

# Addingham Civic Society

## Safeguarding Policy



***Safeguarding is everyone's responsibility: (Age UK Sept 2017)***

### **Introduction**

The Civic Society has a large membership mainly of older people. Its activities bring Trustees and volunteers into contact with this membership through a range of activities such as Members' Meetings, Local Projects and Fund Raising Activities.

Through its wider work within the community the Trustees and Volunteers also come into contact with residents from all parts of the community.

### **Aims of the Policy**

To promote the welfare of residents (Constitution Object 4.5)

To raise safeguarding awareness

### **Who may be at Risk**

The Society recognises that through its range of activities Trustees and Volunteers may come into contact with residents who are vulnerable to limited social conditions, loneliness or abuse. This could be in any sector of the community.

### **Trustees' Responsibilities**

#### ***Vulnerable Adults***

If, through Society activities, a safeguarding concern is noted, the Age UK Guidance will be followed.

If the resident wishes the concern to be followed up, an extraordinary and confidential meeting of the Officers' Committee will review the situation without naming the individual.

National Guidance should be followed and the incident be discussed confidentially with Age UK.

***Reporting*** On advice from the Officers' Committee the Chairman is responsible for reporting, where necessary, to the police, social services and other agencies, and where the criteria are met, send a serious incident report to the Charity Commission.

#### ***Guidance on Reporting to be found at:***

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees#dealing-with-safeguarding-incidents-and-allegations>

#### ***Vulnerable Children***

Some of the activities of the Society involve working with the village youth organisations. There must always be a responsible adult present from the relevant youth organisation who is in overall charge.

At no time should Trustees or Volunteers work alone with children under eighteen years of age.

When working with Duke of Edinburgh Gold and Silver Award Volunteers at least one ACS adult present must have a current Disclosure and Barring Service (DBS) check.

If a concern is noted about a child during a Civic Society activity the concern must be reported in confidence to the responsible person from the youth organisation.

#### ***Volunteers***

Volunteers must also be protected from harm and should be aware of the Society policy regarding bullying, harassment and whistleblowing.

#### ***Insurance***

Trustees must ensure that adequate insurance is in place to cover the activities of the Society.

### **Making Grants to other Organisations**

Trustees must ensure due diligence is carried out to ensure that any grant recipient is suitable and, where appropriate, has safeguarding policies in place.

### **Protecting Trustees, Volunteers and the Society from Allegations**

Trustees/Volunteers should work in pairs or groups in order to protect themselves against allegations.

**This policy was reviewed and adopted at a meeting of the trustees on: 19<sup>th</sup> November 2024.**

It replaces the original policy and any subsequent versions.

**Name:** Gill Battarbee

**Position:** Chairman

**Signed:** 

**Date of Next Review:** 2027