



# Safeguarding policy and procedures

## Purpose

The purpose of this policy is to protect people, particularly children and vulnerable adults, from any harm that may be caused due to their coming into contact with the Kings Heath Neighbourhoods Forum.

## Introduction

Kings Heath Neighbourhoods Forum takes its safeguarding responsibilities seriously. Our events are open to children, young people and adults, some of whom may be considered vulnerable. We believe that safeguarding is everyone's responsibility. All Officers, Committee members, and volunteers working under the auspices of the Forum are provided with this policy and given clear guidance on the procedures for raising and reporting any safeguarding concerns that arise in the course of their activities as a member of the Forum.

## Definitions

- "The Forum" refers to the elected and co-opted members of the Management Committee of the Kings Heath Neighbourhoods Forum.
- "Children" refers to persons below the age of 18 (as defined in the United Nations convention on the Rights of a Child).
- "Vulnerable adults" refers to persons aged 18 or above who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation because of their disability, age or illness.

## Context and legal framework

The principal pieces of legislation governing this policy are:

- Working Together to Safeguard Children 2010
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997

- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974
- Mental Capacity Act 2005

From the Constitution of the Kings Heath Neighbourhoods Forum, adopted in 2022:

- “The purpose of the Forum is to promote the highest quality of life and general well-being of those living in the area, without distinction of sex, age, socio-economic standing/class, disability, sexual orientation, colour, race or political, religious or other opinion.”
- “In furtherance of this purpose, the Forum will:
  - Bring together residents and others [...] on a regular basis in order to address community issues of common concern.
  - Provide a forum for residents and local groups within the area to come together to seek understanding and, where possible, consensus on issues affecting the area. [...]
  - Work in partnership with other organisations. [...]
  - Promote the active involvement of residents in decision making about the area. [...]
  - Promote social inclusion throughout the area.”

## Policy

In accordance with its constitution, the Forum will ensure that children and vulnerable adults

- are welcome to participate in its activities ;
- can do so without fear of harassment, belittlement, or bullying;
- are listened to and treated with respect.

Furthermore, the Forum will

- advertise its events and activities to all members of the community;
- ensure that venues are accessible;
- admit children to its events when accompanied by a responsible adult;
- expect partnering organisations to adhere to the same safeguarding principles as listed in this document.

Before making any financial grants to any other organisation or person, the Forum will check that the potential recipient has an appropriate safeguarding policy in place. Where it is not clear that the policy is appropriate to the activities carried out by the potential recipient, the Forum will request an explanation about the approach adopted to safeguarding and how it is reflected in the policy.

In line with its operating model, which does not include direct provision of services to any individuals (whether or not vulnerable), the Forum will not

- directly provide services to children or vulnerable adults;
- allow its members, when acting in their capacity as Forum members, to be alone with a child or a vulnerable adult.

## Procedures

- The Forum will select one of its members as the Safeguarding Officer who will regularly make members aware of the principles of safeguarding and this policy in particular. Every member of the Forum is expected to act in accordance with the principles of this policy.
- Anyone can approach the Safeguarding Officer or the Chair if they have concerns regarding safeguarding children and vulnerable adults, or regarding the behaviour of other members of the Forum towards children and vulnerable adults during events organised by the Forum.
- Members of the Forum who have concerns regarding the potential for harm to people, especially children and vulnerable adults, due to their contact with the Kings Heath Neighbourhoods Forum **must** report this to the Safeguarding Officer.
- The Safeguarding Officer together with the Chair will try to address and resolve issues directly. Where appropriate, safeguarding incidents will be discussed and minuted at the following management committee meeting of the Forum.

## External

- The Forum will avail itself of the advice and the services offered by the Birmingham Safeguarding Adults Board ([www.bsab.org](http://www.bsab.org)) and the Birmingham Safeguarding Children Partnership ([lscpbirmingham.org.uk](http://lscpbirmingham.org.uk)).

## About this document

- This document was adopted by the Management Committee of the Kings Heath Neighbourhoods Forum on 9 July 2025.
- Spencer Lamb was selected as Safeguarding Officer for the remainder of the 2025/26 session.
- This policy will be reviewed every second year thereafter.