



The Joseph Hardy Charitable Trust (Charity no: 1180324) runs and manages the Henley in Arden Heritage Centre

Safeguarding Policy

The Heritage Centre is committed to providing a safe, welcoming, and respectful environment for all visitors, staff, and volunteers, with particular attention to children, young people, and vulnerable adults.

Commitment to safeguarding

It is the responsibility of trustees, staff, and volunteers to safeguard all children and vulnerable adults while visiting the Heritage Centre. The Heritage Centre works to achieve this through recruitment procedures, training, a clear code of conduct and reporting procedures.

Commitment to equality

The Heritage Centre is committed to anti-discriminatory practice. All those involved in the Heritage Centre should be treated equally, irrespective of their gender, disability, age, sexual orientation, identity, racial heritage or faith.

Designated Safeguarding Officer: Jonathan Dovey

Volunteer Co-ordinator: Sue Warner

Definitions

- Child: Anyone under the age of 18
- Vulnerable adult: is a person who is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.
- Designated Safeguarding Officer: the nominated person to whom all concerns about safeguarding should be passed to.
- Volunteer Co-ordinator: The person responsible for organising the start of year training, and front of house volunteer rota.

- DBS check: Disclosure and Barring Service, run by the Home Office and used to check the suitability of people working with children and vulnerable adults. The roles that volunteers take on do not require a DBS check as they are not left alone with children or vulnerable adults and there will always be two people working together.

Recruitment and Training

- All staff applying for salaried roles are interviewed by two trustees. It is made clear in the job description whether the role will be interacting with children or vulnerable adults and whether a DBS check is required prior to taking up the post. Two references are asked for
- All volunteers applying are interviewed by the volunteer co-ordinator and a Trustee. They also receive safeguarding guidance as part of their induction.

Guidance for staff and volunteers.

Safe Practices.

All staff and volunteers working with children or vulnerable adults must :

- have appropriate background checks.
- ensure that whenever possible there is more than one adult present during activities with children or vulnerable adults, or at least within sight or hearing of others.
- risk-assess all activities and supervise them appropriately.
- respect privacy and obtain consent for photography or recording.
- advise a trustee of any hazards actual or potential that are observed while on duty.
- withhold personal information from children and vulnerable adults.
- always be on duty with another person.
- not allow children under 14 into the Heritage Centre unless accompanied by an adult.

Recognising and Reporting Concerns

- Concerns may include physical, emotional, sexual abuse, neglect, or exploitation.
- All concerns must be written down and reported to the designated officer for safeguarding, Jonathan Dovey as soon as possible.

Confidentiality

Information will be shared only with those who need to know, in line with data protection laws.

Review

This policy will be reviewed annually.

February 2026