

CLEEVE PRIOR HERITAGE TRUST

SAFEGUARDING POLICY

Statement of purpose

1. Cleeve Prior Heritage Trust is committed to preventing and responding to risks of harm to and securing the welfare of all children that visit the trust site.
2. Cleeve Prior Heritage Trust has implemented this Safeguarding Policy to meet its obligations as a charity regulated by the Charity Commission for England and Wales (charity number 1063291).
3. Any questions in relation to this policy should be referred to the safeguarding officer

Scope of this Safeguarding Policy

4. All activities associated with hosting educational visits.

Defining safeguarding

5. Any conduct or situation that is known or reasonably suspected by a volunteer that risks violating the safeguarding commitments set out in para 1 above.

Key measures

6. Ensuring that volunteers are trained to identify and encouraged to report any safeguarding concerns that they identify.
7. Implementing simple procedures for volunteers to use when reporting and dealing with Safeguarding Concerns.
8. Appointing a safeguarding officer to hold responsibility for managing and reviewing safeguarding policies and procedures within Cleeve Prior Heritage Trust.
9. Following best practice by conducting an enhanced DBS check for all volunteers.
10. Providing training that is appropriate to their role, responsibilities, degree and type of contact with visiting school children particularly in relation to:
 - How to identify potential signs of abuse
 - How to listen and respond appropriately
 - How to report concerns

Volunteers' responsibilities

- 11 . All volunteers have a responsibility to secure the safety and wellbeing of all visiting school children at all times.
12. Volunteers will be involved in safeguarding training and if they do not understand any aspects of their training, must raise this with the safeguarding officer
13. Volunteers must report all safeguarding concerns that they have regardless of whether the concerns relate to potential wrongdoing of other volunteers or external parties (e.g. teachers, teaching assistants or parents).

Procedures: Reporting

14. If a volunteer identifies a safeguarding concern, these concern should be reported to the safeguarding officer.
15. If a volunteer feels that that the safeguarding officer is implicated in their concern and as a consequence feels uncomfortable in raising that concern with them, they should register their concern with a trustee.

Procedures: Investigation and response

16. Reported safeguarding concerns will be dealt with promptly according to the following process:
 - The designated safeguarding officer will immediately refer concerns to the class teacher in attendance or to the school's designated safeguarding officer if deemed more appropriate.
 - Volunteers who report a safeguarding concern will be kept informed about the progression of the matter they reported.
 - If a volunteer is found to be in breach of this safeguarding policy, investigation will be undertaken sensitively and fairly. If deemed appropriate further training will be offered and as a last resort that volunteer will be notified that their services are no longer required.

Date : 21st September 2023

Safeguarding Officer : Dennis Brown email mdb82@talktalk.net telephone 01789 507328

Review Date: 21st September 2026