



Cheltenham Local History Society

Safeguarding Policy

1. Introduction

This policy outlines the commitment of Cheltenham Local History Society ('the Society') to safeguarding the welfare of children, young people, and vulnerable adults. It applies to all members and trustees involved in the society's activities.

The Society principally promotes the knowledge of the history of Cheltenham and the surrounding area. The minimum age for membership is 18 but the Society may occasionally engage with children, young people or vulnerable adults. Safeguarding these people is everyone's business. Anyone may become vulnerable at some point in their lives. The Society will appoint a named individual to be a Designated Safeguarding Officer (DSO) and make that name and this policy document available to all of its members.

2. Purpose

The purpose of this policy is to:

- Protect children, young people, and vulnerable adults who participate in the Society's activities.
- Provide members and trustees with the overarching principles that guide our approach to safeguarding and how to raise concerns if abuse is suspected or reported.

3. Legal Framework

This policy is based on the following legislation and guidance:

- Children Act 1989 and 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Working Together to Safeguard Children 2018
- Care Act 2014

4. Definitions

- **Children & Young People:** Anyone under the age of 18.
- **Vulnerable Adult:** Anyone aged 18 or over who is in need of care and support by reason of mental or other disability, age or illness, and is at risk of harm or abuse.

5. Roles and Responsibilities

- **Trustees:** Ensure the policy is implemented and reviewed regularly.
- **Designated Safeguarding Officer (DSO):** Responsible for handling safeguarding concerns, ensures compliance with the policy, provides procedural guidance and arranges training as required.
- **Members:** Must adhere to the policy and report any concerns to the DSO.

6. Recognising and Responding to Abuse

- **Types of Abuse:** Physical, mental, emotional, sexual, neglect (including self-neglect) and financial abuse.
- **Reporting Concerns:** Anyone about to impart information about suspected abuse must be informed in advance that it will be shared with the relevant people. Safeguarding concerns should be reported to the DSO immediately. If the DSO is unavailable, concerns should be reported to any trustee. The concern must be documented by the DSO or the trustee, to include the time, date and place, the names of all concerned, any factual information about the incident and action taken.
- **Further Action:** Any specific allegation will be reported promptly by the DSO or trustee to all relevant authorities and the Society will support those involved in any consequent investigation(s).

7. Safe Working

- Members or trustees of the Society may not work with children, young people or vulnerable adults, except in the presence of a responsible parent or guardian, unless they have undergone a Disclosure and Barring Service (DBS) check.
- Anyone involved in a Society activity who is or becomes vulnerable and requires assistance, either physically or emotionally, will receive support or transport to a place of safety from a minimum of two members, preferably of opposite sexes.

8. Training

- Members and trustees will receive safeguarding training or coaching if this is appropriate to their role.
- The DSO will receive advanced safeguarding training.

9. Record Keeping

- All safeguarding concerns and actions taken must be documented and stored securely for a minimum of 3 years.
- Records must be kept in confidence and only shared with relevant authorities.

10. Photography

- No photographs of under 18s may be taken on behalf of the Society, without the permission of a responsible parent or guardian.

11. Review

- This policy will be reviewed every 3 years or when there are significant changes in legislation or Society activities.
- This policy was agreed by the trustees of Cheltenham Local History Society on 7 January 2025.

Review date: 31 January 2028