

MANCHESTER AND LANCASHIRE FAMILY HISTORY SOCIETY

Charity Registration No 515599

Policy Statement - [Adopted by E.C. 16 Sep 2015 and updated 11 Jan 2017]

VULNERABLE BENEFICIARIES POLICY

The Manchester and Lancashire Family History Society may in the course of carrying out its objectives work occasionally with vulnerable groups, including children. The Society through its trustees will meet its duty to act always in the best interests of such groups and ensure that all reasonable steps are taken to prevent harm to them.

The purpose of this policy statement is to provide a framework for the management of this duty of care and the safeguards which the Society operates to that end.

Vulnerable groups include those where individuals are vulnerable to abuse because of their age, health or physical or mental abilities.

Policy Objectives

The Society aims to safeguard the vulnerable groups temporarily in its care, and in particular children, by developing and operating appropriate procedures and systems to govern its operations. These will serve to ensure protection from maltreatment, prevention of damage to health and development, provision of safe and effective care whilst growing up, and taking steps to foster the best outcomes.

Statement of Intent

The Society will adopt the statement of intent drawn up by the Charity Commission and set out in the Policy Paper *Safeguarding Children and Young People*, paragraph 4 the Policy Statement, published 14th July 2014 and annexed to this Policy Statement.

Society activities on Council premises arising from its Partnership Agreement with Archives+ are governed additionally by the Child Protection Manual maintained by Manchester City Council as well as Manchester Libraries' Child Safety Policy and Guidelines currently in force. These documents are therefore attached to and form part of this Statement of Policy and its associated Procedures to which reference should be made should an incident covered by the guidelines occur.

Appropriate Procedures and Systems

The Society will appoint a named person and deputy with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which he/she operates.

The Society will define clearly what child abuse is and set out the procedures to be followed in response to concerns about the welfare of a child or the behaviour of a trustee or volunteer.

The Society will establish and operate a process for recording incidents, concerns and referrals storing these securely in compliance with relevant legislation and kept for a time specified by its insurance company.

The Society will provide guidance on confidentiality and information sharing, legislation compliant, with a clear statement that the protection of the child is paramount.

The Society will establish, publish and operate a code of behaviour for trustees and volunteers, with clearly defined disciplinary and grievance procedures in the event of a breach of the code.

The Society will institute safe recruitment, selection and vetting procedures that include checks for the eligibility and suitability of all trustees and volunteers who have direct or indirect [e.g.. help-line, e-mail] contact with children. A

Disclosure and Barring Service check [DBS] will be carried out in respect of any trustee, where there is a legal obligation to do so, no matter that the trustee will not come into contact with children.