

LHBS Safeguarding Policy

LHBS (Liverpool Hospital Broadcasting Service) is a registered charity (Eng/Wales 508557) based at the Broadgreen hospital site, Thomas Drive, Liverpool L14 3LB.

It has operated since 1975 (initially as “Radio Newsham” based at Newsham General Hospital, Liverpool L6) providing a radio entertainment service for hospital patients.

In 1982 Broadgreen hospital administration invited Radio Newsham to provide a hospital radio service for the patients on the Broadgreen site. Radio Broadgreen started in October 1983 and the charity name was changed to include both hospital radio services. Since the closure of Newsham general hospital, this charity is now based in Warmington Lodge – a detached building set on the grounds of the Broadgreen site. This charity is staffed entirely by volunteers with no paid staff. The Charity and its members are governed by its Charity Constitution along with Rules & Regulations.

The members training program was updated in 2010 to include Safeguarding and Health & Safety topics in light of the Mid-Staffordshire abuse reports. This included CRB checks and POVA awareness (Protection of Vulnerable Adults). Induction/Training for all new members is mandatory for all on-site staff.

Membership to this charity in relation to safeguarding can be put into two sections. Members who may have contact with vulnerable persons and those who will not.

Members who are likely to have contact with vulnerable adults (regulated activity), such as those who visit wards, will be required to have an enhanced application process via the local NHS Trust.

Members who will have no regulated activity (those who support the service but don't have any contact with vulnerable persons), such as providing a pre-recorded radio program, are not required an enhanced application.

1. The Trustee's of this charity are committed to the safety of all its members and any vulnerable persons they may come into contact within hospital during their work as representatives of LHBS.
2. No form of abuse is acceptable and this charity has a zero tolerance on abuse.
3. All applications for membership have to be reviewed by the Secretary along with the recruiting officer.
4. Those members who will have regulated activity will be required to complete the enhanced application procedure (including DBS/ID checks, Occupational Health and H&S).
5. Localised training, H&S procedures and safeguarding awareness is mandatory and is reviewed each year.
6. All members are encouraged to report any incident, allegation or concern to a member of the Committee.
7. Members who conducted regulated activity are encouraged to report any incident, allegation or concern to the head of the ward or to a member of the committee either in person or anonymously.
8. Any person that wishes to make a report about the conduct of any member of this charity are asked to contact the committee via email (info@radiobroadgreen.com) or in writing (anonymously if they prefer).
9. All reports will be investigated by the Committee/Trustee's of this charity and recorded.

10. Disciplinary actions will be decided by the Committee/Trustee's in accordance to the Constitution and Rules & Regulations.
11. Any serious allegation or incident will be reported to the local authorities.

Data Protection Act

Any recording of personal details including application forms will be regarded as personal data and kept private in a secure place.

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - (a) at least one of the conditions in Schedule 2 is met, and
 - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

GDPR was approved and adopted by the EU Parliament in April 2016 with a two year transitional period meaning it will be in force from May 2018. Any information relating to a natural person that can be used to directly or indirectly identify the person will be regarded as personal data and treated accordingly.

At present, this charity does not intentionally store personal data electronically either on its own servers or using cloud based servers with the exception of ip addresses collected via our streaming software for the provision of listening reports as required by law. Email addresses from individual persons who have contacted this charity will be regarded as private. Such information may not be used for marketing purposes without consent.

Use of CCTV and the recordings of CCTV images are bound by Data Protection Act.

Reviewed January 2018