



## **Safeguarding Policy**

### **This Policy applies to:**

The International Institute for Conservation of Historic and Artistic Works (IIC).

The Institute is a learned society, a company limited by guarantee registered in England and Wales (No. 481522) and a registered charity (No. 209677) IIC is registered for VAT (No. GB 241 0811 10)

### **Policy statement:**

The aim of the policy is to ensure all staff and volunteers are aware of and understand their responsibilities, that they understand the responsibility of others and signs there might be a safeguarding concern.

To be aware that safeguarding falls under many different forms and that they are aware of the reporting procedures for all safeguarding issues.

### **Purpose:**

IIC is committed to ensuring its safeguarding practice reflects statutory responsibilities, government guidance and complies with good practice and requirements.

This policy is in place to ensure that IIC is following the requirements of the 2006 Safeguarding Vulnerable Groups Act and that these are adhered to at all stages of an individual's employment with IIC, whether paid, contracted or voluntary in capacity.

It is mandatory for everyone working with IIC to abide by IIC's safeguarding policy, procedures and guidance. Any employee found not to have followed it may be subject to disciplinary action or alternative appropriate action if they are not an employee.

## UK Legal Frameworks:

Safeguarding Vulnerable Groups Act 2006 – Amended by the Protect of Freedom Act 2012

Counter Terrorism and Security Act 2015

Children Act 1989

Data Protection Act 1998

IIC's Disciplinary Procedures

## Scope:

### Definitions -

A Child is defined as anyone under the age of 18 including unborn children right up to teenagers (UK government guidance) 'Working together'.

An adult at risk (previously vulnerable adult) is defined as any person over the age of 18 and at risk of abuse or neglect because of their need for support or personal circumstance.

This policy applies to everyone working at the IIC (including employees, contractors, temporary workers, volunteers and casual workers).

IIC works internationally with professional **conservators and therefore does not work with persons under the age of 18**. This policy will be kept under review should initiatives or education based – or awareness raising programmes for individuals under 18 years of age be implemented - that mean IIC needs to amend the scope covered by the policy to include children.

This policy covers safeguarding of Adults at Risk, both our course participants and any learners within sub-contracted provision, and those persons in settings in where we formally practice, which may fall into the category of an adult at risk. It is inclusive of specific highlighted safeguarding agenda areas – as defined by law, and in the wider context all our course participants and learners. This policy also aligns our compliance with the UK Government Prevent strategy.

## Our responsibility:

IIC and everyone who works within it endeavours to safeguard vulnerable adults by:

- adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of vulnerable adults

- ensuring individuals working with vulnerable adults are fully aware of and trained to follow the IICs procedures, guidance and the Code of Practice
- sharing information about the principles of safeguarding and good practice with staff, volunteers and participants
- providing effective management through supervision, support and training
- ensuring any accompanying individuals (carers etc) are aware of their own responsibilities in relation to safeguarding
- sharing information about concerns with agencies who need to know, and involving guardians/carers as appropriate
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with vulnerable adults have the appropriate DBS checks in place where required
- informing staff that not adhering to the policy and guidelines will lead to formal disciplinary action
- designating a member of staff to lead on safeguarding issues
- reviewing our policy and practice at regular intervals
- ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice
- taking allegations seriously and responding fairly, swiftly and appropriately to allegations of abuse.
- Carry out investigations where appropriate into welfare concerns reported and liaise with external bodies where appropriate.

## CODE OF PRACTICE AND BEHAVIOUR

Everyone working at IIC has a responsibility to ensure that vulnerable adults participating in any IIC programmes are protected from abuse. It is your responsibility to ensure that:

- Your behaviour is appropriate at all times
- You observe the rules established for the safety and security of young and/or vulnerable people and understand the consequences of not adhering to these rules
- You recognise the position of trust in which you have been placed and seek to protect yourself.
- If you are involved in an activity with children or vulnerable adults at IIC you must understand and follow IIC's code of behaviour.
- Always keep other members of staff/volunteers aware of where you are and what you are doing
- Avoid spending time with children or vulnerable adults unobserved
- Colleagues should look out for each other to ensure that they are not behaving in ways which could be misinterpreted
- Do not have, or be perceived to have, favourites

- Do not develop social relationships with children or vulnerable adults. If you do come into contact with those you have worked with in a social situation, try to maintain a professional distance
- Do not arrange meetings with children or vulnerable adults outside of working hours
- Be aware of any physical contact
- Do not engage in inappropriate behaviour or contact
- Never make suggestive remarks or threats or use any other inappropriate language
- Do not give personal gifts of any kind and report any gifts you receive to your line manager
- Take any allegations or concerns about abuse seriously and refer concerns immediately following IIC procedures
- Do not do things of a personal nature which a child or vulnerable adult can do for themselves
- Do not take photos or film any child or vulnerable adult for personal use

## Reporting Structure

If an individual has any concerns about any aspects of the procedure, appropriate checks or the Code of Practice then they should contact:

**Sarah Stannage, Executive Director and IIC's designated Safeguarding Officer at the IIC Office.**

## DISCLOSURE AND BARRING SERVICE

DBS checks form an important part of our wider safeguarding policy. Since December 2012 the regulations surrounding DBS checks have changed, particularly with regard to regulated activity. Careful consideration will be given to whether a DBS check is required for each role. IIC are only legally entitled to carry out an enhanced or enhanced with barred lists DBS check if someone's position is one of those listed in the 'exceptions order' of the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and in the Police Act regulations and (for the barred list check) meets the definition of regulated activity.

There are two levels of enhanced checks:

1. Enhanced: To be eligible for an enhanced DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (exceptions) Order 1975 and in Police Act Regulations. If the answer is yes to the two questions below then you are entitled to undertake an enhanced DBS check.

Does the role involve one of the following activities?	Will the work take place regularly?
<ul style="list-style-type: none"> <li>• Teaching</li> <li>• Training</li> <li>• Care</li> <li>• Supervision</li> <li>• Advice</li> <li>• Treatment</li> <li>• Transportation</li> <li>• Being in sole charge</li> </ul>	<p>This is defined as:</p> <p>Frequently – once a week or more</p> <p>Or</p> <p>Intensively - takes place on four or more days in a 30 day period.</p> <p>Or</p> <p>Overnight – defined as between 2am and 6am</p>

2. Enhanced with adults and or children’s barred lists check(s): To be eligible to request a check of the children’s or adults’ barred lists the position must meet the DBS definition of ‘regulated activity’- See appendix 1 for a comprehensive definition of ‘regulated activity’. It is important to understand this definition. It is expected that no IIC roles would fall into this category.

Everyone working at IIC who is eligible is required to undertake an enhanced DBS check, or, if they are involved in a regulated activity (See Appendix 1 ) must have an enhanced with barred list check. This is a requirement of IIC as part of our safeguarding responsibilities. If in any doubt at all the Executive Director and/or Executive Secretary should be contacted immediately.

**Prospective employees**

The need for an enhanced DBS, or enhanced DBS check and barred list check, must be made evident to the Executive Director.

**Existing Employees**

Individuals who are currently employed by IIC whose roles are deemed by Executive Director to require an enhanced DBS check, or enhanced with barred list check, will be checked every 3 years.

Where an employed individual is about to commence in an activity which is not part of their regular duties (i.e. supervising a work experience placement or volunteering they will also need to apply for an enhanced DBS check, or enhanced with barred list check, and have it cleared before they commence this activity.

### **Contractors and Freelancers**

The need for an enhanced DBS check, or enhanced with barred list check, must be made evident by the member of staff contracting services from a freelancer. The staff member needs to consider carefully the question whether they are eligible for either check. The individual will not be permitted to commence work until their disclosure is returned and has been approved by the Executive Director.

For contractors employed through a contract for services, the requirement to submit to an enhanced DBS check, or enhanced with barred list check, must be included on the contract. Their status will then be checked by the Contractors Desk as part of their procedure. The individual will not be permitted to commence work until their disclosure has been approved.

### **Volunteers**

The need for an enhanced DBS check, or enhanced with barred list check, must be made evident when the volunteer role is created and to the volunteer before they agree to undertake that role/task.

Volunteers, who are eligible for an enhanced DBS check, or enhanced with barred list check, will be required to undertake one.

Once an individual has been selected for a volunteer role requiring either check, their status will be checked by the Executive Secretary and the relevant paperwork completed where necessary. The individual will not be permitted to commence volunteering until their disclosure has been approved by the Executive Secretary.

## **APPENDIX 1**

What is 'regulated activity'?

Regulated activity is work that a barred person must not do.

Since September 2012 the definition of regulated activity has changed. There are now different definitions of regulated activity depending on whether you are working with a child or a vulnerable adult.

Activities that place a postholder in Regulated Activity with children are:

1. Unsupervised activities: teach, train, instruct, care or supervise children, or provide advice guidance on well-being, or drive a vehicle only for children;
2. Work for a limited range of establishments ('specified places') with opportunity for contact: for example, schools, children's homes, childcare premises.

**IIC does not come under the list of 'specified places' and does not work with persons under the age of 18.**

Activities that place a postholder in regulated activity with an adult (a person aged 18 years and over) are:

1. Healthcare for adults provided by, or under the direction or supervision of a regulated health care professional (members of peer support groups and first-aiders are excluded)
2. Personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting, oral care or care of the skin, hair or nails (excluding only hair-cutting); prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks
3. Social work - provision by a social care worker of social work which is required in connection with any health services or social services
4. Assistance with and managing an adult's cash, paying an adult's bills or shopping because of their age, illness or disability
5. Assisting in the conduct of an adult's own affairs under a formal appointment
6. Conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work

**Points to note:**

- For vulnerable adults these remain regulated activities even if they are conducted under the supervision of someone in a regulated activity.
- An adult is considered vulnerable at the point of receiving any of the activities outlined above. The setting in which the activities take place and the characteristics of the adult receiving them are not relevant in deciding whether an adult is vulnerable.
- A person whose role involves the day to day management or supervision of any person engaging in regulated activity, should check with their HR Advisor to assess if their role is classed as a regulated activity.



## **APPENDIX 2 Further information**

The Government guidance for DBS eligibility can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

A Government overview of the Disclosure and Barring service can be found here:

<https://www.gov.uk/disclosure-barring-service-check/overview>

The Government definition of regulated activity for children and adults can be found here:

<https://www.gov.uk/government/publications/dbs-regulated-activity>

The Government definition of Regulated activity for adults and children can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

and here for adults:

<https://www.gov.uk/government/publications/new-disclosure-and-barring-services>

and here for children:

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/a00209802/disclosure-barring>