

# **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

## **POLICY FOR SALTFORD BRASS MILL PROJECT**

1. Salford Brass Mill Project (SBMP) is a Registered Charity (a CIO - Registered Charity Number 1174901) whose aims include opening the ancient brass mill for the public benefit, to advance education in the history of the brass industry and facilitating and supporting research into the industry, its working methods and people involved in the metal industry's heritage, history and relevance for today, particularly in relation to its place in North East Somerset and the Bristol region.
2. While SBMP does not anticipate unaccompanied children or vulnerable adults being present in the Mill this policy document sits alongside our Health and Safety practice and documentation to set out its commitment to safeguard any such person with whom contact is made.

### **Definitions**

3. In this policy document the following words will have the meanings as set out below.
  - a "Child" and/or "children" includes all children and young people under the age of 18.
  - b "Vulnerable Adults": any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

### **Purpose**

4. The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children and vulnerable adults when visiting the Mill

### **Status and Undertakings**

5. This policy was agreed at an Annual General Meeting held on June 6 2019.
6. SBMP accepts that it has a duty to value all people and to protect them from harm while present in the Mill.
7. SBMP recognises that none of us is invulnerable but that there is a particular need to care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible.
8. SBMP recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial or institutional abuse or neglect. It acknowledges the effects these may have on people and their development. It accepts its responsibility for ensuring that all people are safe in the Mill and that their dignity and right to be heard is maintained.
9. SBMP commits itself to respond without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed. It commits itself to challenge the abuse of power of anyone in a position of trust.
10. SBMP commits itself to ensuring the implementation of Safeguarding Policy, government legislation and guidance and safe practice.

### **Safeguarding Coordinator**

11. SBMP appoints Tony Coverdale as Project Safeguarding Coordinator and supports him in his role which is to:
  - a support and advise the Trustees and other volunteers in fulfilling their roles,

- b provide a point of reference to advise on safeguarding issues,
- c promote safeguarding best practice in the work of the project.

### Good Practice

12. SBMP Trustees believe good practice means that:
- a All people should be treated with respect and dignity,
  - b SBMP Volunteers should not meet or make physical contact with or work alone with a child or vulnerable adult where the activity cannot be seen.
  - c Safety assessments of Mill premises by trustees will take account of the safety of children and vulnerable adults. A risk assessment report will be given annually to the Project Membership and a statement included in the trustees' annual report. This will include physical and fire safety procedures.
  - d The Trustees will actively consider the extent to which it is promoting its policies and practices in this area. Each volunteer will be expected to receive basic safeguarding guidance.

### Complaints procedure

13. Should a visitor, volunteer or other person wish to make a complaint concerning a safeguarding or related issue this complaint may be made to a Trustee who will inform the Safeguarding Coordinator. If a complaint is made to another person, it should be passed to the Safeguarding Coordinator directly. The Safeguarding Coordinator will make a record of the complaint and convene a meeting of the trustees to consider the complaint and decide on any action to be taken. In the event that one of the Trustees is the subject of the complaint, he or she shall absent themselves from that meeting. It is hoped that complaints can generally be dealt with internally by the organisation's Trustees, who may arrange to meet with the complainant and attempt to resolve the complaint. However, if the complaint cannot be resolved, arrangements have been made for an independent person to assess the complaint and, if necessary, propose a course of action to resolve it. It has been agreed that the independent person shall be the Chair of The Salford Community Association, a separate charity with no trustees in common.




### Disclosures

14. Serious complaints, allegations, suspicions and confidential disclosures relating to abuse may require reporting to the Police and to the Charity Commission.

### Review

15. This policy will be reviewed annually.

Dated: 16 September 2019

Signed Trustee		Signed Trustee	
Signed Trustee		Signed Trustee	