



## **Safeguarding Policy**

<b>Name of Policy</b>	<b>Safeguarding Children and Vulnerable Adults Policy</b>
<b>Aim of Policy</b>	Norfolk Archaeological Trust takes seriously the welfare of all children and vulnerable adults connected to its charitable activities. The charity recognises that it is the responsibility of each one of its staff and volunteers to report any abuse discovered or suspected in order to prevent the neglect, physical, sexual or emotional abuse of children and vulnerable adults.
<b>Related Organisational Aims &amp; Objectives</b>	
<b>Intended Audience</b>	<b>Council Members, Staff and Volunteers</b>
<b>Approved By</b>	<b>NAT Council</b>
<b>Date Approved</b>	<b>09/04/2019/Jul 21/Jul 22</b>
<b>Review Cycle</b>	<b>Annually</b>
<b>Review Due Date</b>	<b>July 2023</b>
<b>Individual Responsible for Review</b>	<b>Director</b>
<b>Comments on Last Review</b>	

## **Norfolk Archaeological Trust Safeguarding Children and Vulnerable Adults**

### **POLICY**

#### **Safeguarding is everyone's responsibility**

Protection of children and vulnerable adults is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children and vulnerable adults who are suffering or are at risk of suffering significant harm. Everyone has a responsibility to safeguard children and vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of children and vulnerable adults - and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Children and vulnerable adults and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, the voluntary sector and other agencies, including justice services.

For those children and vulnerable adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them. All agencies and professionals should:

- ✓ be alert to potential indicators of abuse or neglect;
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to children;
- ✓ share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- ✓ contribute to whatever actions are needed to safeguard and promote the child's welfare;
- ✓ take part in regularly reviewing the outcomes for the child against specific plans; and
- ✓ work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

#### **Definitions of abuse and neglect**

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children.

##### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or vulnerable adult.

##### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious

bullying causing children or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, though it may occur alone.

#### Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (*eg*: rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

#### Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or vulnerable adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child or vulnerable adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.

#### **Staff and volunteer awareness**

Norfolk Archaeological Trust takes seriously the welfare of all children and vulnerable adults connected to its charitable activities. The charity recognises that it is the responsibility of each one of its staff and volunteers to report any abuse discovered or suspected in order to prevent the neglect, physical, sexual or emotional abuse of children and vulnerable adults.

All staff and volunteers will be made aware of this policy as part of their initial induction process and there will be annual briefings and updates for all staff.

#### **Reviewing the Policy and Procedure**

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

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## PROCEDURE

**Designated Safeguarding Officer:** Natalie Butler [nataliebutler@norfarchtrust.org.uk](mailto:nataliebutler@norfarchtrust.org.uk) 07803 466415. Please report to Natalie any concerns or suspicions regarding possible/actual harm to a beneficiary or other person connected to the Norfolk Archaeological Trust (for example abuse, exploitation, and neglect and policy non-compliance, or risk of non-compliance).

**Deputy Designated Safeguarding Officer.** Jules Armour, Volunteer Co-ordinator, 07831 480275 [julesarmour@norfarchtrust.org.uk](mailto:julesarmour@norfarchtrust.org.uk) Please report concerns to Jules if the Designated Safeguarding Officer above is not available or has a conflict of interest

**Safeguarding Lead Council Member.** Henry Kilvert. This is the Council Member who has oversight of safeguarding and welfare arrangements for the Trust. The safeguarding officers will report any safeguarding and welfare incidents to this Council Member, to be reported to the entire Council as appropriate

**General contact: [info@norfarchtrust.org.uk](mailto:info@norfarchtrust.org.uk)** Individuals can email concerns in respect of safeguarding issues.

### What to do if you have concerns about a child or vulnerable adult:

You may have concerns about a child or vulnerable adult because of something you have seen or heard, or a child or vulnerable adult may choose to disclose something to you. If a child or vulnerable adult discloses information to you:

- **Do not** promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services or Adult Social Services.
- Do listen to what is being said, without displaying shock or disbelief.
- Do accept what is said.
- Do reassure the child or vulnerable adult, but only as far as is honest, don't make promises you may not be able to keep *eg: 'Everything will be alright now', 'You'll never have to see that person again'.*
- Do reassure and alleviate guilt, if the child or vulnerable adult refers to it. For example, you could say, *'You're not to blame'.*
- **Do not** interrogate the child or vulnerable adult; it is not your responsibility to investigate.
- **Do not** ask leading questions (*eg: Did he touch your private parts?*), ask open questions such as *'Anything else to tell me?'*
- **Do not** ask the child or vulnerable adult to repeat the information for another member of staff.
- Do explain what you have to do next and who you have to talk to.
- Do take notes if possible or write up your conversation as soon as possible afterwards.
- Do record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Do record statements and observable things rather than interpretations or assumptions.
- **Do not** confront the person you think is responsible for the abuse
- **Do not** destroy any evidence
- **Do not** start to investigate the situation

A **Safeguarding Concern Form** is included in this document. This should be completed as soon as possible after the safeguarding concern is raised, as a record of the allegation and sent immediately

to the Safeguarding Officer, OR you should contact the Safeguarding Officer who will complete the form during your discussion from the information you provide. Whatever the nature of your concerns, discuss them with the designated Safeguarding Officer. See the diagram below for the process to follow.

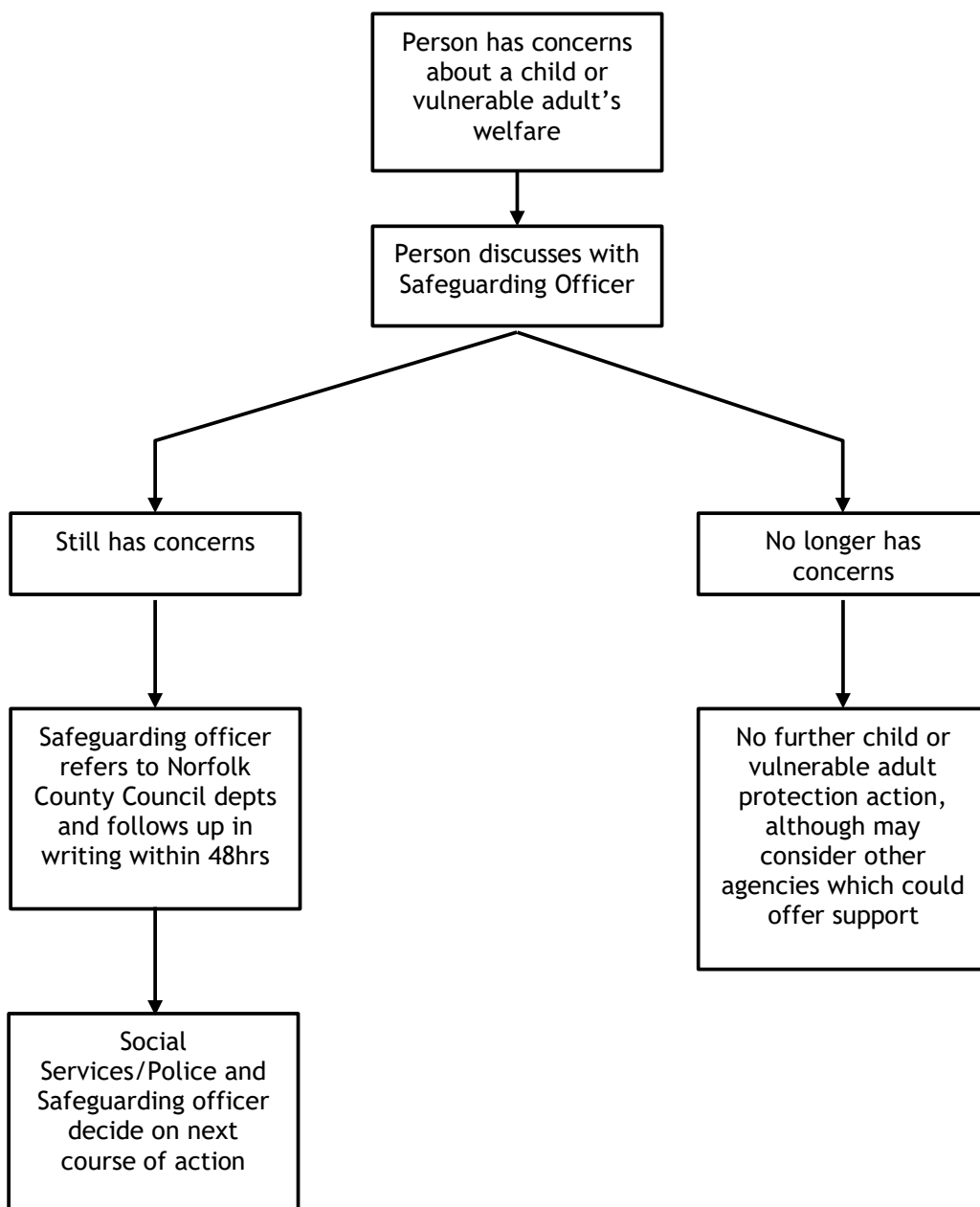
If after discussions with the Safeguarding Officer you still have concerns, the Safeguarding Officer will refer to the appropriate County Council department or the police – see next page for contact details.

### **Allegations involving a member of staff/volunteer**

Norfolk Archaeological Trust is committed to having effective recruitment procedures, including, where appropriate and relevant, checking staff and volunteers to make sure they are safe to work with children and vulnerable adults.

However, there may still be occasions when there is an allegation against a member of staff or volunteer. All allegations of abuse of children or vulnerable adults by those who work with them or care for them must be taken seriously and reported to one of the contacts listed on the first page of this document.

### **Process Chart Where There Are Concerns About A Child's or Vulnerable Adult's Welfare**



Useful resources for assessing complaints and concerns:

<https://knowhow.ncvo.org.uk/safeguarding/checklists-training-and-other-support/specialist-guides/a-designated-safeguarding-leads-handbook/responding-to-safeguarding-concerns/assessing-complaints-and-concerns>

### **How to report an allegation [Safeguarding officer role]**

All allegations must be reported to Norfolk County Council's

- Children's Advice and Duty Service OR
- Adult Social Services

### **Allegations affecting children:**

- If you are working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**.
- If you are a member of the public you can do this through Norfolk County Council's Customer Services on **0344 800 8020**.
- **In an emergency call the police on 999**

More information at <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/> Please read this before making the call in order to prepare the necessary information as advised.

### **Allegations affecting a vulnerable adult:**

If you are suspicious or concerned about someone's safety,

- ring Adult Social Services on **0344 800 8020** available 24 hours a day
- Text phone/minicom: **0344 800 8011**
- Fax: **0344 800 8012**
- Text message: **07767 647670**
- Email: [SCCE@norfolk.gov.uk](mailto:SCCE@norfolk.gov.uk)
- Online form: [online.norfolk.gov.uk/socialcareenquiry](https://online.norfolk.gov.uk/socialcareenquiry)
- **You can also use these numbers if you are worried about a child**
- **In an emergency call the police on 999**

You may remain anonymous but please give as much information as possible so that Social Services can follow it up.

More information at <https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern> Please read this before making the call in order to prepare the necessary information as advised.



## Safeguarding Concern Form

Use this form to record any safeguarding concern, however trivial. Forward it **immediately** to safeguarding officer, [nataliebutler@norfarchtrust.org.uk](mailto:nataliebutler@norfarchtrust.org.uk). Try to answer every question; continue on a blank sheet if necessary.

### Details of person at risk

Name of person		DOB:	
Address/school/organisation/service			

### About You (the person filling in this form)

Your name		Role	
Date			

### About the safeguarding concern

Are you reporting your own concern or one raised by someone else?	
If you are raising a concern made by someone else, please provide their full name, status and contact details	



<p>Please provide details of the concern you have including dates, times, descriptions of events, full names and whether the information is first hand or the accounts of others</p>	
<p>The person at risk's account (if applicable). <b>Include what they want the outcome to be</b></p>	
<p>Provide details of the person causing harm (if known)</p>	
<p>Provide details of any witnesses to the concern</p>	
<p>Provide details of any previous incidents or concerns relating to this person (if known)</p>	

**Actions:** Please state the immediate actions you took in response to the concern:

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**People contacted**

*You must pass this form **immediately** to the Safeguarding officer. They will then inform external people as necessary. You should only contact people outside NAT to deal with an immediate emergency (for example, police or ambulance service).*

**Give details below of any people outside NAT that you have communicated this concern to – give name, position, contact details, and the date and time that you contacted them:**

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**Declaration:** I have completed all sections of this form to the best of my knowledge

Signature	
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### Change record

Date of change	Changed by	Comments
09/06/2019	CD	Policy approved by the Trustees Council 09/06/2019
07.05.20	NB	Contact details updated
30.06.20	CD	Annual review – small text changes to make meaning clearer, plus addition of safeguarding concern form. Also New Trustee contact
04.02.22	JA	Update contacts
04.07.22	NB	Update contacts – removed CD number

Review annually OR when there is a change in UK law and/or best practice OR when an incident occurs that highlights a need for change – whichever occurs first.