



Cambridge Antiquarian Society

Safeguarding Policy

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SAFEGUARDING

1. Policy Statement - CAS has no rules for age or infirmity of its members. This places an onus on members and council to recognise and act, under UK law, if at CAS events, or on CAS premises, any signs of safeguarding issues are observed or brought to our attention.
- 1.1. Safeguarding means protecting a person's health, wellbeing, and human rights, enabling them to live free from harm, abuse, and neglect. Those most in need of safeguarding are children, young people, and vulnerable adults (hereafter vulnerable people) who are at greater risk of abuse or who are less likely to identify or alert others of their abuse or neglect.
- 1.2. Children and young people are defined as those persons aged under 18. Vulnerable adults for the purposes of this policy are those who have care and support needs, are experiencing, or are at risk of, abuse or neglect or, because of their care and support needs, are unable to protect themselves from abuse, neglect, or the risk of it.
- 1.3. This policy document sets out how Cambridge Antiquarian Society (CAS) will operate when working with vulnerable people to:
 - Protect them from harm.
 - Check that CAS members are suitable to act in their roles.
 - Provide a reporting structure for safeguarding concerns.
 - Enable CAS members to raise safeguarding concerns.
 - Respond to safeguarding concerns, including reporting to the relevant authorities.
 - Provide suitable resources including staff training where required.
 - Conduct periodic reviews (at least annually) of safeguarding policies, procedures, and practice.
- 1.4. CAS will, in accordance with current legislation, be accountable and have transparency in delivering events that involve safeguarding practice.
- 1.5. Safeguarding is the responsibility of CAS and all its members. CAS will make sure that all understand their role and responsibilities in safeguarding of staff, volunteers and visitors including adults and children (including young people).
- 1.6. All external partner organisations who are involved in activities that could involve safeguarding risks such as schools and youth-clubs, will be consulted on their safeguarding policies and risk assessments whilst working with CAS. CAS will ensure that its members understand CAS's safeguarding procedures and know what action to take in the event of a safeguarding alert.
- 1.7. A report of any safeguarding incidents will be made to the CAS Council on a quarterly basis as part of the standard reporting.
- 1.8. Digital safeguarding refers to the safeguarding policies and procedures relating to online spaces. The same safeguarding principles for in person activities apply to all Cambridge Antiquarian Society's digital activities whether an individual uses their own devices or those owned by CAS.
- 1.9. The digital space presents unique risks and challenges related to safeguarding children and vulnerable adults. We have a duty to ensure that everyone involved with our society is protected from potential harm online. All people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.
2. Legal Framework
- 2.1. CAS has produced this policy in accordance with all current and relevant legislation, including, but not limited to:

- The Care Act 2014
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Bill
- Criminal Justice and Courts Act 2015
- Public Interest Disclosure Act 1998
- Modern Slavery Act 2015
- Children Act 1989
- Children Act 2004
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015
- Education Act 2002
- Communications Act 2003
- Malicious Communications Act 1988
- Digital Economy Act 2017

3. Roles and Responsibilities

- 3.1. The Designated Safeguarding Leads or an Event Manager will be responsible for events or work that involve vulnerable people. They will ensure appropriate safeguarding controls are put in place in consultation with the Designated Safeguarding Leads and HS&E Advisors.
- 3.2. CAS's default position is that the parent(s), carer(s), support worker(s) or teacher(s) of any vulnerable people will be the primary safeguard and CAS members will act in a supporting role.
- 3.3. All CAS members will be encouraged to report any incidents where they feel there was a breach of the safeguarding arrangements, or an individual has been put at risk (see 'Reporting and Investigation' under section 3.2).
- 3.4. CAS members may be required to have a DBS check in some instances such as 'regulated activity'. These are activities that the Disclosure and Barring Service can bar people from doing. It is a criminal offence for a barred person to seek to work, or work in, activities from which they are barred. It is also a criminal offence for employers or voluntary organisations to knowingly employ a barred person in regulated activity.
- 3.5. The requirement for a DBS check will be determined following advice from the Designated Safeguarding Leads and HS&E Advisors.
- 3.6. When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision. This will be assessed on a case-by-case basis by those with overall responsibility for safeguarding. The NSPCC provides guidance on how many adult supervisors are advisable for carrying out different activities¹. DBS checks may also be required when a member of CAS is acting as part of the adult-to-child supervision ratio for an external partner.

4. Code of Conduct

- 4.1. The Safeguarding Code of Conduct for CAS members is based on the following principles, that CAS members will:
 - Treat vulnerable people fairly, without prejudice or discrimination.
 - Understand that vulnerable people have individual needs.
 - Respect differences in gender, sexual orientation, culture, ethnicity, disability, and religion.

¹ <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children> (accessed September 2022)

- Appreciate that all participants bring something valuable and different.
- Challenge discrimination and prejudice.
- Encourage vulnerable people to speak out about attitudes or behaviour that makes them uncomfortable.

Procedures and Arrangements

5. Risk Profile and Risk Assessment

5.1. There are several areas of safeguarding risk associated with the work CAS undertakes. As part of its charitable objective, CAS may provide educational opportunities for external individuals and groups, such as local communities, community archaeology groups, local societies, local schools, and other youth groups such as YAC (Young Archaeologists' Club), Guides and Scouting associations.

5.2. CAS identifies the following main activity types that have potential for online or offline safeguarding risk:

- Activities for Schools and Youth groups
- Social media and online events
- Volunteer, work experience and study or research opportunities
- Excursion visits, conferences and open days, either for local communities, local community groups or local schools and youth clubs

5.3. It is anticipated that all minors, (under 18 years,) and vulnerable people should be accompanied by a responsible adult or group leader. (See 1.3.2.) We expect affiliated or other responsible individuals or groups to have carried out risk assessments and will provide evidence to CAS to confirm this. In most situations CAS will not be solely responsible for safeguarding as the parent(s), guardian(s), carer(s), support worker(s), teacher(s) or youth group leader(s) will be the primary safeguard. Where this responsibility will be solely undertaken by CAS, agreement will be sought from members of the CAS Council first, and if necessary a risk assessment will be undertaken.

6. Reporting and Investigation

6.1. CAS members should report any event they are witness to that breaches this policy and puts CAS members and visitors at risk. (See 1.3.3.) Any safeguarding incident will be recorded through the CAS incident reporting form, and sent to the Designated Safeguarding Leads (DSL) (one of whom will always be the Hon. Secretary). If there is an incident or allegation of a safeguarding breach CAS will record and investigate as and when appropriate, with all due consideration for any criminal investigation, current legislation and in strict confidence. The DSLs are responsible for providing advice in the event of an incident to determine the appropriate course of action.

6.2. The Hon. Secretary, in consultation will act as quickly as possible to ensure any further harm or damage is stopped or minimised.

6.3. An internal investigation into the incident will be initiated by the Hon. Secretary with the aim of identifying failures within the safeguarding systems. The review will identify key learning points to stop a similar incident happening.

6.4. When it is clear the incident involves criminality, the Hon. Secretary will report it to the relevant authorities, such as the police, and if required other relevant bodies, such as statutory safeguarding authorities. If multiple incidents have taken place across different police force areas, the Hon. Secretary will initially report the incident to the police force where the primary offence or greatest prevalence of offending took place.

7. Support.

- 7.1. Individuals outside CAS involved in safeguarding incidents may require support and intervention to help reduce the risk of longer-term harm. This support will normally be provided by the external group involved directly with CAS during the incident, such as their school or youth club.

A. REGULATED ACTIVITY

When working with children and young people, a person is in regulated activity if they provide any health or personal care (including toileting, washing, assisting with eating or drinking), or if they regularly (once a week or more often, or on more than 3 days in a 30-day period) work in or for a 'specified place' (i.e. schools, pupil referral units, nurseries, and childcare premises) and have opportunity for contact with children doing one of: unsupervised teaching, training, instructing, caring for or supervising children; providing advice or guidance to children on physical, emotional or educational wellbeing; driving a vehicle only for children; or moderating a web service wholly or mainly for children.

When working with vulnerable adults, a person is in regulated activity if they:

- Provide health care to an adult including palliative care, psychotherapy, and counselling.
- Provide personal care to an adult in the form of feeding, washing, or toileting etc...
- Provide social work to an adult in connection with health services or social services.
- Convey an adult to or from health care, personal care, or social work appointments.
- Assist an adult in the conduct of their own affairs under a formal appointment.
- Assist an adult with general household matters such as managing cash, paying bills or shopping on their behalf.

B. SAFEGUARDING CODE OF CONDUCT

CAS members should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid favouritism.
- Be patient with others.
- Always listen to and respect vulnerable people.
- Ensure contact with vulnerable people is appropriate and relevant.
- Ensure as far as reasonably practicable that there is more than one adult present during activities with children and young people, normally either their parent(s), carer(s), or teacher(s).
- If a situation occurs where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
- If a child or young person specifically asks for or needs some individual time with you, ensure other adults know where you and the child are.
- Only provide personal care in an emergency and if possible, make sure another adult is present.
- Value and take all contributions seriously and actively involve participants wherever possible.
- Respect individuals' right to personal privacy as far as possible.

If you need to break confidentiality to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

CAS members will not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships.
- Make inappropriate promises.
- Engage in behaviour that is in any way abusive including having any form of sexual contact with a child or young person or any form of unwanted sexual contact with an adult.
- Let children and young people have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle participants.
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of participants.

In a digital scenario, CAS staff should:

- Follow CS Safeguarding Code of Conduct
- Support and encourage the safe use of digital technologies by young people and vulnerable adults using our service in a way that keeps them safe and protects others.
- Support and encourage parents and carers to do what they can to keep their children safe online.
- Never contact a young person under 14 without permission from their parent or carer. This applies even if they contacted you first, unless it is an emergency.
- CAS members will avoid one-to-one contact between themselves and vulnerable people through digital tools or messages.
- Make every effort to appropriately implement the privacy and safety measures available in the technology.
- Do everything possible to stop access to illegal or inappropriate content.

C. TYPES OF HARM AND ABUSE

The 5 most recognised forms of harm and abuse to children and young people are defined in the UK Government guidance Working Together to Safeguard Children (2016) as follows:

- Physical
- Emotional
- Neglect
- Sexual
- Bullying

The Care and Support Statutory Guidance (2022) identifies ten types of harm and abuse to consider in the safeguarding of adults:

- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Digital safeguarding means protecting everyone from online harms like

- Cyberstalking
- Discrimination and abuse
- Disinformation
- Hacking
- Hoaxes
- Impersonation
- Misinformation

D. REGIONAL SAFEGUARDING CHILDREN PARTNERSHIPS

Cambridge

[Cambridgeshire & Peterborough Safeguarding Partnership Board](#)

If you think a child is in immediate danger of abuse or neglect: call the police on 999

For any other concerns about the welfare of a child: [Professionals – Making a Referral | Cambridgeshire and Peterborough Safeguarding Partnership Board \(safeguardingcambspeterborough.org.uk\)](#)

E. DESIGNATED SAFEGUARDING LEADS

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F. SIGNS AND INDICATORS OF ABUSE

In normal circumstances it would be unusual for CAS members to be with a group of children or vulnerable adults over an extended period. Therefore, CAS do not expect CAS members to be able to

identify change over time. However, it is important they can recognise the common signs and indicators of abuse. These can include:

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Lacking social skills and having few friends if any
- Poor bond or relationship with parent
- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothes which cover their body
- Looking unkempt
- Being secretive about what they are doing online or on their phone, laptop or tablet

CAS members should also be aware of signs and indicators that suggest adults may not be behaving appropriately towards children and vulnerable adults in their care. These can include:

- Isolating children and/or vulnerable adults
- Being over involved
- See children and/or vulnerable adults outside of their work role
- Not adhering to the code of conduct

G. CAS Safeguarding Incident Report Form

See website www.camantsoc.org for current form