



Bromyard and District Local History Society (BDLHS)

Protecting People and Safeguarding Policy and Procedure

The Society's purpose is to encourage and promote the study of, and research into, the history and the archaeology of Bromyard and its surrounding areas, together with encouraging the study of family history.

Policy Statement

Bromyard and District Local History Society (BDLHS) recognises its responsibility to provide a safe environment and to promote the welfare and wellbeing of everyone visiting the Local History Centre or participating in any of the Society's activities and events. This applies particularly to children, young people and adults at risk.

Safeguarding is defined in Working Together to Safeguard Children 2026 and the Health and Care Act 2022.

Policy Principles

It is the duty of all BDLHS volunteers to ensure that:

- The welfare of the child/young person/ adult at risk is paramount.
- This Policy and the associated Code of Conduct together with the BDLHS Health and Safety Policy are followed by all.
- All concerns, suspicions and allegations of abuse are taken seriously by the Society and responded to appropriately in accordance with legal and statutory guidance following the Safeguarding Procedures set out below.
- This Safeguarding Policy and Procedure, together with the Code of Conduct will be available to all BDLHS volunteers and electronically on request.
- This Safeguarding Policy and Procedure, together with the Code of Conduct will be available on the Society website and available to all those involved with the Society on request.
- This Safeguarding Policy and Procedure and the Code of Conduct will be reviewed annually by the Trustees or when legislation changes.

Definitions:

Children – children and young people under the age of 18 years

Adults at Risk – adults over the age of 18 years

- needing care and support (whether or not the local authority is meeting any of those needs)
- experiencing, or at risk of, abuse or neglect
- as a result of those care and support needs are unable to protect themselves from either the risk of, or the experience of abuse or neglect including:

Different Types of Abuse

- Psychological
- Physical
- Emotional
- Sexual Abuse and Harassment
- Neglect
- Self-neglect
- Financial and Economic
- Organisational and Institutional
- Domestic Abuse and Intimate Partner Violence
- Discriminatory Abuse
- Extremism and Radicalisation
- Modern Slavery

You may be concerned about a child, young person or adult at risk. You may or may not know them, or even their name.

Safeguarding is everyone's responsibility.

Don't assume that someone else will take responsibility and make that phone call.
You could help to save the life of a child or adult at risk.

If you are worried, report it.

Your first step should be to talk to the Safeguarding Lead -unless the situation is urgent/life threatening and requires emergency services – see Safeguarding Procedures below

Safeguarding Code of Conduct

Bromyard and District Local History Society (BDLHS) is committed to safeguarding the welfare of and providing a safe environment for all children, young people and adults at risk who attend the Local History Centre or participate in any of its activities.

This Code of Conduct sets out the good practice and guidelines for volunteers to follow when working with children, young people and adults at risk to promote their welfare and reduce the likelihood of any allegations being made against volunteers.

Children, young people and adults at risk visiting or taking part in BDLHS activities are primarily under the supervision of parents / carers /school staff etc but volunteers may need to be more involved in an emergency. Volunteers should still follow these guidelines.

Some volunteers may be adults at risk and these guidelines should be followed.

Good Practice

Safeguarding is the prevention of all forms of abuse or neglect caused by inflicting harm or by failing to act to prevent harm.

In order to promote a safe environment for children, young people, vulnerable adults and volunteers themselves:

Volunteers and Trustees should:

- Respect the rights, dignity and worth of every individual and treat them with equality regardless of sex, age, ethnicity, disability or sexual orientation.
- Be a good role model and display consistently high standards of behaviour.
- Ensure any activity led by volunteers is appropriate to age, maturity and ability.
- Bear in mind that children, young people and adults at risk may have complicated and/or traumatic backgrounds which could make them sensitive to certain issues.
- Remember that someone else may misinterpret your words or actions no matter what your intentions.
- Gain permission from parents/carers/responsible adults/individuals before taking any digital images including photos, videos, screenshots of online calls. Be clear about how the images will be used.

Volunteers should never:

- Be alone with children, young people or adults at risk.
- Have unnecessary physical contact with them.
- Use actions or language which may cause them to lose self-esteem or confidence.
- Do things of a personal nature that a child, young person or adult at risk can do for themselves or that a family member, carer or other supervisor can do for them.
- Allow any allegations made to go unrecorded /not acted upon.

Physical contact may be needed:

- To prevent an individual hurting themselves – the family member, carer or supervisor should be the first to help.
- To assist a child, young person or adult at risk with a physical disability
- Consent should be sought for any physical contact, including first aid, except in an emergency situation.

If, as a volunteer, you suspect or are told about any form of abuse or inappropriate behaviour it is your responsibility to report it to the BDLHS Designated Lead for Safeguarding, currently – Debbie Hughes Tel 07929 137892 or to the Society Chairman currently Mandy Palmer 07784 788551.

Never let allegations go unrecorded or unreported, including allegations made against you.

Safeguarding Procedures

1. Dealing with Disclosures

- Listen quietly and calmly without expressing any shock or disbelief. Encourage the person to continue and finish what they have to say so you can understand the facts and decide whether you need to refer the matter.
- Do not ask leading questions - use neutral responses – ‘Yes, go on....tell me more...’ .
- Be reassuring but do not make promises you cannot keep - you have a duty to report so cannot promise to keep the disclosure to yourself.
- Never trivialise anything disclosed.
- Explain what you must do next and who you need to talk to.
- Make brief, factual notes to record the facts immediately after the disclosure and use to write up in detail as soon as possible.
- Record date, time, place, those present, words used and any nonverbal behaviour. Only record actual statements made and observations – avoid interpretation or opinion.

It is good practice to be as open and honest with parents/carers and individuals about any concerns. However, you **MUST NOT** discuss your concerns with parents/carers if you suspect parents/carers/immediate family to be involved in abuse or neglect of the child or adult at risk and/or to do so would place a child, adult at risk, yourself or others at immediate risk.

If there is a concern, **adults at risk** should be asked what they want to happen, their wishes should be taken into account, and they should be informed of any actions being taken. Wherever possible adults should be empowered to take action on their own behalf.

2. Reporting

- Report any concerns immediately to the BDLHS Designated Lead for Safeguarding currently Debbie Hughes 07929 137892 or the Chair – currently Mandy Palmer to decide next steps which may include referral to Statutory Agencies as below.

However:

- If someone is at **immediate risk of harm/in danger/injured Telephone: 999** – police, fire, ambulance
- If there is no emergency but you think a crime may have been committed:
Telephone: West Mercia Police 101*

Referral to Statutory Agencies

- If you think that **a child has been harmed or is being neglected**, contact the MASH (Multi-Agency Safeguarding Hub) or the Police using the details below:

Multi-agency Safeguarding Hub (MASH)

To speak to the team	(01432) 260800
To email the team	ReferralsCYPD@herefordshire.gov.uk
Emergency Duty Team	(01905) 768020

<https://www.herefordshiresafeguardingboards.org.uk/safeguarding-information/concerned-about-a-child>

- If at any time you are concerned that **an adult is being abused or harmed**, please use these contact details.

To report a concern:

Please complete the safeguarding concern form: HSAB Concern Form

If you require any advice or have continuing concerns contact the team using the details below:

01432 260101 (Monday to Friday from 9am-5pm)

Email: Safeguarding@herefordshire.gov.uk

<https://www.herefordshiresafeguardingboards.org.uk/concerned-about-an-adult>

Disclosure and Barring Service (DBS) Checks

The Society does not currently run activities specifically for children, young people or vulnerable adults and so there is no requirement for volunteers to have DBS checks. If activities are planned for children, young people or adults at risk in the future this will be reviewed.

References

<https://www.herefordshiresafeguardingboards.org.uk/safeguarding-information/concerned-about-a-child>

<https://www.herefordshiresafeguardingboards.org.uk/concerned-about-an-adult>

www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

https://assets.publishing.service.gov.uk/media/69fb1c28d0e316a40f269a5b/Working_together_to_safeguard_children_2026_a_guide_to_multi_agency_working.pdf

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

<https://assets.publishing.service.gov.uk/media/6363d911e90e0705a8c35457/health-and-care-act-2022-summary-and-additional-measures-impact-assessment.pdf>

Debbie Hughes June 2026