



This document is the Safeguarding Policy for CLASP. The Society acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. Constitutionally CLASP is an organisation for adults and does not run or organise youth activities. However, from time-to-time children and young people may be present on sites or during other activities. In those cases, this policy must be followed.

For the purpose of this policy document the term 'child', unless otherwise specifically defined, will be used to describe all children and young people under the age of 18 years old participating in CLASP activities. Vulnerable adults include people over the age of 18 who have cognitive and/or physical impairments.

The policy recognises that the welfare and interests of children and vulnerable adults are important in all circumstances.

The Policy aims to ensure that all children and vulnerable adults: -

- have a positive experience whilst participating in CLASP activities, projects or events
- are protected from abuse whilst participating in CLASP activities, projects or events.

CLASP acknowledges that some children and vulnerable adults, including disabled or those from ethnic minority communities, can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

Children:

- Children 16 and under can only attend with their parent or carer who will be responsible.
- For the child's safety and behaviour at all times on and off site, during activity and breaks.
 - Children will wear appropriate clothing, including substantial footwear, at all times.
 - The adult parent or carer must be a member of CLASP.
 - A child under twelve will not enter trenches deeper than 400mm nor less than 1m wide.
 - They will be kept well clear of mechanical diggers, mattocking and any other potentially dangerous activity.
 - They may participate in other appropriate fieldwork.
 - They must be under the direct supervision of their parent or carer at all times.
 - CLASP reserves the right to deny children access to a particular activity for safety reasons, at the discretion of the site supervisor or other CLASP officer, whose decision is final.

Young People:

- Young people over 16 and under 18 may attend without a parent or carer but only with their parent/carer's explicit written consent.
- Their parent or carer will be responsible for their transport to and from site and for providing the young person with appropriate clothing and shoes.
- CLASP reserves the right to deny a young person access to a particular activity for safety reasons, at the discretion of the site supervisor or other CLASP officer, whose decision is final. This includes mechanical diggers and mattocking.

Vulnerable Adults:

The Department of Health defines a vulnerable adult as a person who is aged 18 or over that is or may need community care services because of a disability (mental or other), age or illness and is someone who could be unable to look after themselves or protect themselves from harm or exploitation.

- A risk assessment will be carried out prior to any activity to ensure the specific needs of the individual are met. Where appropriate we will work co-operatively with parents and/or other carers unless this is inconsistent with ensuring the individual's safety.
- Their parent or carer will be responsible for their transport to and from site and for providing them with appropriate clothing and shoes.
- CLASP reserves the right to deny access to a particular activity for safety reasons at the discretion of the site supervisor or other CLASP officer, whose decision is final. This includes mechanical diggers and mattocking.

When children or vulnerable adults are present:

- CLASP volunteers should at all times avoid being alone with a child or vulnerable adult unless they are the parent or carer. This is basic common sense and safeguarding 101 in all areas of daily life and not exclusive to CLASP.
- When undertaking an activity together with a child or vulnerable adult (who is not their own) CLASP volunteers should remain in sight of other adults, including during breaks.
- CLASP volunteers should not offer lifts to children or vulnerable adults unless in direct and personal liaison with the person's parent or carer, in which case this is the parent's or carer's responsibility and not that of CLASP.
- In cases of medical emergency if a person requires urgent transport for medical treatment, then two CLASP volunteers must be present. Similarly, if planned work is unexpectedly curtailed then children or vulnerable adults must remain with a minimum of two volunteers until arrangements can be made to get them to an appropriate place of safety.

Organised Group Visits:

Nothing in this Policy shall preclude organised school or similar visits to CLASP sites providing children are properly supervised at all times by adequate numbers of teachers or other staff. Visiting groups will abide by the direction of the Site Supervisor and other CLASP officers at all times.

Monitoring

The policy and procedures will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance.
- as required by the Charity Commission.
- as a result of any significant change or event

Designated Safeguarding Officer

The Designated Safeguarding Officer (DSO) is the person to whom all concerns about child protection, including allegations or concerns about employees or children, should be reported. It is their responsibility to manage all such issues and to liaise with relevant statutory bodies.

The DSO will be appointed by the Trustees and their contact details made available on the CLASP website.

Approved by Trustees 25.1.21

Trustees: Rob Close (Chair), Angela Evans (Treasurer), Stephen Young (Archaeology Director), Jim Aveling, Marcus Lewis, Salma Pervez, Norman Garnett, Nicola Bacchus, Steve Bacon, Rosemary Daniel. **Secretary:** Trevor Saxby

Organising Committee: Rob Close OBE (Chair), Jim Aveling (Secretary), Julia Johns (Membership Secretary).

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