

The Railway & Canal Historical Society

Safeguarding Policy

Purpose

The charitable activities of the Railway & Canal Historical Society include working with vulnerable people. The purpose of this policy is to protect them and provide all members of the Society and all guests and visitors to the Society's events with the overarching principles that guide our approach in doing so.

The trustees of the Society are required to provide oversight of safeguarding and to nominate one of the officers of the Society to lead on any incident investigation and reporting.

This policy applies to anyone working on behalf of the Society, including the trustees, officers and other volunteers.

Principles

The Society believes that:

- Nobody who is involved in its work should ever experience abuse, harm, neglect or exploitation.
- All trustees, officers and volunteers have a responsibility to promote the welfare of all our members and all guests and visitors to the Society's events and its online offerings, to keep them safe and to work in a way that protects them.
- Everyone has a collective responsibility for creating a culture in which everyone not only feels safe, but is also able to speak up, if they have any concerns.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation.

Reporting Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a member of the Society, a guest or visitor to one of the Society's events, make your concerns known to one of the Principal Officers of the Society, who will alert an officer of the Society who is nominated to investigate any incident.

Responsibilities

The trustees are aware of and will fully comply with the Charity Commission safeguarding guidance which can be found on these links - [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take](#) to ensure good safeguarding governance.

The Council of Management of the Society has been given responsibility for the oversight of all aspects of safety. This includes:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, providing oversight of any lapses in safeguarding and making recommendations to the Council of Management of the Society.
- Reporting as required to ensure this and related policies are being applied consistently.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the Society in a way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Planning events and activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Listening and engaging, members, volunteers and others and responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- Making members and volunteers aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

Everyone. To be aware of and abide by our procedures, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

Online Safety

The Council of Management of the Society will identify and manage online risks by ensuring:

- Trustees, members and volunteers understand how to keep themselves safe online when using the RCHS website and the links to social media platforms.
- The online services the Society provide are suitable for our users and visitors to the RCHS website.
- The services the Society use and/or provide are safe and in line with our code of conduct.
- The Society protect people's personal data and follow data protection legislation.
- The Society have permission to display any images on our website or social media accounts, including consent from an individual or organisation.
- The Society clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process.