

FRIENDS OF

The Duke of Lancaster's Regiment

LANCASHIRE INFANTRY MUSEUM

SAFEGUARDING POLICY

1. The Charity's object is to advance the education of the public and serving and former members of the Queen's Lancashire Regiment and its' successor, the Duke of Lancaster's Regiment, in the history and heritage of the Regiment by promoting, assisting and improving the Lancashire Infantry Museum and by carrying out research and by organising educational events. (Paragraph 3 of the constitution).

2. The Charity does not have contact or involvement with **children**. Children do not attend Friends lectures or events. Should this change, the trustees will amend the safeguarding policy accordingly.

3. The Charity understands **vulnerable adults** to be those aged 18 or over who receive, or may need community care services, due to learning, physical or mental disability, age or illness, or who may be unable to take care of themselves or be unable to protect themselves from significant harm or exploitation.

4. The Charity does not have contact with vulnerable adults. They do not attend Friends lectures or events. Should this change, the trustees will amend the safeguarding policy accordingly.

5. However, the Charity recognises that individuals may feel vulnerable for a variety of reasons which may include:

- Age
- Gender
- Disability
- Religious beliefs
- Sexual orientation
- Race
- Ill health.

6. In consequence, each individual involved with the Friends has the right to be treated fairly and without prejudice. The Charity, through its' committee, has a responsibility to respect and uphold that right so that individuals involved with the Friends feel comfortable and safe when engaging with the Charity.

7. If an allegation is raised that there has been a breach of the rights contained in paragraph 5 it is the responsibility of the Committee to take appropriate action to ensure the safety, comfort and well- being of the membership.

PROCEDURE TO BE FOLLOWED IF A SAFEGUARDING ISSUE IS RAISED

1. If an individual has a safeguarding concern he/she should raise it promptly and directly, preferably in writing, with **the designated named person for safeguarding**.

Designated Person: Barbara Watson. Chairman of the Trustees.
Contact details: barbaraheyworth@gmail.com
Tel: 07837365544

Deputy: Michael Glover
Contact details: michaelglover18@hotmail.co.uk
Tel: 07984015607

2. Within 14 days of receipt of the safeguarding concern, the designated person shall convene a meeting of the trustees to inform them of the details of the complaint. Should the complaint involve a member of the committee that member shall take no part in that meeting but will be informed of the detail of the complaint.

3. The trustees shall consider what procedure should be adopted in order to resolve the complaint. Discussions and decisions will be fully minuted. The complainant and the person against whom the concern has been raised will be informed of the proposed procedure within 7days of the date of the meeting.

4. The complaint will be dealt with in strict confidence. All paperwork generated will be stored in a secure place.

5. If a safeguarding concern is proven to have arisen, possible courses of action could be;

- a) informal resolution of the concern between the persons involved;
- b) formal warning from the Committee as to the conduct of the individual;
- c) a request for the individual to resign from the Friends;
- d) such action as may be agreed between the persons affected.