



Patron Her Majesty The Queen

Royal Philatelic Society London

Safeguarding Policy

Date approved by Council 22 Jan 2020
To be reviewed 31 Dec 2024

1. Overview

It is the policy of The Royal Philatelic Society London (RPSL) to safeguard the welfare of everyone associated with the Society by protecting them from physical, emotional, sexual and negligent harm.

Everyone has a duty to report concerns or suspicions and a right to do so in confidence and free from harassment.

2. Definitions

Member

A member is someone who has been elected to membership of the RPSL. This includes all members, fellows and officers. For the purposes of this document, an Associate Member under the age of 18 is considered a child. Vulnerable adults are excluded from this definition.

Staff

Anyone employed by the RPSL on either a full-time, part-time or short-term contract.

Volunteer

A volunteer is someone who gives their time to support the activities of the RPSL. They may or may not be a member. Vulnerable adults are excluded from this definition.

Visitor

Any adult who comes to the RPSL premises or visits an event organised by the RPSL, but who is not a member. Vulnerable adults are excluded from this definition.

Child

A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their 18th birthday.

Vulnerable Adult

A vulnerable adult, is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

3. Scope and Associated Policies and Procedures

This policy applies to everyone at the Royal Philatelic Society London (including members, staff, volunteers, visitors, children and vulnerable adults).

The Society's position is that we will not undertake any Regulated Activities which require Disclosure and Barring Scheme (DBS) checks.

4. Aims

The Royal Philatelic Society London aims to:

1. Respect the rights of everyone associated with the RPSL
2. Provide an environment which is safe and welcoming which protects everyone from all forms of abuse
3. Ensure that everyone working at the Society is aware of the need to protect children and vulnerable adults and know how to reduce the risks to them
4. Provide procedures and guidance for everyone visiting or working at the Society for their own protection.

5. Code of Practice and Behaviour

General

Everyone visiting or working at the RPSL has a responsibility to ensure that all others they interact with are protected from abuse. It is their responsibility to ensure that:

- a) Their behaviour is appropriate at all times
- b) They observe the rules established for the safety and security of others and understand the consequences of not adhering to these rules
- c) Take any allegations or concerns about abuse seriously and refer concerns immediately.

Relationships between Members, Staff, Volunteers and Visitors

It is everyone's personal responsibility that they:

- ❖ Treat everyone with dignity and respect
- ❖ Do not use inappropriate, suggestive or threatening language whether verbal, written or online
- ❖ Encourage an open and transparent culture
- ❖ Do not trivialise abuse of any kind
- ❖ Report all allegations, suspicions and concerns of inappropriate behaviour immediately.

Relationships with Children and Vulnerable Adults

Anyone involved in an activity with children or vulnerable adults at the Society must understand and follow the following additional considerations:

- ❖ Recognise the position of trust in which you have been placed and seek to protect yourself
- ❖ Always keep other staff or 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
- ❖ Do not arrange meetings with children or vulnerable adults outside of working hours
- ❖ If you do come into contact with those you have worked with in a social situation, try to maintain a professional distance
- ❖ 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 the Hon. Secretary

- ❖ 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 without the written permission of a parent or guardian.

6. Reporting of Concerns

To support its safeguarding commitment, the RPSL has allocated responsibility to the Chairman of the Governance Committee to act as Designated Safeguarding Officer.

Their role is to act as a point of contact for everyone working at the RPSL with safeguarding concerns and to advise on safeguarding matters.

The Designated Safeguarding Officer can be contacted by an enquiry to the Hon Secretary or to the Administration Manager or by emailing **safeguarding@rpsl.org.uk**

The Governance Committee has the authority to investigate, in a confidential and discrete manner, any concerns raised and take appropriate actions in line with the Articles of Association or Staff Handbook.

Frank Walton RDP FRPSL

14 January 2020.