

Introduction

This policy and the procedures under this policy and the code of behaviour apply to all members of the Ulster Archaeological Society (UAS).

The UAS acknowledges its duty of care to safeguard all children and adults at risk of harm who may attend or be present at its events. This policy communicates the commitment of the UAS to comply with that duty and to have zero tolerance for abusive behaviour towards both adults and children. It has been developed to meet the specific needs of the UAS and outlines procedural detail for members and is fully compliant with the policies in the Northern Ireland Safeguarding Framework:

- Adult Safeguarding: Prevention, Protection and Partnership (2015)
- Cooperating to Safeguard Children and Young People in Northern Ireland (2017)

Purpose and Scope

This Policy will be applied in conjunction with the associated Code of Conduct set out at Appendix A and all other relevant UAS policies and statements.,

This Policy and the procedures set out within determine how the UAS will seek to safeguard both children and adults, when they engage with the UAS.

This Policy has been created and approved by the UAS Committee, and applies to all members of the UAS without exception. This policy and related appendices will be reviewed at least every three years, or earlier if any of the following three criteria are met:

1. there are changes in legislation or government guidance;
2. the Charity Commission require a review of the policies and procedures; or
3. there is a significant change, or event either at the UAS or relating to it.

For the purposes of this Policy and the associated documents, a **Child** is a person who has not yet attained their 18th birthday, as defined in the Children Order (NI) 1995. For the purposes of this Policy, an adult may be defined as an Adult at Risk of Harm or an Adult in Need of Protection as defined in the regional 2015 Adult Safeguarding Policy.

An **Adult at Risk** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) personal characteristics AND/OR
- b) life circumstances

Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. Life circumstances may include, but are not limited to, isolation, socio-economic factors, and environmental living conditions.

An **Adult in Need of Protection** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:

- a) personal characteristics AND/OR

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- b) life circumstances AND
- c) who is unable to protect their own well-being, property, assets, rights or other interests.

AND

- d) where the action or inaction of another person or persons is causing, or is likely to cause, him/her to be harmed.

Everyone who comes into contact with children and adults at risk during UAS activities has a role to play in safeguarding such persons and identifying concerns, sharing information and taking prompt action.

To achieve this purpose, UAS will:

- 1 disseminate this policy, the associated code of conduct and procedures to all members;
- 2 provide access to a Designated Safeguarding Lead (DSL) who is able to advise on good practice as well as responding to concerns or incidents;
- 3 ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- 4 appoint a member of the trustee board who had strategic responsibility for safeguarding;
- 5 ensure that the groups or organisations we work closely with have a safeguarding policy, where appropriate.

Membership of the UAS

In order to ensure the safety of any children or vulnerable adults who may present at UAS events, the UAS Child Protection Policy, its Procedures and associated Code of Conduct will be made available to all members.

If it comes to the attention of the Committee via “common knowledge” (i.e. media reporting by newspapers, TV, radio) that a person who is a member of the UAS has:

- a) been made the subject of a Sexual Offences Prevention Order; or
- b) been charged with or convicted of any sexual offence against a child or vulnerable adult, or
- c) been charged with or convicted of any offence involving cruelty to, ill-treatment of, or neglect of, or assault on any child or vulnerable adult,

the Committee, after consultation with statutory authorities and if appropriate, will conduct a risk assessment to determine whether or not that person is likely to pose a risk to any adult or child and the means by which that risk can be managed (up to and including expulsion from the UAS).

Awareness and Understanding of the Abuse of Children

The UAS recognises its responsibility to be aware of the forms of abuse that may be suffered by children and draw the attention of members to the seven forms of abuse defined within the Northern Ireland policies. Five of them relate to both adults and

children: Physical; Psychological/Emotional; Neglect; Sexual (Violence and) Abuse; and Exploitation. Two of them refer uniquely to adults: Financial; and Institutional.

Physical abuse is deliberately physically hurting an adult or a child. It may take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating.

Physical abuse is also the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty.

The Signs of Physical Abuse may include:

- Unexplained recurrent bruising, cuts, or burns - especially in areas where you would not expect an adult or a child to be accidentally injured,
- Injuries inconsistent with the explanation given for them or that have not received medical attention,
- Self-destructive tendencies,
- Fear of physical contact – shrinking back if touched.

Sexual (violence and) abuse is any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability). Sexual (violence and) abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or nonpenetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background, or sexual orientation.

Sexual abuse may be perpetrated by both adult males and females, as well as by other children.

The Signs of Sexual Abuse may include:

- Sexual knowledge, including drawing sexually explicit pictures, or use of language inappropriate for the child's age,
- Being over affectionate in a sexual way that is inappropriate to the child's age,
- Regression to younger behavioural patterns such as thumb sucking,
- Self-mutilation, suicide attempts, running away, overdosing, anorexia,
- Eating disorders including over-eating or loss of appetite,
- Excessive preoccupation with sexual matters and a knowledge of adult sexual

behaviour,

- Disturbed sleep, nightmares, and bedwetting.

Psychological/Emotional abuse is the persistent emotional maltreatment of an adult or a child, which can have severe and persistent adverse effects on a child's emotional development and an adult's mental health. It may involve deliberately telling an adult or a child that they are worthless, or unloved and inadequate.

It may include not giving an adult or a child opportunities to express their views; deliberately silencing them; or 'making fun' of what they say or how they communicate; and bullying – including online bullying through social networks, online games, or mobile phones.

Psychological abuse is any behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation, or other verbal/non-verbal behaviour. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

Signs of Emotional Abuse may include:

- Sudden changes in behaviour, such as when a child becomes very quiet or withdrawn,
- Aggressive behaviour or tantrums,
- Delays in physical, mental, and emotional development,
- Sudden under-achievement or continual belittling themselves,
- Fear of being placed in new situations,
- Signs of emotional withdrawal or depression,
- Neurotic behaviour or inappropriate response to pain.

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others particularly where the person lacks the capacity to assess risk, or which are likely to result in the serious impairment of a child's health or development. Adults and children who are neglected often also suffer from other types of abuse.

Signs of Neglect may include:

- Under nourishment, constant hunger, or unexplained tummy pains,
- Untreated illnesses and constant tiredness,
- Inappropriate dress or clothing,

- Lack of or poor personal hygiene.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over an adult or a child or to take selfish or unfair advantage of the situation of an adult or a child for personal gain. It may manifest itself in many forms such as forced labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of adults and children for the purpose of exploitation. Exploitation can be sexual in nature.

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion, or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property, or inheritance.

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can happen in any organisation, within and outside Health and Social Care (HSC) provision.

Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an organisation to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

This list of types of harmful behaviour is not exhaustive, nor listed here in any order of priority. There are other indicators which should not be ignored. It is also possible that if a person is being harmed in one way, they may very well be experiencing harm in other ways.

Roles and Responsibilities

The up-to-date versions of the UAS safeguarding policy, the related procedures, and the code of conduct will be published on the UAS website and it is the responsibility of all members to read, understand and follow the instructions in those documents.

The trustees of the UAS:

1. have the legal responsibility for safeguarding at the UAS and have a nominated trustee who takes lead responsibility for safeguarding;
2. will ensure that safeguarding policies, procedures and a code of conduct are in place, up-to-date and disseminated to all members;
3. will appoint a Designated Safeguarding Lead and ensure that person has undertaken the appropriate safeguarding training and that they are aware of and understand the UAS safeguarding policies, procedures and code of behaviour.

The Designated Safeguarding Lead:

1. will have delegated responsibility for safeguarding;
2. will have undertaken training on the role;
3. will provide updates to the trustees on safeguarding;
4. will liaise with statutory authorities as necessary.

The Designated Safeguarding Lead is the person to whom all concerns about the safeguarding of adults and children should be reported and the Designated Safeguarding Lead will have the responsibility to seek advice from the Social Services Gateway Team or the PSNI Public Protection Unit regarding the making of a referral.

Reporting Procedures

All Adults at Risk of Harm participating in UAS events must be accompanied by their own appropriate adult, who will be directly responsible for their care.

1. When conducting the risk assessment during the planning of a UAS event, the UAS will assess whether any children and/or vulnerable adults may present at the event and if so whether any of those persons may be subject to any risk. The UAS will then take all necessary steps to ensure that such children and/or vulnerable adults are protected from the perceived risks as far as in the control of the UAS.
2. If a member, during the course of any UAS activity, observes or hears a person behaving inappropriately towards an adult or a child, or behaving in such a way as is likely to cause potential harm to an adult or a child, that member must:
 - assess whether there is any ongoing immediate danger and if there is, take immediate action to stop or minimise that danger;
 - write careful notes of what was witnessed or overheard and sign and date those notes; and
 - report that behaviour to the Designated Safeguarding Lead as soon as is practicable and pass the notes to Designated Safeguarding Lead.
3. If an adult or child makes a disclosure or allegation of abuse to any member about an incident of abuse that has occurred during any UAS event, then that member must:
 - as far as possible, remain in view of other members, whilst assisting the adult or child;
 - allow the adult or child to speak without interruption, not querying what is said;
 - offer immediate understanding and reassurance that the adult or child has done the right thing in mentioning the matter, while passing no judgement;
 - advise that they will try to offer support but must pass on the information;
 - assess whether there is any ongoing immediate danger and if there is, take immediate action to stop or minimise that danger;

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- as soon as possible, write careful notes of what was said by the child or vulnerable person, signing and dating those notes;
 - report the matter to the Designated Safeguarding Lead as soon as possible and pass the notes to the Designated Safeguarding Lead.
4. If it is suspected that a criminal offence may have been committed, the UAS Designated Safeguarding Lead will report the situation to the police.
 5. Members must not ask any child or vulnerable adult to provide their own personal details to the member unless a report is to be made to the Designated Safeguarding Lead as required by points 2 or 3 above.
 6. Members who encounter children or vulnerable adults at a UAS event must not give their personal contact details to those persons.
 7. If a member is being investigated by their employer, social services or the police for behaving in a way which may have harmed a child or a vulnerable adult that member must not attend any UAS event where children or vulnerable adults could be present until the investigation has been completed and the member has been informed that no action will be taken against them.
 8. The UAS will ensure that all details associated with allegation of abuse are recorded clearly and accurately. The records will be maintained securely and the UAS will comply with all data protection regulations in respect of those records.

The UAS will treat all complaints, allegations, or suspicions of abuse with the utmost seriousness.

KEY CONTACTS

The email address of the Designated Safeguarding Lead for the UAS is: safeguarding@ulsterarchaeology.org

Appendix A CODE OF CONDUCT

This code of conduct applies to all members of the UAS participating in UAS activities. All members must read, familiarise themselves with and comply with the UAS Safeguarding Policy, this Code of Conduct and the Safeguarding Procedure rules.

Awareness

All members have a responsibility to safeguard everyone present at UAS activities.

Conduct

All UAS members must:

1. treat everyone with dignity and respect;
2. be a good role model to children and vulnerable adults attending UAS activities;
3. remember that even well-intentioned actions can be misinterpreted;
4. respect the right to privacy of children and vulnerable adults unless they are at risk of harm;
5. allow people to talk about any concerns they have;
6. always report any allegations, suspicions or concerns about safeguarding to the Designated Safeguarding Lead.

UAS members must not:

1. show favouritism or get drawn into inappropriate behaviour such as suggestive remarks, gestures or threats even in fun as these could be misinterpreted;
2. engage in rough, physical or sexually provocative games, including horseplay;
3. allow or engage in inappropriate touching of any form;
4. permit abusive behaviour, such as bullying;
5. make inappropriate promises, particularly in relation to confidentiality, for example: "You can tell me and I will keep it to myself";
6. take Children and Adults at Risk alone in a car on journeys, however short, or take them to their home. Where any of these are unavoidable, the member must ensure they only occur with the full knowledge and consent of the guardian of the adult;
7. spend time alone with children or vulnerable adults away from others;
8. give their own or any other members' contact details to children or vulnerable adults. (A member may give their own contact details to a parent or guardian.)

Personal information and images of adults and children.

Members must not ask a child or and adult at risk for their personal contact details.

Other than in making a necessary report or for UAS administrative purposes, any identifying information relating to any child or vulnerable adult must not be passed to any other person unless the appropriate consent has been obtained;

Members must not

- Photograph or video children or vulnerable adults unless the appropriate consent has been obtained;
- use or publish any video or images of a child or vulnerable adults unless the appropriate consent has been obtained;

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- publish any other information, in print or online that might enable someone to contact a child or vulnerable person;

Members must not take photographs of any other person who has specifically declined permission for their photograph to be taken.