

Society for the History of Astronomy Safeguarding Policy

Policy Purpose

Our Society's activities include working with vulnerable people, face to face, and online. The purpose of this safeguarding policy is to protect children and vulnerable adults and provide members, other stakeholders and the public with the overarching principles that guide our approach in doing so.

Safeguarding Principles

We believe that:

- Nobody who is involved in our work should ever experience abuse, harm, neglect or exploitation.
- We all have a responsibility to promote the welfare of all of our members, visitors and volunteers, to keep them safe and to work in a way that protects them.
- We all have a collective responsibility for creating a culture in which our people not only feel safe, but also able to speak up if they have any concerns.

Safeguarding Policy Applicability

This safeguarding policy applies to anyone working on our behalf, including our council and other volunteers.

Partner organisations will be required to have their own safeguarding procedures that must include any additional legal or regulatory requirements specific to their work.

Types of Abuse

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation.

Reporting Safeguarding Concerns

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

For members of the Society, its volunteers or visitors, make your concerns known to one of the event organisers or member of the SHA Council, who will notify the nominated Safeguarding Officers, James Dawson and Carolyn Kennett.

Safeguarding Responsibilities

SHA Council. This safeguarding policy will be reviewed and approved by the SHA Council annually.

A nominated member, and a deputy, will be given responsibility for the oversight of all aspects of safety, including whistleblowing and workplace health, safety and welfare. This will include:

- Creating a culture of respect, in which everyone feels safe and able to speak up.
- An annual review of safety, with any recommendations to the SHA Council.
- Regular reports, to ensure this and related policies are being applied consistently.
- Providing oversight of any lapses in safeguarding.
- Ensuring that any issues are properly investigated and dealt with quickly, fairly and sensitively, and any reporting to the Police/statutory authorities is carried out.
- Leading the organisation in way that makes everyone feels safe and able to speak up.
- Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimise these risks, as part of our risk management processes.
- Ensuring that all relevant checks are carried out in recruiting members and volunteers.
- Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- Ensuring that all appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- Listening and engaging, beneficiaries, members, volunteers and others and involving them as appropriate.
- Responding to any concerns sensitively and acting quickly to address these.
- Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.

- Making members, volunteers and others aware of:
 - Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
 - The signs of potential abuse and how to report these.

Everyone. To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse and, if you have concerns, to report these immediately (see above).

Online Safeguarding Procedures

We will identify and manage online risks by ensuring:

- The online services the SHA provides are suitable for all users.
- Protect people's personal data and follow GDPR legislation.
- Have permission to display any images on our website or social media accounts, including consent from an individual, parent, etc. No personal information will be included in images although persons name may be displayed against their likeness.

We clearly explain how users can report online concerns. Concerns may be reported using this policy, or direct to a social media provider using their reporting process

Approval and Review