

Safeguarding Policy and Procedure

Policy

The Society is responsible for the safety and well-being of all who participate in events or activities organized by the Society, as well as of its staff, officers and Trustees while performing their duties. It is the duty of all officers, Trustees and staff to take all reasonable steps, individually and collectively, to maintain consistently high standards of vigilance and practical care.

No regular activities of the Society involve minors and/or vulnerable adults. It is recognized, however, that future outreach events in partnership with other organizations might do so. The Society will then ensure that partner organizations have an appropriate policy in place, and will, as appropriate, meet the requirements of that partner body — e.g. in respect of Disclosure and Barring Service (DBS) checks.

Procedure

Any failures to ensure adequate safeguarding noticed by officers, Trustees or staff or brought to their attention should be referred as a matter of urgency to the President, or should the President not be available to one of the Vice-Presidents.

If the President and Vice-Presidents agree (if necessary, by a simple majority) that the case merits further investigation, an ad hoc panel will be convened to be chaired by one of them, and with one or two other panel members: normally Trustees or suitable experts as appropriate. That panel will be charged with evaluating the case and making recommendations for any further action. This is to be reported back to the President, and recommendations may then be put into effect without delay on the authority of the President and Vice-Presidents. Confidentiality will be maintained at all stages of the process of dealing with concerns and cases investigated, and information relating to such cases should be shared on a need to know basis only. Nonetheless the fact of the investigation, decisions made and actions taken must be reported to the Trustees at the next appropriate regular meeting. Any documentation relating to the case and the panel's deliberations must be kept secure.