

Safeguarding Policy

1. Policy statement:

Highgate Cemetery will prioritise providing a safe environment for any child, young person or adult visiting or working at Highgate Cemetery. This includes a commitment to protecting vulnerable adults and children. This policy applies to anyone working on behalf of Highgate Cemetery including senior managers and the board of trustees, staff and volunteers.

The Policy document enables Highgate Cemetery to:

- Assess Safeguarding Risks using the Safeguarding Risk Assessment
- Have processes in place proportionate to the risks
- Outline a clear reporting procedure
- Disseminate information and train staff and volunteers appropriately
- Review safeguarding procedures annually
- Outline accountability

This safeguarding policy should be read in line with the following other Highgate Cemetery policies:

- Staff Handbook
- Highgate Cemetery Behaviours
- Health & Safety Statement
- Whistleblowing Policy
- Safeguarding Risk Assessment
- Disciplinary Procedure Policy
- Equal Opportunities Policy

2. Responsibilities:

Role	Responsibility
DSO	Action & appropriate reporting
Staff	Reporting and Recording to DSO
Volunteers	Reporting to DSO only
Trustees	Reporting to DSO only

Designated Safeguarding Officer (DSO): Operations Manager - Lucy Thompson

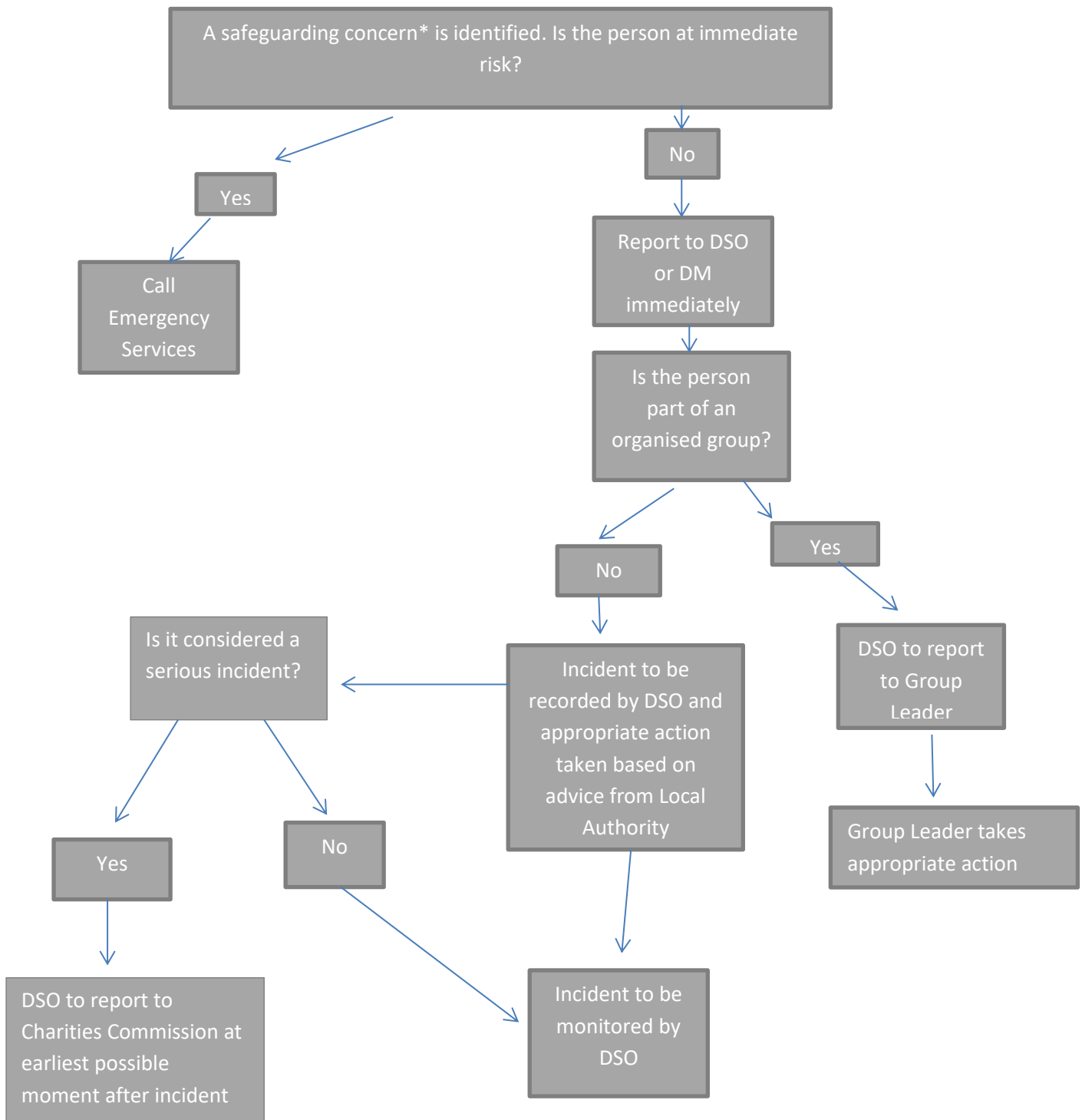
Designated Safeguarding Officer Supports: Chief Executive - Ian Dungavell

Duty Managers - Nick Powell/Nikki Druce

Access & Support Team Camden Council: 020 7974 4000 or 020 7974 4444 (out of hours)

Police: 999 (emergency) 101 (non-emergency)

3. Reporting Procedure:



4. Accountability:

- The Safeguarding Policy and procedures will be part of training for all staff, trustees and volunteers.
- The Safeguarding policy and Procedures will be made available to all staff, trustees and volunteers to read.
- Breach of the policy and procedure will lead to disciplinary action.
- DBS checks are only in place for those persons conducting what is defined as 'regulated activity'.

5. Definitions:

'Safeguarding' – Protecting those at risk from harm.

*'Safeguarding Concern' - Particular risks charities should be alert to; sexual harassment, abuse and exploitation, negligent treatment, physical or emotional abuse, bullying or harassment, health and safety, extremism, discrimination on any grounds in the Equality Act 2010.

'Vulnerable Adult' – A person aged over 18 who may be unable to look after themselves or protect themselves from harm.

'Serious Incident' – A serious incident is an adverse event (actual or alleged) which results in significant harm to our charity's beneficiaries, loss of money/assets, damage to property, harm to your charity's work.

'Regulated Activity' – Activities which by their very nature would entitle individual to DBS check. Examples of this type of activity are; teaching and training, roles which involve care or giving advice and guidance.

6. This policy will be available to the public and will be reviewed annually by the Highgate Cemetery Governance working party;

Next review: January 2020