THE KILLINCHY AND DISTRICT BEEKEEPERS ASSOCIATION

KBKA Safe Together Policy

Our Commitment to Safeguarding All Members, particularly Children and Adults at Risk

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1. Policy Statement

Killinchy Beekeepers Association (KBKA) is committed to providing a safe, welcoming, and respectful environment for all members and visitors attending its activities.

KBKA recognises its responsibility to safeguard its members, including children, young people, and adults at risk or needing protection, who may attend Association activities. KBKA will respond appropriately to any concerns about welfare, safety, or abuse.

This policy explains how safeguarding is managed within KBKA and should be read alongside the more comprehensive safeguarding policy of the Ulster Beekeepers Association (UBKA), the umbrella organisation to which KBKA is affiliated.

This policy will be shared with membership to agree on each annual membership renewal. It should be read in conjunction with the KBKA Member Code of Conduct, which sets out expected standards of behaviour for all members.

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2. Scope of This Policy

This policy applies to all KBKA sponsored activities, including:

- Meetings held in hired halls hired by KBKA or meeting venues
- Practical beekeeping sessions at the Association teaching apiary
- Any activity delivered by members acting on behalf of KBKA

KBKA Sponsored Activities

Outside of UBKA-governed activities:

- KBKA operates as a membership and community interest association.
- Children attending KBKA activities must be accompanied and supervised by a parent, legal guardian, or responsible adult acting on their behalf.
- The accompanying adult retains full responsibility for the child's safety, welfare, and behaviour at all times.

All attendees must be registered and paid KBKA members unless otherwise agreed by the Committee.

KBKA participation in UBKA Sponsored Education and Course Delivery

- KBKA does not deliver formal education, training, or structured teaching programmes for children or adults at risk.
- KBKA may facilitate, promote, or host Introductory, Proficiency beekeeping courses in name only. However, for the Introductory, Proficiency beekeeping courses all course content, delivery, supervision, and safeguarding arrangements relating to these courses are planned, implemented, and overseen by UBKA.
- UBKA maintains responsibility for safeguarding arrangements, policies, and procedures relating to course participants.
- Accordingly, KBKA does not assume safeguarding responsibility for children or adults at risk participating in courses delivered under UBKA governance. Any safeguarding concerns arising during such courses should ideally be addressed to UBKA and managed in accordance with UBKA safeguarding procedures.
- UBKA maintains responsibility for safeguarding arrangements, policies, and procedures relating to course participants.
- KBKA may also facilitate and promote an Online Queen Rearing Course. However, all course content, delivery, supervision, and safeguarding arrangements relating to these courses are planned, implemented, and overseen by The Native Irish Honey Bee Society (NIHBS) Association. This course is for our adult members only who also hold membership of NIHBS

KBKA takes seriously its duty of care regarding safeguarding. KBKA will take appropriate action on any safeguarding concerns addressed to them, whether a concern is raised from a KBKA or a UBKA activity and in accordance with this policy and relevant statutory guidance, including *Working Together to Safeguard Children*.

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3. Definitions

A Child
Anyone under the age of 18 (The Children (Northern Ireland) Order).

An Adult at Risk
An adult who may require additional support due to age, illness, disability, mental health, or personal circumstances, and who may be at risk of harm or exploitation. KBKA recognises that such needs may not always be visible or disclosed.

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4. Legal Framework

This policy is informed by relevant safeguarding legislation and guidance, including:

- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Criminal Justice legislation relating to safeguarding and duty of care
- Data Protection legislation (UK GDPR and Data Protection Act 2018)

This policy will be reviewed annually to ensure compliance with legislation and best practice.

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5. Safeguarding Principles

KBKA aims to ensure that all participants:

- Feel physically and emotionally safe
- Are treated with dignity and respect
- Are protected from harm, abuse, or exploitation

Safeguarding is the responsibility of all members, not only those leading activities.

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6. Children and Adults at Risk Attending KBKA Activities

- Children may attend KBKA activities only when accompanied by a parent or legal guardian.
- KBKA members do not assume parental or supervisory responsibility for children.
- Adults at risk may attend activities. Where known, appropriate support arrangements should be agreed in advance.
- Where vulnerability is not known, members should act with awareness, sensitivity, and respect.

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7. Health and Safety Requirements for Safeguarding

KBKA recognises that good health and safety practice is an important part of safeguarding everyone who takes part in its activities.

- Risk assessments are carried out for activities involving live bees and are reviewed as needed.
- Members are responsible for providing and wearing appropriate protective clothing, including bee suits, veils, and gloves.
- Participants are made aware of the risks associated with beekeeping, including bee stings and allergic reactions, before activities begin.
- Activity leaders will hold appropriate basic first aid training where this is relevant to the activity being delivered.
- Clear procedures are in place for dealing with medical emergencies, including allergic reactions, and emergency services will be contacted immediately if required.
- Arrangements are in place to ensure emergency services can access the Association apiary if needed.
- Site-specific health and safety information and risk assessments are available at the apiary and must be followed by all members.

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8. Roles and Responsibilities

KBKA will:

- Appoint suitably experienced members to lead activities
- Require activity leaders, where appropriate, to hold Enhanced AccessNI clearance and safeguarding training
- Expect all members to follow this safeguarding policy and the KBKA Code of Conduct

Designated Safeguarding Officer (DSO)

The Designated Safeguarding Officer (DSO) is the person responsible for safeguarding within the Association.

The DSO:

- Is familiar with safeguarding policies, procedures, and reporting requirements
- Acts as the first point of contact for any safeguarding concerns and should be contacted as soon as a concern arises

- May report Safeguarding concerns relating to children or adults at risk via the relevant Health and Social Care Trust Gateway Team. HSC Trust Gateway Contact Numbers
- Receives and supports the recording of safeguarding concerns and decides what action is needed
- Makes sure concerns are recorded, kept securely, and treated confidentially
- Reports safeguarding concerns promptly to the UBKA Safeguarding Lead and relevant statutory authorities when appropriate
- Seeks advice from and liaises with external agencies where necessary
- Understands that it is **not** their role to investigate concerns, but to ensure they are reported and handled correctly

If the KBKA DSO is unavailable, then the UBKA lead safeguarding officer will take on these responsibilities.

KBKA Members

Members will be asked to become familiar with this policy at each annual membership renewal and when any updates have been made. Communication will be via email or by post if requested. Specifically members will be asked to:

- Treat all participants with respect and courtesy
- Avoid situations where they are alone with a child or adult at risk
- Avoid unnecessary physical contact
- Never use inappropriate, sexualised, intimidating, or discriminatory language
- Never tolerate bullying, harassment, or abuse

Any concerns must be reported promptly to the KBKA DSO.

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9. Responding to Safeguarding Concerns

Safeguarding concerns should be reported to the KBKA DSO as soon as possible while details remain clear. **The Safeguarding Incident Report Form (Appendix 1)**should be used to help record the details of the concern.

KBKA Designated Safeguarding Officer

Name: Gwen Earnshaw
Email: kbkaapiary@gmail.com 07971344124

If the KBKA DSO is unavailable, then the UBKA lead safeguarding officer, at ubkaexecutivechair@gmail.com, will take on these responsibilities.

When a concern is disclosed, the DSO will:

- Listen calmly and without judgement
- Record the facts only
- Avoid direct contact with the person alleged to be involved

Where safeguarding allegations are identified:

- The DSO will report concerns to statutory authorities (e.g. Police or Social Services) within 24 hours
- The DSO will inform the UBKA Safeguarding Lead of the allegations
- Such records are to be kept securely and confidentially by the DSO with access limited to nominated personnel

Where concerns do not meet safeguarding reporting thresholds:

- The matter may be investigated internally by the KBKA DSO and KBKA Office Holders to determine if disciplinary action is required
- UBKA safeguarding lead will still be informed
- Records will be kept securely and confidentially by the DSO with access limited to nominated personnel, in the best interests of those involved.

Members alleged to have caused harm may be suspended from activities during investigation. Suspension does not imply guilt.

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10. Photography, Social Media and Data Protection

KBKA is committed to protecting the privacy, dignity, and safety of all participants, particularly children and adults at risk. This section should be read alongside the KBKA Code of Conduct and the UBKA Safeguarding Policy.

- Photographs or videos of children or adults at risk will only be taken with prior, informed consent from the individual and/or their parent, legal guardian, or responsible adult

- Anyone who does not wish to be photographed or recorded will have their wishes respected

- Children and adults at risk will not be identified by name or personal details in images, publicity, or online content

- Images from KBKA activities must not be shared on personal social media if they include children or adults at risk, unless explicit consent has been given

- All online activity must reflect the standards of the KBKA Code of Conduct and must not compromise safeguarding or privacy
- Images and personal data will be stored securely, used only for agreed purposes, and handled in line with UK GDPR and the Data Protection Act 2018
- Safeguarding records are to be kept securely and confidentially by the DSO with access limited to nominated personnel

Any concerns about the use of images, personal data, or online content must be reported immediately to the Designated Safeguarding Officer.

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11. Emergency and Support Contacts

Emergency Services

Emergency (Police / Ambulance / Fire): 999
(Use where there is immediate danger or serious incident)

Police Non-Emergency: 101
(For police advice or non-urgent reporting)

Social Services (Northern Ireland)

KBKA Internal Contact

Designated Safeguarding Officer (DSO): Gwen Earnshaw kbkaapiary@gmail.com

All safeguarding concerns must be recorded and reported in line with this policy.

UBKA Safeguarding contact: ubkaexecutivechair@gmail.com

Member Support

KBKA recognises that safeguarding concerns can be distressing. Confidential support is available via:

NSPCC Child Protection Helpline:
0800 800 500 (24 hours)

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12. Links to Umbrella Safeguarding Policy

KBKA is affiliated with the Ulster Beekeepers Association (UBKA) and operates in line with its safeguarding principles.

UBKA Safeguarding Policy:
https://ubka.org/wp-content/uploads/2024/11/UBKA-People-Policies-2024.docx-1.pdf

Where activities fall outside the direct scope of this policy, the UBKA safeguarding policy provides the overarching framework.

Policy Information

Killinchy Beekeepers Association
Safe Together Policy

Approved by KBKA Committee: **March 2026**
Review Date: **March 2027**

Appendices

Appendix 1:
Safeguarding Incident Report Form

Appendix 2:

Member Code of Conduct