

# Sedgeford Historical and Archaeological Research Project



Registered Charity No.1064553

## Safeguarding Policy

### 1. Introduction

Sedgeford Historical and Archaeological Research Project (SHARP) makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

SHARP is a registered Charity dedicated to the advancement of archaeological education and conservation by promoting, undertaking and making public historical research and archaeological investigation into the landscape of the parish of Sedgeford in Norfolk.

It is the object of the Charity to provide all members of the general public, who are willing to learn how, with the opportunity to directly and actively participate in all aspects of the archaeological and historical research processes and to provide training so that they can learn how to do such work properly.

The SHARP archaeological dig takes place annually for six weeks in the summer. Volunteers either camp on-site or stay in local accommodation.

Children under 16 years of age are required to be accompanied by an adult or responsible designated adult. Vulnerable adults are required to be mentored by a designated adult.

SHARP comes into contact with children and/or vulnerable adults through the following activities:

- Archaeological excavation (digging) on site under the supervision of qualified experts
- Cleaning "finds" under the supervision of a qualified expert
- Fully guided tours of the archaeological site on request in advance
- Informal visits to the archaeological site with access to the Site Supervisors
- Fully guided School visits
- Weekly guided Site Tours open to the general public
- Annual Open Day for the general public
- The SHARP website [www.sharp.org.uk](http://www.sharp.org.uk)

The types of contact with children and/or vulnerable adults will be regulated by members who have the relevant clearances and/or experience.

This policy seeks to ensure that SHARP undertakes its responsibilities with regard to protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support all SHARP members and volunteers in their practices and clarifies the organisation's expectations.

### 2. Legislation

The principal pieces of legislation governing this policy are:

- Working together to safeguard Children 2010
- The Children Act 1989

- The Adoption and Children Act 2002
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

### **3. Definitions**

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

#### **Definition of a child**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

#### **Definition of a Vulnerable Adult**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly or frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

### **4. Responsibilities**

All SHARP members and volunteers have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all SHARP members and volunteers to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

#### **Additional specific responsibilities**

Members of the SHARP Committee (also known as Trustees) have responsibility to ensure that all those who either visit or are involved are safe from harm

Trustees have responsibility to ensure they

- Promote the welfare of children and vulnerable adults
- Ensure all SHARP members/volunteers have access to appropriate training/information
- Receive SHARP members'/volunteers' concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Keep up-to-date with local arrangements for safeguarding and DBS
- Develop and maintain effective links with relevant agencies
- Take forward concerns about responses

## **5. Implementation Stages**

The scope of this Safeguarding Policy is broad ranging and in practice it will be implemented via a range of policies and procedures within the organisation. These include:

- Whistleblowing – ability to inform on other members/practices within SHARP
- Grievance and disciplinary procedures – to address breaches of procedures/policies
- Health and Safety policy, including lone working procedures, mitigating risk to volunteers
- Equal Opportunities policy – ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory
- Data protection (how records are stored and access to those records)
- Confidentiality (or limited confidentiality policy) ensuring that volunteers are aware of your duty to disclose
- Supervisor induction
- Supervisor training

### **Safe recruitment**

SHARP ensures safe recruitment through the following processes:

- Job or role descriptions for all roles involving contact with children and/or vulnerable adults will contain reference to safeguarding responsibilities
- There are person specifications for roles which contain a statement on core competency with regard to child/vulnerable adult protection/safeguarding
- DBS checks will be conducted for designated mentors working with children and vulnerable adults

### **DBS Management**

The organisation commits resources to providing DBS checks on Team Members whose roles involve contact with children and/or vulnerable adults.

In order to avoid DBS gaps, the organisation will have DBS checks made which are specific to SHARP

In addition to checks on recruitment for roles involving contact with children/ vulnerable adults, for established SHARP members the following process is in place:

- A three year rolling programme of re-checking DBS checks for holders of all identified posts.

## **6. Communications training and support for staff**

SHARP commits resources for induction, training, effective communications and support mechanisms in relation to Safeguarding

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes and the roles of Trustees and Team
- Initial training on safeguarding including safe working practices, understanding child protection and the guide for adult safeguarding

### **Training**

All SHARP Trustees and Team members who, through their role, are in contact with children and/or vulnerable adults will have access to safeguarding training at an appropriate level.

### **Communications and discussion of safeguarding issues**

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- Induction training
- Team meetings
- Trustee meetings
- One to one meetings (formal or informal)

### **Support**

We recognise that involvement in situations where there is risk or actual harm can be stressful for those concerned. Mechanisms in place to support SHARP members/volunteers to deal with these in a responsible and appropriate way in consultation with senior colleagues.

## **7. Professional Boundaries**

SHARP expects members and volunteers to protect the professional integrity of themselves and the organisation.

The following policies also contain guidance on SHARP member/volunteer conduct:

- Use of abusive language
- Response to inappropriate behaviour/language

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures

## **8. Reporting**

The process outlined below details the stages involved in raising and reporting safeguarding concerns at SHARP

- (i) Communicate your concerns with your peers
- (ii) Seek medical attention for the vulnerable person if needed

- (iii) Discuss with parents of child or with vulnerable person
- (iv) Obtain permission to make referral if safe and appropriate
- (v) Ensure that feedback from the Local Authority is received and their response recorded

The Local Authority has a process for reporting and this must be adopted. SHARP will be expected to complete the Local Authority's initial contact form when informing them of a concern about a child.

## **9. Allegations Management**

SHARP recognises its duty to report concerns or allegations against its members/volunteers within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is to deal with it in a responsible and appropriate way in consultation with senior colleagues.

SHARP recognises its legal duty to report any concerns about unsafe practice by any of its members/volunteers to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document <http://www.isa.gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>

## **10. Monitoring**

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks undertaken
- Records made and kept of induction sessions
- Training – register/record of Team induction training on child/vulnerable adult protection
- Monitoring whether concerns are being reported and actioned
- Checking that policies are up to date and relevant
- Reviewing the current reporting procedure in place

## **11. Managing Information**

Information will be gathered, recorded and stored in accordance with Data Protection and confidentiality.

All SHARP Trustees and Team must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Trustees and Team.

All SHARP Trustees and Team must be aware that they cannot promise service users or their families/carers that they will keep secrets.

## **12. Conflict Resolution and Complaints**

SHARP is aware of national policy on resolution of professional disagreements in work relating to the safety of children and if necessary this will be taken forward by the Project Director.

Conflicts in respect of safety of vulnerable adults will be taken forward by the Project Director via the Adult Care Directorate.

## **13. Communicating and Reviewing the Policy**

SHARP will make volunteers aware of the Safeguarding Policy through the guidance notes forwarded on acceptance of booking.

This policy will be reviewed by the Trustees annually and when there are changes in legislation.

## **14. Confirmation of Reading**

Trustees and Supervisors have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for the Sedgeford Historical & Archaeological Research Project