



SAFEGUARDING POLICY

This policy was last reviewed on:	19/4/2023
Signed: (Trustee for safeguarding and child protection)	
Date:	
Review schedule:	Annual
Review date:	April 2024

The Hand Engravers Association is committed to raising the profile and preserving the skills of the specialist craft of hand engraving and its practitioners.

The purpose of this policy statement is to protect children and adults who receive The Hand Engravers Association's services from harm.

AIMS

The Hand Engravers Association aims to:

- respect the rights of all children and adults at risk
- provide an environment which is safe and welcoming for children and adults at risk and which protects them from all forms of abuse
- ensure that everyone working with the Association is aware of the need to protect children and adults at risk and know how to reduce the risks to them
- provide procedures, training and guidance for everyone working with the Association for their own protection

COMMITMENT

The Hand Engravers Association endeavours to safeguard children and adults at risk by:

- adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children and adults at risk
- ensuring individuals working with children / adults at risk are fully aware of the Association's policies, procedures and guidance with access to appropriate training where necessary
- sharing information about safeguarding and good practice with trustees, staff, freelancers and volunteers
- providing effective management through supervision, support and training

- sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate
- following robust procedures for the recruitment and selection of staff, freelancers and volunteers and ensuring individuals who are working with children / adults at risk have the appropriate DBS checks in place
- informing staff that not adhering to the policy and guidelines may lead to disciplinary action under the Disciplinary Procedure and taking action as required
- designating a trustee to lead on safeguarding issues
- reviewing our policy, procedure, guidance and practice at regular intervals and updating these in and accordance with current Government legislation and best practice
- taking all safeguarding concerns seriously and responding fairly, swiftly and appropriately to any incidences reported.

DEFINITIONS

Child: A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their 18th birthday. Throughout the Association's safeguarding documentation, the words 'child' and 'children' are used to mean anyone up to the age of 18.

Adult at Risk: An adult at risk is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

We believe that:

- Children and adults at risk should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and adults at risk, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children and adults at risk is paramount in all the work we do and in all the decisions we take all children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and adults at risk are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

We will seek to keep children and adults at risk safe by:

- valuing, listening to and respecting them
- appointing a nominated a lead trustee for safeguarding
- adopting safeguarding best practice through our policies, procedures and code of conduct for trustees, staff, freelancers and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for trustees, staff, freelancers and volunteers through supervision, support, training and quality assurance measures so that all trustees, staff,

freelancers and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently

- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- sharing information about safeguarding and good practice with children, adults at risk and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, adults at risk and their families know where to go for help if they have a concern
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, adults at risk, parents, families and carers appropriately
- using our procedures to manage any allegations against trustees, staff, freelancers and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, adults at risk, trustees, staff, freelancers and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where trustees, staff, freelancers and volunteers, children, adults at risk and their families, treat each other with respect and are comfortable about sharing concerns.

CONTACT DETAILS

Nominated child protection lead

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Trustee for safeguarding and child protection

Name:

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