

# SHARP



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SEDFORD HISTORICAL AND  
ARCHAEOLOGICAL RESEARCH PROJECT

## **Safeguarding Policy**

SHARP abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Children under 16 years of age are required to be accompanied by an adult or responsible designated adult. Young people aged 16-18 can take part in SHARPs activities with the signed consent of a parent or carer, a copy of this policy will be provided.

Vulnerable adults are required to be accompanied and mentored by a designated adult, either from a University or from an external organisation in the case of groups.

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 day 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)

## **1. Purpose:**

SHARP will:

- Protect children and young people who receive SHARP's services from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of SHARP, including team members committee, project directors and the board of trustees and paid staff. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **2. Definitions:**

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- Grooming
- Historical abuse
- Online abuse

**Safeguarding children:** Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) 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.

#### **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

### **3. Legal Framework:**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://nspcc.org.uk/learning).

SHARP should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people as well as vulnerable adults.

#### **The Prevent duty**

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.
- Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

**Radicalisation** is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

#### 4. Training and Awareness:

SHARP will ensure an appropriate level of safeguarding training is available to its Trustees, Team Members, Staff and any relevant persons linked to the organisation that require it. For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

SHARP recommends training for those working directly with children via the one of the following training providers and will cover any the cost of any payment due:

<https://mylearning.nspcc.org.uk/base/ProductDetails.aspx?ProductID=324>

<https://www.virtual-college.co.uk/courses/safeguarding/level-2-safeguarding-children>

#### 5. Confidentiality and Information Sharing:

SHARP expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or contact the police if they are in immediate danger, or a crime has been committed.

#### 6. Recording and Record Keeping:

A written record must be kept about any concern regarding safeguarding. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

## **7. DBS Management**

The organisation commits resources to providing DBS checks on Team Members whose roles involve contact with children.

In order to avoid DBS gaps, any team member can apply for a basic DBS check directly from the Disclosure and Barring Service

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

## **8. Induction**

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
- One to one meetings

## **9. Safe Recruitment & Selection:**

SHARP is committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

## **10. Social Media:**

All employees and volunteers should be aware of SHARP social media policy and procedures and the code of conduct for behaviour towards the children we support.

## **11. Use of Mobile Phones and other Digital Technology:**

All employees, trustees and volunteers should be aware of SHARP policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

## **12. Whistleblowing:**

It is important that people within SHARP have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by SHARP to protect whistleblowers.

Further information can be found on the Norfolk Safeguarding Children Board Partnership website:

<https://norfolklscp.org.uk/people-working-with-children/overview-people-working-with-children>

### **Important Contacts:**

Senior Lead for Safeguarding

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Deputy Senior Lead for Safeguarding

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### **Helpline Numbers**

#### **Norfolk Safeguarding Children Board**

- Children's Advice and Duty Service on their direct line: 0344 800 8021

**Norfolk County Council's Customer Services:** 0344 800 8020

**NSPCC:** 0808 800 5000 (for adults concerned about a child).

<http://www.nspcc.org.uk/>

808 800 5000

Reviewed and approved at meeting of the trustees & committee:

Date:

Signed: