

# Leicestershire Archaeological and Historical Society: Safeguarding (including Bullying and Harassment) Policy

Updated 6 March 2025

We do not specifically work with children or vulnerable adults; we do not operate online or overseas, and do not work with, or make grants to, other bodies that specifically work with children or vulnerable adults. We do not provide social services or support to any identified group at risk, although we may come into contact with them. This procedure therefore sets out a proportionate and appropriate policy for an organisation of our size and scope.

## Our Commitment

The Society applies the concept of safeguarding to our members and any individual who may attend any of our events, regardless of whether they are receiving services that are classed as “regulated” activities or whether they are defined as “vulnerable” or “at risk of abuse or neglect”.

**We are committed to providing a welcoming environment where everyone is respected and valued and can feel safe and secure.**

Everyone working or volunteering with LAHS has a responsibility to ensure that children, young people, and adults at risk are protected from abuse. This code of behaviour applies to behaviour in the physical and online environment. Any alleged breaches of the Code of Behaviour should be reported our Designated LAHS Safeguarding Lead.

## A Summary of Rights

Treat everyone equally, with dignity and respect.

Model good behaviour.

Value everyone’s contributions and involve participants in planning and reviewing activities.

Respect people’s right to personal privacy. This includes having their camera turned off and their microphone muted if they wish. Allow people to talk about any concerns they have.

Do not make suggestive remarks or threats to anyone, even in fun. Do not permit abusive behaviour, such as bullying.

Do not make inappropriate promises, particularly in relation to confidentiality e.g., you can tell me, and I will keep it to myself.

## A Summary of Responsibilities

Make sure everyone you are working with is aware of this Code, the safeguarding policy, and procedures.

Encourage others to challenge attitudes and behaviour they do not like.

Do not use images or recordings of young people when consent has not been given, or for purposes outside the limits of that consent.

Report any allegations, suspicions, or concerns about safeguarding.

## Definitions – Child and Vulnerable Adult

A Child is defined as an individual under the age of 18. Parents or Carers are responsible for the welfare of Under 18s throughout all work with the Society.

A Vulnerable Adult is defined as an individual over the age of 18 who might be considered at risk if they have needs for care and support (whether or not the local council is meeting any of those needs) and are experiencing, or at risk of, abuse or neglect; and as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect.

## Bullying and Harassment

The Charities Commission include bullying and harassment within safeguarding, but their express guidance is limited to a reference to the AVECO Report on Workplace Bullying in Charities.

The Society is not a workplace; it has neither employees nor volunteers carrying out regular duties that might be carried out by employees in other organisations; the Trustees and Committee Members all give their time and expertise without remuneration to assist in the furtherance of the objectives and aims of the Society.

## Action

If you suspect that a young person or vulnerable adult is at risk of harm or is the victim of abuse, you must report it as soon as possible.

In the first instance, unless anyone else is at immediate risk of harm, please report all safeguarding concerns to the LAHS Safeguarding Contact. In an emergency, dial 999.

A safeguarding concern could come to your attention via a variety of means. You might observe something; someone might disclose an allegation of abuse about themselves or someone else; or someone might report something to you that they have seen or suspected.

You should not in any circumstance tell someone that you will keep a disclosure a secret, as you have a legal and moral obligation to report any concerns that you have; the Trustees are obliged to report Serious Incidents to the Charities Commission. Ensure you inform anyone about to give you information that you will share it with the relevant people to ensure the safety of everybody involved.

One of the most important steps you can take to help children or vulnerable people is to reassure them that they are safe and that they have done the right thing. Be a reassuring presence.

## Recording and reporting

You may need to write down the details of an incident that you have observed or that someone else has reported or write down a disclosure prior to notifying the LAHS Safeguarding Contact.

## Key information to record

The date, time and location your notes were taken.

Make sure you record the identity of the person supplying the information, or the identity or description of the subject of your observations.

Record as much factual information about the incident, report or concern as possible. Take care to only record what is said or what is observed – do not draw conclusions or include your opinions in your report.

Record any action that you took as a result of the report or observation.

All Safeguarding concerns will be treated seriously. It is extremely important that an accurate written record is made of any witnessed incident or reported incident. Information will be shared with others on a strict need to know basis.

## Contacts

In an emergency, dial 999.

Designated LAHS Safeguarding Lead:

Jim Butler, Honorary Secretary

LAHS Safeguarding Contacts:

Safeguarding Lead: [secretary@lahs.org.uk](mailto:secretary@lahs.org.uk)

Honorary Membership Secretary: [membership@lahs.org.uk](mailto:membership@lahs.org.uk)

Postal address: The Guildhall, Guildhall Lane Leicester LE1 5FQ

### For Leicester City Council:

The Adult and Children's Social Care and Safeguarding team can be contacted on 0116 454 1004.

### For Leicestershire County Council:

The Adult Social Care team can be contacted on 0116 305 0004 or in an emergency on 0116 305 0888.

The First Response Children's Duty Team can be contacted on 0116 305 0005.

### For Rutland County Council:

To report concerns about adult safeguarding, call 01572 758 341.

To report concerns about children's welfare, call 01572 758 407 or in an out-of-hours emergency 0116 305 0005.