PEMBROKE DOCK HERITAGE TRUST

SAFEGUARDING POLICY STATEMENT

2022 EDITION

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SAFEGUARDING POLICY STATEMENT

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1. INTRODUCTION

1.1 Pembroke Dock Heritage Trust is the official body which manages the town's Heritage Centre (hereby referred to as the 'Museum') in the restored Royal Dockyard Chapel opened by the Queen in 2014. The Museum is the culmination of a long and successful series of heritage initiatives which brought the military connections with the town and area into local, national and international focus. The Trust's aim is to advance education for the benefit of the public through the establishment and maintenance of a museum pertaining to the history, heritage and culture of Pembroke Dock and the surrounding area.

2. RESPONSIBILITIES

2.1 We recognise that safeguarding should not be treated in isolation - we will take on board guidance given by Child Care Assessment Team, Pembrokeshire County Council and will address prevention, protection, recruitment and selection of volunteers and paid employees by doing the following:

a. We accept that it is our responsibility as a Trust to check that all adults in regulated activity have been appropriately vetted
b. Where DBS checking is inappropriate, we have safe working guidelines that will be followed
c. We will ensure every new volunteer or member of staff will complete a Personal Profile Form
d. We will make a request for previous addresses on volunteer/job application forms
e. We will ask for the names of two referees who will be prepared to provide a written reference. At least one of these will be a work reference.
f. We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children/vulnerable adults. A record of this discussion will be kept in the applicant's file
g. We will interview prospective volunteers and staff
h. We will note at interview all previous experience of volunteers and staff in working with children/vulnerable adults
i. We will carry out a probationary period for all volunteers and staff of at least 3 months.

2.2 We believe that all people regardless of age have at all times and in all situations, a right to feel safe and protected from any behaviour or practice that results in them being physically or psychologically damaged. If we have concerns about a person's physical or emotional safety or well-being, we will take action.

2.3 All volunteers and staff are encouraged to share concerns with the Designated Safeguarding Lead (Mr Tim Payne) who has agreed to monitor safeguarding issues. If the situation is clearly an urgent case, for example if a child is too frightened to go home or we have very serious doubts about any person's safety, we will contact Social Services or Police immediately. If our concerns are more general (for example about a child's welfare), then we will discuss these with the Trust's Designated Safeguarding Lead, who would then make a referral to Social Services who will make the necessary arrangements. It is important that all volunteers and staff communicate concerns accurately.

3. ALLEGATIONS AGAINST A MEMBER OF STAFF

3.1 Where allegations are made against a member of staff or a volunteer:

a. That staff member or volunteer will be removed from front line practice immediately to protect them from further allegations. This will be a suspension without prejudice; will be for as short a period as possible and; support will be offered to the staff member or volunteer.

b. The allegation will be reported to Designated Safeguarding Lead.

c. In conjunction with the Trustees, a decision will be taken whether to refer the issue to the appropriate authorities. Serious allegations or any reference to immediate harm will always be referred.

d. Regardless of this decision, an internal investigation will be carried out to establish the facts.

e. Wherever possible, services will continue. However, the Trustees reserve the right to suspend services where that is deemed appropriate.

f. If the allegation is proven, it may be dealt with through the Disciplinary Policy with sanctions as defined in that policy.

3.2 To this end, volunteers and staff will follow the procedures below:

a. Upon the receipt of any information from a person or concerns, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;

b. Share their concerns with the Designated Safeguarding Lead for the Trust and agree action to take

c. Where immediate harm or serious abuse is alleged, always refer and do NOT investigate.

3.3 If we have concerns we must act - it may be the final piece of the jigsaw that is needed to protect that person - or we may prevent others from being hurt.

4. CONTACT DETAILS

4.1 Both the local Area Social Work Office and Police Office telephone numbers are to be found in the telephone directory. For ease of reference, these are noted below:

a. Designated Safeguarding Lead (Mr Tim Payne) – 0743 2713899
b. Child Care Assessment Team – 01473 776056
c. Adult Safeguarding Team – 01473 776056
d. Social Services out of hours – 0300 3332222
e. In emergency ring – 999
f. Non-emergency - 101

5. Review

5.1 This plan was last reviewed in January 2022, and it should be reviewed every three years

6. REVIEW

6.1 These policies were last reviewed in June 2022, and they should be reviewed every three years.

Signed

Name GK Clarkson

Appointment Chair of Trustees on behalf of the Board of Trustees

Date June 2022