

Lundy Field Society Safeguarding Policy

1. Context

- The Lundy Field Society (LFS) is an independent, voluntary group which has been studying all aspects of Lundy's archaeology, history and natural history since 1946. The LFS is a registered charity run by a management committee drawn from the membership.
- The LFS does not currently run its own activities specifically aimed at children and/or vulnerable adults but recognises that there may be circumstances where unplanned contact with individuals from these groups may take place.
- However, the LFS does provide volunteers to partner organisations to contribute to their activities for children and/or vulnerable adults, e.g. St Helen's PCC, The Lundy Company, The Landmark Trust. In these circumstances our members will follow the Safeguarding policies & procedures of these partners.
- There is therefore a need for LFS members to be aware of Safeguarding requirements and practices. To this end the LFS will appoint a suitably qualified person from within its membership to act as Safeguarding Lead for the charity.
- Safeguarding is a broad term that encompasses elements including Child Protection and Health & Safety.

2. Definitions:

A child is any person under the age of 18.

Safeguarding children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

A vulnerable adult is anyone over the age of 18 who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of himself or herself against significant harm or exploitation.

Safeguarding vulnerable adults is defined as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being

For the purposes of this document please read 'Children' as including 'Children and/or Vulnerable Adults'.

3. DBS Checks

It is unlikely that the activities of the LFS will require DBS checks to be carried out but should the nature of a particular activity require a DBS check for an LFS member then an appropriate DBS check will be undertaken.

DBS checks are required for individuals undertaking any Regulated Activity with children and/or vulnerable adults. A Regulated Activity is defined as:

- Work involving teaching, training or supervising children, where the employee/volunteer is themselves unsupervised and the work is carried out frequently (defined as once a week or more often, or on 4 or more days in a 30 day period, or overnight in the same establishment)
- Work involving the provision of Health Care or Personal Care to a child (this does not have to be done frequently as defined above)
- The work with children will be carried out in a 'Specified Place' (including schools, pupil referral units, nursery schools, institutions for the detention of children, children's homes or children centres in England, childcare premises)

AND:

- Be done frequently (same definition as above)
- Done by the same person engaged in work for or in connection with the purposes of the establishment
- Give the employee an opportunity to have contact with children

Exceptions to this group are the following:

- Activity by a person contracted (or volunteering) to provide occasional or temporary services (not teaching, training or supervision of children)
- Volunteering, under day to day supervision of another person engaging in regulated activity
- Activity undertaken regularly in a number of different establishments, but only infrequently in each: each establishment is only arranging the activity infrequently, so each establishment is not a regulated activity provider in relation to that activity

Excluded from Regulated Activity with children – The following activities are not classed as Regulated Activity by the DBS:

- family arrangements and personal, non-commercial arrangements e.g. looking after a friend's child unpaid.
- a person within a group assisting another member of the group (termed 'peer exemption')
- incidental contact – the presence of children is unforeseen, and the activity is not being provided to children

4. Other Checks

In line with current best practice identity checks will be made for any volunteer who will be undertaking regular activities with children and/or vulnerable adults, whether these are of a regulated nature or otherwise (see above). References will also be requested to assess the suitability of the volunteer to work with these groups.

5. Code of Conduct for LFS members

All LFS members must:

- Remember that someone else might misinterpret certain actions, no matter how well intentioned
- Be aware that any physical contact with a child or vulnerable adult may be misinterpreted
- Treat all children and people with dignity and respect
- Provide an example for good conduct that others can follow
- Challenge unacceptable behaviour e.g. bullying and report allegations/suspicions of abuse
- Ensure that when possible there is more than one adult present during activities with children and young people, or at least be within sight or hearing of others
- Respect their right to personal privacy and encourage children and vulnerable adults to feel comfortable enough to point out attitudes or behaviours they do not like
- Recognise that special caution is required when discussing sensitive issues with children or vulnerable people
- Always operate within any Code of Conduct, principles, guidance, policies and procedures of any LFS partner for whom they are volunteering

6. Reporting of concerns & disclosures

No LFS member should investigate concerns about individual children or vulnerable adults who are or may be being abused or who are at risk. However, this does not mean that we should do nothing when we learn of a concern, be this through personal observation or disclosure by the young person themselves. We all have a responsibility to make sure that concerns about children and vulnerable adults are passed to an agency that can help them without delay.

If anyone is concerned that a child or vulnerable adult is suffering abuse or neglect, or is at risk of being abused or neglected, they should not ignore their suspicions and should not assume that someone else will take action to protect that person.

Concerns about children should be documented. This should be done as soon as possible and provide a description rather than an interpretation of events. Where a young person has chosen to disclose information this should be recorded as far as possible using their own language.

Concerns should then be referred to the appropriate authority. Depending on the situation this may be the organiser of the activity, the head teacher of the school, or to the children's social care department of the local authority where the child lives. Similarly, concerns about vulnerable adults may be referred to the organiser of the activity, the manager of the care organisation or the local authority adult services where the vulnerable adult lives as appropriate. Where the LFS member is acting as a volunteer for a partner organisation the relevant person from that organisation should be informed. The Safeguarding Lead on the LFS Committee should be made aware of any referrals at the soonest opportunity.

If anyone from the LFS is in any doubt about what to do, they should consult the appointed Safeguarding Lead on the LFS Committee. Contact details for this individual will be available via the LFS website.

Anyone from the LFS who has concerns about the behaviour of a colleague must always raise this with the appointed Safeguarding Lead on the Committee as quickly as possible. Where these concerns relate to the Safeguarding Lead directly then they must be raised with the LFS Chairman.

7. Review Procedure

This policy should be reviewed every 2 years, when there is a change in relevant legislation or after a significant event, whichever is the soonest.

Policy adopted by the LFS committee 13 May 2018, on behalf of the LFS membership

Review date: 13 May 2020