

THE THOROTON SOCIETY

Nottinghamshire's History and Archaeology Society



Safeguarding Policy

Introduction

The Thoroton Society is the county historical and archaeological society for Nottinghamshire founded in 1897. The objects of the Society are to promote and foster the study of the history and archaeology of Nottinghamshire for the public benefit and to promote and foster public knowledge, understanding and appreciation of Nottinghamshire's history generally.

In the following guidance, the 'Society' is the Thoroton Society of Nottinghamshire. Children are people up to the age of 18 years. Vulnerable adults are those people over 18 years of age who have needs for care or support or are experiencing, or are at risk of, abuse or neglect and as a result of those needs are unable to protect themselves against the abuse or neglect or risk of it, including people in need of care services by reason of mental health issues, learning or physical disability.

Scope

In pursuit of the above aims, the Society may arrange meetings, lectures and conferences, exhibitions, excursions, and regular bookstalls at which the publications of the Society and other books are sold. The Society may also promote, undertake and finance historical, archaeological, and architectural research by fieldwork or otherwise, either singly or jointly with other societies and individuals.

The scope of this Safeguarding Policy and of the Code of Practice below, is that it is to be followed by all members of the Society and any other volunteers engaging in any activity organised or delivered by the Society, regardless of where the activity takes place. This is to include any visiting lecturers or speakers, and any persons from any other organisations who may be jointly engaging in activities with the Society. All members and all such associated individuals will be made aware of the terms of this policy and of the Code of Practice and must agree to abide by it. Appropriate Risk Assessments will be carried out before all events and are detailed in a separate Risk Assessment document.

Code of Practice

The following code of practice applies to all members and volunteers working with children, young people, and vulnerable adults in any capacity:

- Avoid unnecessary physical contact.
- Avoid taking a child, young person, or vulnerable adult alone in a vehicle.
- If you find yourself in a situation where you are alone with a child, young person, or a vulnerable adult, wherever practicable make sure that others can clearly observe you.
- Avoid close personal relationships with a child, young person, or vulnerable adult.
- Do not make suggestive or inappropriate remarks about a child, young person or vulnerable adult, even in fun, as this could be misinterpreted.
- Never do things of a personal nature for a child or vulnerable adult.
- If it is necessary to contact by email someone who you have cause to believe may be vulnerable, remember mistakes may be made about your intentions and take care to copy in an officer or another member of the Society. Using social media is never appropriate.
- Good practice includes valuing and respecting children, young people, and vulnerable adults as individuals, which would exclude any form of bullying, aggressive behaviour, or discrimination. Abuse includes racist or sexist discriminatory language or behaviour that is based on a person's disability or culture.

Reporting Procedure

The Society has an appointed Safeguarding Officer, to whom all complaints or allegations should be reported. The Safeguarding Officer has received appropriate training in Safeguarding procedures. Society members and all those volunteering in Society activities but who are not members, will be made aware who the Safeguarding Officer is and how to contact them. If a child, young person, or vulnerable adult, in conversation with you, accuses anyone of abuse or inappropriate behaviour, you should report this immediately to the Society's Safeguarding Officer.

This duty to report applies equally to complaints or accusations of historic and not just recent abuse/inappropriate behaviour.

If you are the recipient of any complaint or accusation it is important to listen without making or implying any judgement as to the truth of the complaint or accusation. Reassure the complainant that they are doing the right thing in telling you, but do not probe for more information or make them repeat the story. Record what they are saying and keep the notes. Do not approach the person about whom the complaint is being made. If a complaint is made you should not attempt to investigate it yourself but report it immediately or as soon as possible to the Safeguarding Officer.

Remember that those who abuse children, young people and vulnerable adults can be of any age, gender, background, or class, and it is important not to allow personal preconceptions about people to prevent appropriate action being taken.

Those dealing with any allegations of abuse or misconduct should adhere to the principles set out in this policy. Any information received should be acted upon sensitively and efficiently.

Wherever possible those making the complaint should be given information as to the outcome. Allegations should only be reported on a “need to know” basis, and those making allegations need not be concerned that they will be breaching confidentiality or the Data Protection Act as complying with the policy overrides such obligations. The Safeguarding Officer will be a Society member who has received appropriate training to enable them to deal professionally and appropriately with complaints and concerns.

If the Safeguarding Officer feels that the reported behaviour may constitute a criminal offence, after consultation with the Chair of the Society, they may report the complaint to Local Authority Designated Officer (LADO) or to the police.

Adopted by Council 11th February 2022