

January 2017

This policy applies to all members of the committee, all ordinary society members, all volunteers and participants of activities organised by Bolton Archaeology and Egyptology Society and anyone working on behalf of Bolton Archaeology and Egyptology Society.

The purpose of this policy:

- to protect vulnerable adults who are involved in Bolton Archaeology and Egyptology Society activities. This includes the vulnerable persons who accompany members who use our services;
- to provide committee members, society members and volunteers with the overarching principles that guide our approach to safeguarding and vulnerable persons protection;

Bolton Archaeology and Egyptology Society believes that a vulnerable person should never experience abuse of any kind. We have a responsibility to promote the welfare of all persons and to keep them safe. We are committed to practice in a way that protects them.

Values and Principles

Bolton Archaeology and Egyptology Society hold several values and principles that underpin this policy.

These are:

Access to information and knowledge – all vulnerable persons will have access to information that they can understand to make an informed choice, including access to expert knowledge and advocacy, as required.

Choice – all vulnerable persons will have the opportunity to select independently from a range of options based on clear and accurate information.

Confidentiality – all vulnerable persons will know that information about them is managed appropriately and there is a clear understanding of confidentiality and its limits among governing members of the society.

Consent – all vulnerable adults have the right to be supported to make their own decisions and to give or withhold their consent to an activity or service. Consent is a clear indication of a willingness to participate in an activity or to accept a service. It may be signalled verbally, by gesture, by willing participation or in writing. No one can give, or withhold, consent on behalf of another person unless special provision for particular purposes has been made for this, usually by law.

Dignity and respect – all vulnerable persons will be accorded the same respect and dignity as any other person, by recognising their uniqueness and personal needs.

Equality and diversity – all vulnerable persons will be treated equally and their background and culture will be valued and respected.

Fulfilment – all vulnerable persons will be invited to engage in activities and offered services that enable them to fulfil their ability and potential.

Independence – all vulnerable persons will have as much control as possible over their lives whilst being safeguarded against unreasonable risks.

Privacy – all vulnerable persons will be free from unnecessary intrusion into their affairs; and there will be a balance between the individual's own safety and the safety of others.

Safety – all vulnerable persons will feel safe, and live without fear of violence, neglect or abuse in any form.

Support – all vulnerable persons will be supported to report any form of abuse.

This policy should be read alongside our policies and procedures on:

- Young Persons Safeguarding Policy
- Health and Safety Policy
- Standard Risk Assessment
- Code of Conduct

We recognise that:

- the welfare of the vulnerable person is paramount.
- all vulnerable persons, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some vulnerable people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with vulnerable people, their carers and other agencies is essential in promoting vulnerable people's welfare.

We will seek to keep vulnerable people safe by:

- valuing them, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for vulnerable people and a deputy
- adopting vulnerable persons protection and safeguarding practices through procedures and a code of conduct for a members of the society and volunteers
- ensuring that no member of the society is alone with any vulnerable person, excepting the parents or legal guardians, or carers of that vulnerable person
- ensuring that all society activities are governed by appropriate risk assessments and health and safety procedures

Contact details

Designated Safeguarding Officer (DSO)

Name Ian Trumble

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We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: January 2017