



## STAFFORDSHIRE ARCHAEOLOGICAL & HISTORICAL SOCIETY

### POLICIES OF THE SOCIETY

#### Safeguarding policy

##### 1. Purpose.

The Staffordshire Archaeological and Historical Society (hereafter The Society) is a charity, registered with the Charity Commission. The Society's charitable activities may include working with children or vulnerable adults. The purpose of this policy is to protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

##### 2. Safeguarding Principles.

This policy provides the framework to help the Society protect children, young people and vulnerable adults who join the Society or take part in activities run by the Society. The Society's principles in this respect are:

- No-one involved in the Society's work should ever experience abuse, harm, neglect or exploitation.
- All Society members have a responsibility to promote the welfare of all Society beneficiaries and volunteers to keep them safe and to work in a way that protects them.
- All Society members have a collective responsibility for creating a culture in which all associated with the Society not only feel safe, but are also able to speak up, if they have any concerns.

##### 3. Safeguarding Policy Applicability & Roles.

This safeguarding policy applies to anyone working on behalf of the Society, including Committee members and other volunteers. Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined herein, and include any additional legal or regulatory requirements specific to their work. This policy will be made available to all engaged with the Society via our website. All members, contractors and volunteers have a responsibility to maintain appropriate standards of behaviour, to report poor practice and to recognise and be alert to safeguarding concerns. Everyone working on behalf of the Society must report any concerns to the Safeguarding Lead named below. Society Committee members have overall responsibility for safeguarding within the organisation, and the Society has a nominated a Committee member to take

lead responsibility for safeguarding, currently the Honorary Secretary (referred to as Safeguarding Lead).

#### **4. Role of the safeguarding lead**

The Safeguarding Lead has the following responsibilities:

- To oversee the Society's approach relating to safeguarding and the protection of children and vulnerable adults, including people who benefit from the work of the Society, contractors, volunteers and other people connected to the Society's activities.
- To champion safeguarding and ensure that this policy is at the heart of Society decision-making
- To keep up-to-date with safeguarding legislation and good practice
- To act as the first point-of-call for anyone who has safeguarding concerns relating to the Society and its activities.

#### **5. Legal Framework**

This policy takes into account relevant legislation and guidance and is particularly informed by the requirement of the Children Act 1989, which provides a framework for the care and protection of children and young people, and the Children Act 2004 which underpins the Every Child Matters, Change for Children programme, and Working Together to Safeguard Children 2018. Other relevant legislation and government policies include: Children Act 1989, The Police Act 1997, The Protection of Children Act 1999, Criminal Justice and Court Services Act 2000, Care Standards Act 2000, Safeguarding Children 2002, Chief Inspectors Report The Victoria Climbié Inquiry 2003, Lord Laming Report Keeping Children Safe 2003, Government response Every Child Matters Change for Children –Green paper 2003, The Sexual Offences Act 2003, The Children Act 2004, Bichard Inquiry 2004, Every Child Matters and the Children Act 2004, Safeguarding Children: Second Chief Inspectors Report 2005, Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children 2006, Making Safeguarding Everyone's Business 2006, and Government Report Safeguarding children: Third Chief Inspectors Report 2008.

#### **6. Current Context**

The Society is a charity. Membership is open to everyone. The main activities of the society are the publication of an annual journal (the Transactions) and the delivery of a programme of activity (featuring lectures and excursions). The Society does not currently independently run any events or activities aimed specifically at children; however no-one is excluded from attending events. The Society does not currently undertake any regulated activities, as defined in the Safeguarding Vulnerable Groups Act 2006. Should this context change then this policy will be reviewed and updated before any new activities begin.

#### **7. Safeguarding Code of Conduct**

Within the framework of this policy, the Society has created a safeguarding Code of Conduct, outlined below. This sets out the expectations of all members contractors or volunteers who work for or represent the Society in their contact with children, young people and vulnerable adults when representing the Society or at Society-run events.

The Code: -

- The Society will enforce event terms of entry; attendees under the age of 16 must be accompanied by a parent or guardian.
- The Society will ensure that there is more than one adult present during any activities with children, young people and vulnerable adults.
- Society members will report any concerns, in writing, to the *Trustee Safeguarding Lead* within 24 hours of their occurrence. Note that further support and advice concerning vulnerable children is available at: <https://www.nspcc.org.uk/keeping-childrensafe/our-services/nspcc-helpline/> and the equivalent for vulnerable adults: <https://wearehourglass.org/hourglass-services> and: <https://www.citizensadvice.org.uk/about-us/contact-us/contact-us/contact-us/>
- At events, Society members must not take responsibility for supervision of children, young people or vulnerable adults at any time.
- At events, Society members must not engage in any physical play with children, young people or adults, nor allow or engage in any touching of any kind no matter the circumstance.
- At events, Society members must not verbally abuse any person at any time.
- At events, Society members must not seek to befriend or engage 1to1 with children, young people or vulnerable adults either in person or on any social media accounts.
- At events, Society member must not take photographs of any identifiable person on a personal device.
- At events, all Society members volunteers and contractors must understand the need to maintain appropriate boundaries in their dealings with children, young people and vulnerable adults.

Created by: (name) Steve Lewitt, Hon Secretary.  
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