



## **Vulnerable Persons Safeguarding Policy**

Purpose: to inform staff and volunteers at Fane Road Archaeology Group of their responsibilities when working with members of the public.

Responsibility for update: Sue Deoraj, Janice Gibson

Applies to: all staff and volunteers who work with members of the public

Date of approval: 4/3/19

Proposed date of review: 1/3/20

### **This policy and procedures are based on the following principles:**

- The welfare of the public is of primary concern, particularly children (for the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years) and those who are in a vulnerable position.
- All people whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguarding from abuse.
- It is everyone's responsibility to report any concerns to the designated Safeguarding Officer, Sue Deoraj, or the Designated Deputy, Janice Gibson.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- If appropriate, an initial cause for concern form must be completed and given to the Designated Safeguarding Officer or senior archaeologist on site.

### **Definition of Abuse**

Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. Abuse may be:

- Physical
- Sexual
- Psychological
- Discriminatory

### **Code of good practice for staff and volunteers**

All persons on site are required to sign to say they have read the Vulnerable Persons Safeguarding Policy and promise to adhere to it. All persons attending an archaeological excavation or similar event are required to read and adhere to the Vulnerable Persons Safeguarding Policy. The policy will be available in the induction folder.

The following guidelines are intended to be a common sense approach that both reduces opportunities for abuse and helps to protect staff and volunteers from any false allegation.



You should:

- Treat all people with respect, and respect their right to personal privacy.
- Always work in an open environment. With the exception of the vulnerable person's designated responsible adult, no young person should be left alone in the company of another adult for any period of time.
- Exercise caution in initiating, or responding to, any physical contact. Ensure that if any form of manual/physical support is required it will be provided openly. If a vulnerable person needs assistance of a personal nature, this support should be provided by the designated responsible adult only.
- Exercise caution when discussing sensitive issues.
- Challenge all unacceptable behaviour, complete a cause for concern form and report all allegations or suspicions of abuse to designated safeguarding officers.
- Images of people should not be taken without the express permission of the person in question or their parent, guardian or carer where relevant. This includes all use of technology such as mobile phones, text-messaging, e-mails, digital cameras, videos, web-cams, web sites and blogs.

If a vulnerable person discloses information to you:

Listen to what they have to say and do not ask leading questions. If you are uncertain about the best course of action, contact the Police for advice. Tell the young person what you are doing.

### **Responsibility of Children**

- Parents/carers are solely responsible for their own children at all times.
- Children must be supervised by parents/carers whilst taking part in any activity.
- Children must be escorted to and from the site and to different activities on site.
- Children are not to be left on their own under any circumstances. If the parent/carer has to leave or move around the site, their child/children must accompany them.

### **Lost Child**

- In the event of a child becoming 'lost', the parent/carer needs to inform the designated safeguarding (to replace child protection) officer or the senior archaeologist immediately.
- Parents/carers need to ensure that their child/children know who to seek and where to go should they become separated from their guardians.
- Parents/carers must ensure that their child/children is/are aware of the assembly point should any emergency necessitate evacuation of the site.