

# Scarborough Archaeological and Historical Society

Registered Charity No. 1108962

## Policy and Procedures

### 2. Safeguarding

#### Introduction

This document is the Safeguarding Policy for Scarborough Archaeological & Historical Society (SAHS). The Society acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

For the purpose of this policy document the term 'child' will be used to describe all children and young people under the age of 18 years old participating in SAHS activities. Vulnerable adults include people over the age of 18 who have cognitive and/or physical impairments.

The policy recognises that the welfare and interests of children and vulnerable adults are important in all circumstances. The Policy aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults:-

- have a positive experience whilst participating in SAHS activities, projects or events
- are protected from abuse whilst participating in SAHS activities, projects or events.

SAHS acknowledges that some children and vulnerable adults, including disabled or those from ethnic minority communities, can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

For children under the age of 16, SAHS will not undertake activities with children in the absence of their parent/guardian and/or their teacher/carer. Parents/guardians and or teachers/carers remain responsible for the child's welfare throughout these activities. In the case of children 16 years of age and over the written consent of the parent or guardian must be obtained.

#### Policy Statement

As part of our safeguarding policy SAHS will

- promote the safety and wellbeing of children, young people and vulnerable adults.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in SAHS. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

If any parent, guardian teacher, child, member of staff or volunteer has any concern about the conduct of any person whether professional or volunteer working with SAHS, this should be raised in the first instance with the Chairman and/or President for the time being at .

Email: [chair@sahs.org.uk](mailto:chair@sahs.org.uk)

Post: Scarborough Archaeological & Historical Society

c/o 4C Dunslow Court, Eastfield, Scarborough YO11 3XT

The policy will be implemented by adhering to the guidelines contained within this document. Any person participating in a SAHS activity involving children and vulnerable adults must comply with this policy and guidelines

### Good practice guidelines

All SAHS participants should demonstrate exemplary behaviour in order to protect themselves and the Society from allegations of misconduct.

The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets). Never allowing yourself to be left alone with young or vulnerable participant. Never making gratuitous physical contact with a participant. Being cautious about physical contact. Where physical contact is inescapable (e.g. to demonstrate equipment or a particular exercise/move) participants should be aware of the limits within which such contact should take place and of the possibility for misinterpretation of such contact.
- Treating all children and vulnerable adults equally, and with respect and dignity. SAHS will take positive action to eliminate discrimination against any person or group of people. SAHS will ensure that children are protected from discrimination on any grounds, including ability, and challenge discriminating comments and behaviour. Activities should be designed to include all children and to promote positive attitudes towards differences.
- Maintaining a safe and appropriate distance with children and vulnerable adults. (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or vulnerable adult)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Conducting yourself in a manner that sets a good example to the participants. Be an excellent role model – this includes not smoking or drinking alcohol in the company of/whilst responsible for children.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Never using physical force against a participant, unless it constitutes reasonable restraint to protect him/her or another person or to protect property. If it is necessary to restrain a participant because they are an immediate danger to themselves or others or to property then the minimum amount of force should be used for the shortest amount of time. Remain calm and get the attention and support of other people. The incident should be recorded in writing, with a witness statement (where possible), immediately afterwards.
- Never using physical punishment
- First aid given should be recorded in writing and reported to the activity lead member who will inform the parent or carer.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Questioning any unknown adult who enters an event or activity organised by SAHS and/or who attempts to engage with the children.

Practices never to be sanctioned:

- Engaging in any form of inappropriate touching.
- Children's inappropriate use of language and/or behaviour. This should always be challenged.
- Sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature for children or vulnerable adults that they can do for themselves (e.g. apply sunscreen).
- Inviting or allowing children or vulnerable adults to stay with you at your home or arrange meetings off-site.

#### Use of photographic/filming equipment

Written consent to take and use images of children should be obtained prior to the taking of photographs and/or video footage. Parents/guardians/teachers should be made aware of when, where and how the images may be used in order to give their informed consent. This includes comprehensive information regarding use of images e.g. in print, multi-media, broadcast; for what purpose e.g. promotion, publicity, evaluation, audit, review; and where possible an indication of who the audience will be e.g. the general public, the participating children and their families, other organisations and institutes.

#### **Monitoring**

SAHS will review this Policy on an annual basis or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board.
- as a result of any other significant change or event.

Policy formally adopted by the Trustees at a meeting on 9 December 2019

Reviewed by the Trustees on 30 January 2023

Reviewed by the Trustees on 11 November 2024



Signed Trevor Pearson

11/11/24

Chairman of the Trustees