk). It's free and you don't have to say who you are. If you think a child is at immediate risk of harm, please call the police on 999.
- If you think any adult is at immediate risk of harm, please call the police on 999



## Parents/ guardians/ carers and group leaders responsibilities at a BCSS event

In addition to BCSS responsibilities to protect children young people or any adults at risk from harm, we ask that parents, guardians, carers and leaders of groups ensure their own responsibilities towards the people in their care.

The primary responsibility for the welfare and safeguarding of children, young people or vulnerable adults is with parents, guardians, carers or group leaders at all times.

They should:

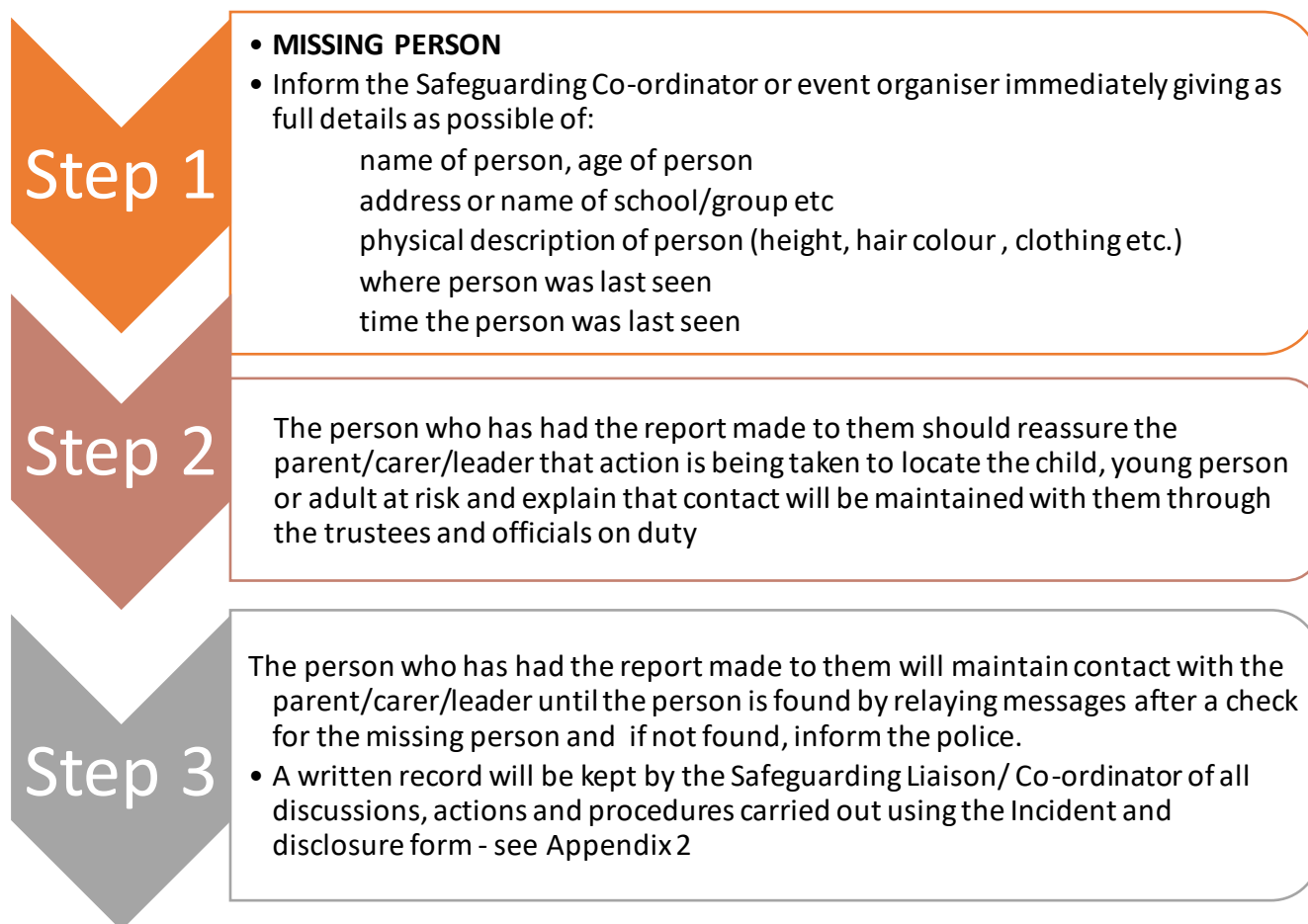
Ensure they supervise the children, young people or adults at risk at all times

In case of accident, contact a member the BCSS event team, who will follow BCSS procedures including calling for a ambulance if required.

In addition, group leaders should:

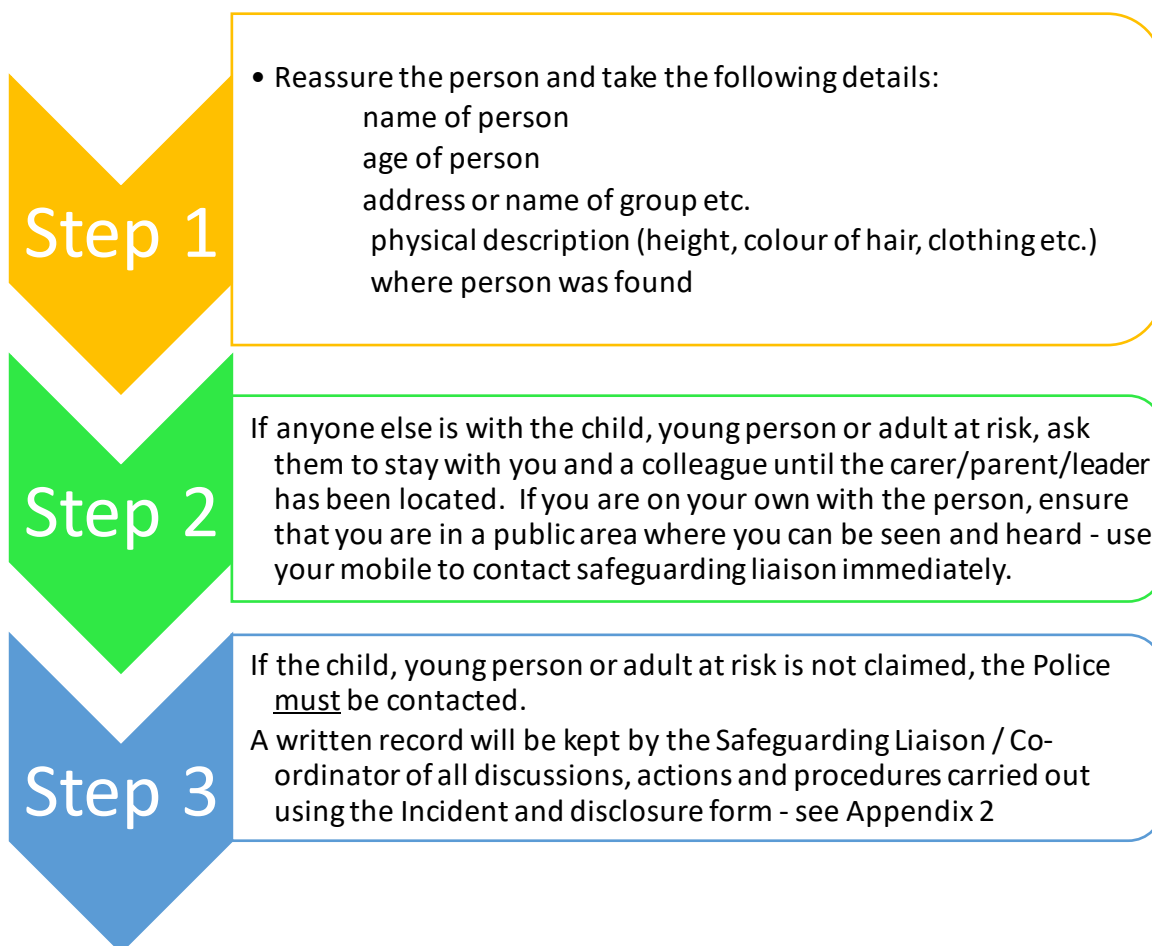
Ensure they adequately supervise the children, young people or adults at risk at all times and inform the group of how to behave at the event as a group ensuring that no party member is lost.

## Procedure for Lost children, young people or vulnerable adults



## Procedure for found children, young people or vulnerable adults including the elderly

If a child, young person or an adult at risk who is lost comes to you,



### Photographs and images of children, young people and adults at risk

The BCSS maintains a record of its events. We recognise that photographs can be used as a means of identifying individuals when they are accompanied with personal information, including name of the person etc. The BCSS is sensitive to images being taken of children, young people or adults at risk and is aware that images have the potential to be mis-used and will take care to ensure that this is not the case. The BCSS is aware that there may be valid reasons for an individual not wishing to be photographed and it will therefore respect the rights of individuals.

The BCSS reserves the right to take general photographs (moving or still images) of shows and events which it organises for use in its publications and promotional material, both in print and on-line, and it will make that fact clear to those attending such shows and events.

Where possible, the BCSS will seek permission for photographic documentation of children and young people under the age of 18 from the parent, guardian, carer or group leader. Photographs taken with the intent of being published must have the specific consent of the legal guardian of the individual photographed before they, or any personal accompanying information, can be

published. Consent should specify the platform on which the image will be published i.e. print, BCSS web site or BCSS social media sites.

Where possible, the BCSS will seek permission from the parent, guardian, carer or group leader for general photographic documentation of children, young people under the age of 18 and adults at risk. Specific photographs of children, young people under the age of 18 or adults at risk taken with the intent of being published must have the consent of the legal guardian of the individual photographed before they, or any personal identifying information, may be published. Where photographs of teenagers are concerned it is appropriate, depending on the circumstances, to obtain parental consent; if consent is not deemed necessary, consideration should be given to informing the parents that images of their child have been taken. Where a vulnerable adult is involved this should be on a case by case basis.

Consent in all cases should specify the platform on which the image will be published i.e. print, BCSS web site or BCSS social media sites.

<https://ipo.blog.gov.uk/2019/06/11/copyright-and-gdpr-for-photographers/>

From the above blog:

We know that photographs not only have meaning to the photographer, but to the people in the image. And there may be times when a person in a photograph objects to their image being shared. In this scenario, under GDPR a photograph is classed as someone's personal data. Valid consent is freely given, with genuine choice and control. It must be targeted to your purpose and easy to understand. There must also be a clear signal from the individual they agree. There are no specific timescales for expiry of consent in GDPR and consent can be withdrawn at any time. The BCSS will only use its photographs for its own purposes and will not sell or transfer any of its images for third-party use, unless with the specific written consent of the parties involved.

Photographic consent will not be granted to any individual or organisation by the BCSS for any photographs or images which may be used, or suspect may be used, in any commercial context.

Under the BCSS Privacy notice, a person may request the removal from a BCSS publications and/or promotional material, any personal image or comment relating to them.

#### **Further information and resources:**

Refer to the NSPCC guidance for further information for children and young people.

NSPCC Safeguarding and Child Protection Standards for the Voluntary and Community Sector Children and young people aged 0–18 2019 UK edition

<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>

# **Appendix 1**

## **Types of Risks and Harm**

Harm and risks you must be alert to, whether online or in person, include:

- sexual harassment, abuse and exploitation
- criminal exploitation
- a charity's culture, which may allow poor behaviour and poor accountability
- people abusing a position of trust they hold within a charity
- bullying or harassment
- health and safety
- commercial exploitation
- cyber abuse
- discrimination on any of the grounds in the Equality Act 2010
- people targeting your charity
- data breaches, including those under General Data Protection Regulations (GDPR)
- negligent treatment
- domestic abuse
- self-neglect
- physical or emotional abuse
- extremism and radicalisation
- forced marriage
- modern slavery
- human trafficking
- female genital mutilation

Reference : <https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

### **Definitions of categories of harm:**

#### **Physical abuse**

Any deliberate act or physical harm to a child, young person or adult at risk by the person having care or charge over the person. This could include a deliberate failure to protect such a person from physical danger. Physical abuse is any intentional physical contact that results in discomfort, pain or injury. It may involve, for example, hitting, shaking, throwing, burning, scalding, biting or suffocating and may involve inappropriate or unauthorised methods of restraint (including medical).

#### **Emotional abuse**

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on the person's emotional development. This may include: degrading name-calling, complete absence of affection towards the person or unrealistic demands for achievement being placed on the person and being intimidated by threats. It includes grooming, harassment, and inappropriate emotional involvement and the use of social media.

#### **Neglect**

Failure to provide care, or exposure of a child, young person or adult at risk to danger that seriously affects their health and/or development. Somebody may abuse or neglect a child or adult at risk by inflicting harm or by failing to prevent harm; this may happen within an institutional or community setting.

#### **Sexual abuse**

Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities whether or not they are aware of what is happening. This may include activities that children, young people or adults at risk do not fully understand and cannot give their consent to; and/or they have been coerced into participation against their will. Sexual abuse can range from people indecently exposing themselves to children, young people or adults at risk, asking them to touch their genitals, to sexual intercourse or exposing them to sexual/sexualised images on social media.

### **Failure to thrive**

Children or young people who significantly fail to reach normal growth and developmental milestones (e.g physical growth, weight gain, social and intellectual development) and there is no reasonable medical or other explanation.

### **What are the signs of child abuse?**

The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

### **Common signs**

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour. You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

Also, these examples may indicate abuse but could have other explanations

- **Physical** - Unexplained or hidden injuries, unexplained bruising, lack of medical attention.
- **Emotional** - Reverting to younger behaviour, nervousness, attention seeking, running away, stealing, lying.
- **Sexual** - Pre-occupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; secretive relationships with adults, children or young people.
- **Neglect** - Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

## **Incident and Disclosure Form (see Appendix 2) - Guidelines to fill in the form**

The person who had the concern or to whom the disclosure was made must complete an BCSS Incident and Disclosure Report Form as soon as possible or within 24 hours, recording the child/young person/vulnerable adult's own words, any concerns and any observed injuries. The person making the report must be non-judgemental, recording only the facts.


Both the person recording and the Safeguarding Co-ordinator (or if they are not present, the person in charge of the event) should sign and date this form.

The following gives an indication of the kind of information, which should be recorded and included in any note:

- Specific Incidents: are you reporting your own concerns, or those of someone else?
- Description of what prompted those concerns (be specific, what happened etc.)
- Details of any changes in behaviour, physical evidence, indirect communication.
- Communication: Have you spoken to the person? Give details of any disclosures, or what was said in as much detail as possible, include timings and location
- Have you spoken to the parent/carer/group leader - details e.g. what were their explanations? Have you contacted any other people or agencies?
- Have you passed on this information to the safeguarding co-ordinator and ensure that person has also signed the form.



## Appendix 2

British Cactus and Succulent Society	
<b>Incident and Disclosure Report Form</b>	
 BRITISH CACTUS AND SUCCULENT SOCIETY Let's Grow Together	
YOUR DETAILS	
The person who is recording the incident	
Your name	
Your position (if applicable)	
BCSS event	
Date	
Your signature	
SECOND PERSONS DETAILS	
The person who has been affected by/involved in the safeguarding incident	
Name	
Age and gender	
Address/postcode Telephone number	
Parent/carer/witness name	
Parent/carer/witness address if different	
Relationship to the person involved in the incident	
Details of the incident/ disclosure	
Name of person disclosing information or witnessing incident.	
Time of incident (approx.)	
Date of incident	
Name (if known) of person about whom the allegation is being made (or a description if no name available)	
Details of the incident/ allegation/ disclosure.	

<b>Action taken</b>	
Details of actions taken so far e.g reported to the event organisers, family/carer, police etc.	
Details of actions you intend to take	
Name and contacts of any witnesses	
<b>Details of whom this information has been passed to</b>	
Name	
Organisation	
Date and time that the information has been passed on	
Any agreed further action	
Please send a copy of this form to the BOT Safeguarding lead.	

