



## **Safeguarding Policy**

Ormskirk and District Family History Society is committed to creating a safe, healthy and inclusive community. We are committed to being open to all and ensuring that everyone who has access to the events we organise should be safe and protected from harm.

Ormskirk and District Family History Society activities occasionally include working with vulnerable people. The purpose of this policy is to protect children and vulnerable adults and to ensure that Ormskirk and District Family History Society volunteers are not themselves placed in a vulnerable position.

A vulnerable adult is someone who, because of their age, illness, physical or learning disability, is unable to take care or protect themselves against harm or exploitation. Vulnerability can be temporary due to illness or for other reasons. The term children includes all children under the age of 18.

We have a zero-tolerance approach to anyone who causes harm or abuse and will thoroughly investigate and respond to any concern and, where appropriate, report such matters to the police and/or local authorities.

This Safeguarding policy applies to all Ormskirk and District Family History Society members when engaged on Ormskirk and District Family History Society activities.

It must also be considered that there are many occasions when the Society is participating in an event organised by some other body. In such circumstances, the prime responsibility for safeguarding lies with the organiser of the event and Ormskirk and District Family History Society volunteers must comply with any reasonable safeguarding requests made by the organiser. Also, where a child or vulnerable adult is accompanied by a responsible adult, the prime responsibility for their safeguarding lies with the responsible accompanying adult. In both cases, however, Ormskirk and District Family History Society volunteers must still conform to the standards of conduct and behaviour set out below.

## **Our Conduct and Behaviour**

We all play a part in helping keep vulnerable people safe from harm and ensuring that our own behaviour and conduct is appropriate, professional and above reproach. We do this by:

- Remaining in clear sight whenever possible when interacting with the public; by staying in open space, in the presence of a responsible adult and / or colleagues.
- Talking with those involved in our activities or with colleagues, we must remain friendly, not be overfamiliar, ensuring our conversation avoids any topic that might be regarded as inappropriate in nature.
- Taking photos of members and the general public only with their consent.
- Remaining professional at all times.
- Not initiating or encouraging physical contact.
- Generally moving back when visitors initiate physical contact and then engaging in conversation.
- Ensuring a minimum of two responsible adults are present when interacting with children.

## **Reporting Safeguarding concerns**

Everyone has a responsibility to report any incidents or concerns to the Chair and Vice Chair of the Ormskirk and District Family History Society at the earliest opportunity, in order that appropriate action can be taken.

If a crime is in progress or an individual is in immediate danger, call the police, as you would in any such circumstance.