

Worthing Archaeological Society Safeguarding Policy

1. Introduction

This statement describes Worthing Archaeological Society's (WAS) Policy for protecting the welfare of its members, including children and vulnerable adults who participate in its activities or otherwise come into contact with members of the Society during its activities and operations.

The Society takes its responsibilities under the United Kingdom's legislation for protecting its members including vulnerable people very seriously and good governance is a key part of this. As well as being a legal requirement, it is very important to the reputation of the Society and to the success of its activities, that members are known to be trustworthy, as well as respectful, caring and inclusive. The Society should consider the needs and dignity of all its members. The Society is committed to ensuring that all members including young and other vulnerable people are safe and secure when they come into contact with it.

1.1 The purpose of this policy is to ensure the safety of its members, including children and vulnerable adults who are attending all WAS events eg: Study Days, Lectures, Digs etc.

1.2 A child is legally defined as anyone under the age of 18.

1.3 The definition of a vulnerable adult is "a person aged 18 or over who has (i) a substantial learning or physical disability; (ii) a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or (iii) a significant reduction in physical or mental capacity."

1.4 The definition of abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. In all forms of abuse there are elements of emotional abuse.

1.5 Any concerns should be dealt with in a sensitive and confidential manner.

2. The Policy

2.1 Children

2.1.1 WAS aims to provide a healthy and safe environment for children at WAS events with an open environment that avoids unobserved secluded locations or situations.

2.1.2 The consent of a child's parents, guardian or teacher must be obtained before a child can participate in an activity at a WAS event.

2.1.3 Children under 12 should only be admitted into WAS events with an appropriate adult, and must be supervised at all times.

2.1.4 Permission must be obtained from a parent or guardian before a child under 12 is included in a publicity photograph.

2.1.5 Where groups of children attend a WAS event, i.e. school groups, guides, scouts etc., then they must be accompanied by appropriate adults who have a satisfactory DBS check.

2.1.6 If any situation with a child occurs at a WAS event then the WAS organiser should communicate the situation to the WAS Safeguarding Officer as soon as possible. The WAS Safeguarding Officer will know how to take the matter forward with the appropriate safeguarding agency.

2.1.7 If there is any allegation about a WAS volunteer then the allegation should be notified to the WAS Safeguarding Officer and the WAS Chair.

2.1.8 If any situation with a child occurs at a WAS event then the WAS organiser should make, and retain, a written record of the circumstances of the situation.

2.1.9 If a child suffers an injury at a WAS event then the WAS organiser should carry out first aid with another adult present and/or summon an emergency agency. The incident must be recorded in the WAS accident book.

2.1.10 If a child is lost at a WAS event then (i) the WAS organiser will note details of the child (e.g. name, age, height, clothing, where last seen) and will arrange for a calm, thorough search of the location or premises; (ii) the WAS organiser should reassure the parent or guardian of the lost child that a search is underway; (iii) if the missing child is not found then the WAS organiser will contact the Police and notify the WAS Chair; (iv) the WAS organiser must compile, and retain, a written report of the incident at the first available opportunity.

2.1.11 If an unattended child is reported to the WAS organiser at an event then the WAS organiser should try and obtain the child's name etc and make an announcement to the event attendees. The WAS organiser should request the help of another adult to assist with the situation as soon as possible.

2.1.12 Any serious incident at a WAS event must be reported to the Charity Commission.

N.B. Safeguarding children is everyone's responsibility, regardless of whether you have a Designated Safeguarding Officer or not.

2.2 Vulnerable Adults

2.2.1 Vulnerable adults attending WAS events must be treated with dignity and respect. They should be protected from physical, emotional, or sexual abuse while they are attending a WAS event.

2.2.2 If a vulnerable adult communicates to a WAS organiser at a WAS event that the vulnerable adult is unhappy with aspects of their care outside the event then the WAS organiser should attempt to obtain information about the vulnerable adult such as their name and where they live. The WAS organiser should communicate the conversation, and any details obtained, to the WAS Safeguarding Officer as soon as possible. The WAS Safeguarding Officer will know how to take the matter forward with the appropriate safeguarding agency.

2.2.3 If any situation with a vulnerable adult occurs at a WAS event then the WAS organiser should make and retain a written record of the circumstances of the situation.

2.2.4 If a vulnerable adult suffers an injury at a WAS event then the WAS organiser should carry out first aid with another adult present and/or summon an emergency agency. The incident must be recorded in the WAS accident book.

2.2.5 Any serious incident at a WAS event must be reported to the Charity Commission.

2.3 WAS Members/Trustees/Volunteers

2.3.1 All members/trustees/volunteers attending WAS events and activities must be adequately supported by a Safeguarding Policy. The Society is known for its welcoming and nurturing culture but it should have adequate policies in place should any incident occur.

2.3.2 Good governance is key to all organisations. The Society has a President and a Chair who are supported by a Committee of Trustees that has the appropriate skills required for the task. Trustees have to sign a Trustee Eligibility Declaration Form produced by the Charity Commission (C.C.) as part of being eligible for the role.

2.3.3 All members/trustees/volunteers that attend WAS events must be treated with respect and should also be protected from any sort of abuse that may occur. If there is a concern, the person should communicate it to the WAS organiser who should report it to the WAS Safeguarding Officer as soon as possible so that the situation can be investigated.

2.3.4 All incidents of concern must be written down and recorded by the Safeguarding Officer and any serious incidents should be reported to the Charity Commission.

2.3.5 Health and Safety at events is very important:

2.3.5.1 Attendance at digs – Following a risk assessment of the site the dig area should be made as safe as possible using appropriate safeguards. Up-to-date First Aid kits need to be supplied to site. If possible a First Aider should be in attendance. Field Work Health and Fitness Indemnity Forms (updated annually) giving next of kin contact details (in the event of an emergency) must be gathered and kept in a secure place on site in a confidential file by the site Director for the duration of the dig.

2.3.5.2 If a person suffers an injury at a WAS event then First Aid should be carried out and/or the emergency agency should be summoned.

2.3.5.3 Any accident must be recorded in the WAS Accident Book.

2.3.5.4 Attendance at Study Days and Lectures – The initial welcome talk should include an item regarding Fire Exit locations, for use in the event of a fire.

2.3.5.5 Photographs at events – As part of the new data protection regulations members/trustees/volunteers should be asked for their permission if photographs are to be taken for publicity reasons.

2.3.6 If any member/trustee/volunteer feels that they are a target of bullying or harassment at a WAS event then this should not be tolerated. The person should approach the WAS organiser who (with the member's permission) would take down details of the incident. The organiser would approach the Safeguarding Officer who would investigate the situation.

2.3.7 All incidents should be written down and any serious incidents must be reported to the Charity Commission.

Appendix – Contact Information for West Sussex Safeguarding Organisations

Sussex Police – Call 101 or in an emergency 999 or report online at <https://www.sussex.police.uk>

Adults

West Sussex County Council's Adults' CarePoint:

Tel: 01243 64212

Online: <https://www.westsussex.gov.uk/social-care-and-health/social-care-support/adults/raise-a-concern-about-an-adult/>

Children

West Sussex Multi-Agency Safeguarding Hub (MASH):

Tel: 01403 229900

Email: mash@westsussex.gov.uk

Post: Multi Agency Safeguarding Hub, Fourth Floor, County Hall North (Parkside), Chart Way, Horsham, West Sussex, RH12 1XH