

ALFORD AND DONSIDER HERITAGE ASSOCIATION

SAFEGUARDING CHILDREN POLICY

1. Introduction

- a) Alford and Donside Heritage Association (the Charity) is a registered charity.

The organisation has been formed to benefit the communities of Alford and Donside, which comprise all of the geographical area covered by the Alford Academy school zone (the “**Community**”) with the following purposes:

- 1 To promote and maintain the Old Mart Building at Alford and the collections held within it.
- 2 To advance the Arts, Heritage and Culture
- 3 To advance citizenship or community development, including rural regeneration

But such that the charity shall do so following principles of sustainable development.

- b) The charity is based at 3 Mart Road, Alford AB33 8BZ
- c) Charity number SC050799
- d) The Charity has adopted this safeguarding policy and expects every adult working or volunteering at Alford Heritage Museum to support it and comply with it. Consequently this policy shall apply to all staff, trustees, volunteers, students, or anyone working on behalf of the Charity.

2. Purpose of the Policy

- a) This policy is intended to protect children and young people who receive a service from us, including those who are the children of adults who may receive a service from us.
- b) The Charity believes that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.
- c) Where children attend events or activities as part of a supervised school or educational visit. The safeguarding policies of that institution will also apply, and be monitored by the person supervising the group.

3. Risks to children

Most children grow up in a safe and happy environment and it is important not to over-estimate or exaggerate the dangers. Nevertheless, there are situations where children need protection including, but not limited to:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence or aggression within schools or campuses
- Victimisation
- Self harm
- Unsafe environments and activities
- Crime
- Exploitation

4. Universality of Protection

The Charity recognises that:

- The welfare of the child is paramount
- All children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm
- Some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency
- Working with children, young people, their parents, guardians, carers or other agencies is essential to protecting their wellbeing

5. Safeguarding children at events or activities

- a) There are three kinds of events / activities
 1. Those open to adults and children of all ages
 2. Those for children accompanied by a 'parent'
 3. Those for unaccompanied children, which are sometimes run alongside other events or activities.
 4. Work experience or internships for older students
- b) At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16-17 may attend unaccompanied if they bring written consent and mobile telephone number of one of their parents who will be contactable. At larger, open public events such as outdoor fairs, rallies and sales, it may not be possible to effectively regulate the attendance of young people aged 16-17, but the event organiser will highlight this in the risk assessment and advise marshals.
- c) At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that one adult can supervise them. . Young people aged 16-17 may attend unaccompanied if they bring written consent and mobile telephone number of one of their parents who will be contactable.
- d) At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16-17 may attend unaccompanied if they bring written consent and mobile telephone number of one of their parents who will be contactable.
- e) During work experience or internship for older children, such as 16 and 17 year olds, there will no occasions when the child is alone with one adult staff member or volunteer.
- f) Both events and activities are to be defined broadly to include any occasion when the Charity will be providing a service.

6. Disclosure and Barring

- a) The Charity offers the following activities for children:
 - Museum experience small group sessions for schools
 - Concerts
 - Mother and toddler group sessions
 - Duke of Edinburgh / Saltire Award opportunities
 - Outdoor fairs and events for families
- b) Some of our activities may therefore require adult participants or adult leaders to undergo PVG checks under the Safeguarding Vulnerable Groups Act 2006. The required

level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

- c) The Charity will take very seriously any allegation of impropriety on the part of any Member of the Charity. A member of the Charity who discovers anything amiss should get in touch immediately with the following:

THOMAS JACKSON, CHAIR OF BOARD OF TRUSTEES

- d) Allegations will be appropriately reviewed and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of the Charity.

7. Prevention of bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at the Charity event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of the Charity. Allegations of Adults bullying children will be dealt with in accordance with this Policy.

8. Photographing children

No photographs or videos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photographs or videos at an event or activity, that person should contact the Charity immediately.

9. Managing behaviour, discipline and acceptable restraint

- a) Adults supervising children at the Charity events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used – but for that purpose only.
- b) Unacceptable behaviour at the Charity events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.
- c) The Charity may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months.
- d) A parent who is aggrieved by this ban may appeal to the Charity who will hear the views of all relevant persons. The decision of the Charity is then final.

10. Legal Framework

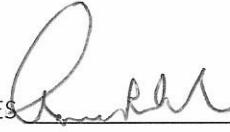
This policy has been drawn up in accordance with the following legislation and guidance:

- Children (Scotland) Act 1995
- United Nations Convention on the Rights of the Child
- Human Rights Act 1998
- Protection of Vulnerable Groups (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- General Data Protection Regulations
- Data Protection Act 2018
- National Guidance for child protection In Scotland (Scottish Government 2014)
- Getting it right for every child (GIRFEC) (Scottish Government 2018)

- Children and Young People (Scotland) Act 2014; national guidance on part 12: services in relation to children at risk of becoming looked after etc. (Scottish Government 2016)

This Policy is approved and robustly endorsed by Alford and Donside Heritage Association and is due for review every 3 years.

Signed: THOMAS JACKSON, CHAIR OF BOARD OF TRUSTEES



DATE 24. 1. 22