

Darlington Beekeepers Association - Children & Vulnerable Adults Protection Policy

Darlington Beekeepers Association seeks to safeguard all its members. It is the responsibility of all of us to prevent the physical, sexual or emotional abuse of children (people aged under 18) and vulnerable adults.

1 Children and vulnerable adults must be accompanied by a responsible person at all times.

1.1 Other adults will not be left alone with children or vulnerable adults, neither will they meet children or vulnerable adults offsite without a responsible person present.

1.2 No private correspondence should take place with children or vulnerable adults. All letters, emails and texts should be copied to a responsible person and to the HRBKA committee.

2 DBKA committee are responsible for this policy. Any concerns should be raised with any one of them.

3 This policy will apply to all members and volunteers of Darlington Beekeepers' Association.

4 Volunteers will only work, at association events, with children and vulnerable adults who are accompanied by a responsible adult at all times.

4.1 The responsible adult should not be sent out of sight; if the child or vulnerable adult is to be left alone with someone it must be their responsible adult and not a volunteer.

5 Volunteers will treat children and vulnerable adults fairly. If members are in doubt about the suitability/behaviour of a volunteer who is helping children or vulnerable adults they should discuss their concerns with a member of the committee.

6 Anyone wishing to work with children and vulnerable adults will be asked to complete a confidential Disclosure Form stating their acceptance of all aspects of this policy and their suitability to volunteer including the statement that they do not have convictions which would bar them from working with children or vulnerable adults.

6.1 The association will confirm, as part of this form before appointment, that there is no known reason why the applicant is unsuitable to work with children/vulnerable adults, such decision being taken by the committee meeting *in camera*. The form will be duplicated and a copy shall be kept in a file maintained by the Secretary.

6.2 Should the committee meeting recommend that the applicant should not work with children or vulnerable adults then this should be recorded on the Disclosure Form.

6.3 The minutes of the committee meeting should record the name of the applicant under consideration and refer to the existence of the Disclosure Form but should not record the decision either way.

7 There should be no doubt about the suitability of the volunteer.

8 Any disclosures or reports of child abuse should be directed to NSPCC, Childline, social services, schools and the committee.

9 This document to be reviewed annually at the first committee meeting following the Annual General Meeting.

10 This Document was adopted as official DBKA Policy at the Committee Meeting held 10th June 2026.

DBKA Children & Vulnerable Adults Protection Policy

Application to Work as a Volunteer with Children or Vulnerable Adults

Name of applicant _____ Date _____

I declare:-

I have read the DBKA Children & Vulnerable Adults Protection Policy, I am familiar with its contents and agree to work in accordance with its requirements and guidelines. Yes/No

I am a fit and proper person to work with children and vulnerable adults. Yes/No

I have not been charged with an offence relating to children or vulnerable adults. Yes/No

I have not been the subject of a police investigation relating to children or vulnerable adults. Yes/No

I have not had disciplinary action taken against me in a workplace regarding my interaction with a child or vulnerable adult. Yes/No

Signed (applicant) _____

I confirm that the applicant has been given a copy of the DBKA Children & Vulnerable Adults Protection Policy (printed or electronic) and has completed this form.

Signed (Committee Member) _____ Date _____

I confirm that the committee has discussed the suitability of the above person to work with children or vulnerable adults and has come to the following decision. (Please delete as appropriate).

It has been given no reason why the applicant might be unsuitable to work in such a context.

It recommends that the applicant should not be permitted to work with children or vulnerable adults.

Date of Relevant Committee Meeting _____

Signed _____ (Chair) Date _____

Schedule 2: Guidelines

1 If you think a child is in immediate danger

- 1.1 Don't delay – call the police on 999
- 1.2 or call the NSPCC on 0808 800 5000, straight away.

2 If you are working with Children or Vulnerable Adults

- 2.1 Make sure you are familiar with the DBKA Children and Vulnerable Adults Protection Policy and that you adhere to its requirements.
- 2.2 Plan your activities to avoid potential difficulties and know how you might deal with problems.

3 School visits by DBKA members

- 3.1 School visits require host school to agree to visit in writing.
- 3.2 School to be informed that DBKA member is to be accompanied by a staff member at all times.
- 3.3 School risk assessment is the responsibility of the school. DBKA will provide additional information on request.

4 Apiary visits by outside organisations eg schools, youth groups.

- 4.1 Organisation will provide adequate number of accompanying responsible adults based on their requirements.
- 4.2 Visitor numbers will be agreed in advance and will not be exceeded.
- 4.3 An agreed risk assessment will be in place prior to the visit taking place.