



Historical Association

The voice for history

HISTORICAL ASSOCIATION

SAFEGUARDING AND PROTECTING PEOPLE STATEMENT AND POLICY

Introduction:

Safeguarding is at the heart of Historical Association activity. It believes that children, vulnerable people and all those contributing to or receiving Historical Association services should never experience abuse of any kind and it has a responsibility to protect their welfare through its activities. This policy follows the Charity Commission Safeguarding and Protecting People Guidance and heeds government guidelines in handling safeguarding allegations. It has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and others in England, Scotland, Northern Ireland and Wales.

The purpose of this policy is:

- To protect children, vulnerable people and those adults involved in any HA led activity who receive HA services from harm
- To provide staff, trustees and volunteers with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone involved with the Historical Association including paid staff, trustees, committee members, those engaging with Historical Association activities such as workshop leaders, conference delegates or students and their families and any other beneficiary. It applies wherever the Historical Association is involved including its own premises and online, at meetings and conferences.

Summary statement:

Nobody who is involved in Historical Association activities should ever experience abuse, harm or exploitation. We all have a responsibility to promote the welfare of all of our members, staff and volunteers, to keep them safe and to work in a way that protects them. The Historical Association is committed to having a workplace which is free from harassment and bullying and to ensure that all employees, volunteers, contractors and others who come into contact with us in the course of our work, are treated with dignity and respect.

Policy:

The Historical Association is committed to:

- The welfare of everyone engaging in HA-led activities
- All regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right of protection from all forms of harm or abuse
- Using venues that are safe and accessible
- Providing any additional protection and safeguarding for any who are especially vulnerable.

The Historical Association will seek to keep those engaging with our activities safe by:

- Valuing, listening to and respecting them
- Having a safeguarding lead from amongst staff and trustees
- Adopting safeguarding best practice through its policies, procedures and codes of conduct
- Having an effective online safety implementation plan and ensuring online services are suitable for all users
- Providing effective management and supervision of staff, trustees, volunteers and others involved in its activities through training, quality assurance and support to ensure awareness of its policies, procedures and codes of conduct
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Assessing where DBS clearance is needed, ensuring that this is carried out and providing any appropriate training
- Recording, storing and using information appropriately in line with GDPR legislation and guidance
- Ensuring permission is obtained to display images on the website or social media including any parental consent
- Ensuring that all know where to go if they have a concern
- Using our safeguarding procedures to share concerns and relevant information with the appropriate agencies and organisations who need to know including reporting serious incident concerns to the Charity Commission
- Using Historical Association procedures to manage any allegations against staff and volunteers appropriately
- Maintaining an anti-bullying environment and ensuring robust procedures to deal appropriately with any bullying
- Ensuring effective complaints and whistleblowing procedures are in place
- Applying health and safety measures to ensure a safe environment for all Historical Association activities respecting law and regulatory guidance
- Building a safeguarding culture where all involved in its activities treat each other with respect and feel comfortable about raising concerns.

EXPECTATIONS OF THOSE ATTENDING OR INVOLVED IN HISTORICAL EVENTS

At Historical Association events such as conferences, attendees' safety is a priority and designed to ensure all involved, irrespective of backgrounds, needs and interests, are supported and feel safe. This means that there is an expectation that all, whether delegates, presenters, visitors and staff, behave professionally and treat others equally and respectfully.

To ensure this happens the Historical Association will:

- Not tolerate harassment, abusive and racist language, bullying or aggressive behaviour. This applies equally whether in a physical or online space.
- Expect others to be active bystanders and supportive of others where there are concerns
- Expect that any concerns about behaviour, disrespectful or discriminatory speech or actions be communicated to a member of the Historical Association staff or appropriate body such as any event team who will be expected to deal with the situation with discretion

This “Safeguarding and Protecting People Statement and Policy” should be read alongside other supporting Historical Association organisational and administrative policies including:

- Acceptable use of IT
- Dignity at Work
- Disciplinary Procedure and Rules
- Equality, Diversity and Inclusion
- Health and Safety
- Staff contracts
- Staff handbook including employment policies
- Whistleblowing

*Nominated safeguarding lead (staff) **Paula Kitching***

*Nominated trustee lead **Tim Lomas***

This policy was last reviewed on **2 March 2024** and will be next reviewed no later than **March 2025**