Norfolk Archaeological Trust

Safeguarding Children and Adults at Risk Policy

Version: April 2026

1. Aim of the Policy

Norfolk Archaeological Trust (NAT) is committed to safeguarding and promoting the welfare of children and adults at risk who engage with, participate in, or are affected by its activities. Safeguarding is everyone's responsibility.

NAT recognises the duty of all staff, volunteers, trustees and others working on its behalf to prevent, identify and respond appropriately to concerns about abuse or neglect, and to act in the best interests of those at risk of harm.

2. Scope and Intended Audience

This policy applies to:

- Council (Trustee) Members
- Employees
- Volunteers (including casual and short-term volunteers)
- Freelancers and contractors

It applies to all Norfolk Archaeological Trust activities, including site-based work, events, volunteering, community engagement, education activity and online interactions.

3. Policy Framework

This policy is informed by:

- *Working Together to Safeguard Children* (statutory guidance, March 2026)
- *The Charity Governance Code (Charity Commission 2025)*
- *NCVO guidance Safeguarding for Trustees*

NAT works in line with Norfolk Safeguarding Children Partnership and Norfolk Safeguarding Adults Board procedures.

4. Definitions

Children

A child is any person under the age of 18.

Adults at Risk

An adult at risk is a person aged 18 or over who:

- has needs for care and support,
- is experiencing or at risk of abuse or neglect, and
- is unable to protect themselves because of those needs.

Safeguarding

Safeguarding means protecting people's right to live safely, free from abuse and neglect, and taking action to enable the best possible outcomes.

5. Types of Abuse and Neglect

Abuse may be a single incident or a pattern of behaviour and can occur in any setting.

Physical Abuse

Including hitting, shaking, burning, poisoning, suffocating or fabricated or induced illness.

Emotional or Psychological Abuse

Persistent emotional harm, intimidation, humiliation, bullying, controlling behaviour or isolation.

Sexual Abuse

Forcing or enticing someone to take part in sexual activity, including non-contact activities such as exposure to sexual images.

Neglect

Persistent failure to meet basic physical or psychological needs, including lack of supervision, food, shelter, medical care or emotional support.

Financial or Material Abuse (Adults)

Theft, fraud, exploitation, coercion or misuse of money, property or benefits. *[Note: this is new to our policy]*

6. Roles and Responsibilities

Everyone

All staff, volunteers and trustees must:

- be alert to signs of abuse or neglect
- report concerns promptly
- follow this policy
- maintain appropriate professional boundaries

Designated Safeguarding Officer (DSO)

Name: Natalie Butler
Role: Director
Email: nataliebutler@norfarchtrust.org.uk
Phone: 07803 466415

The DSO is responsible for receiving concerns, making referrals, liaising with statutory agencies, and ensuring safeguarding records are held securely.

Safeguarding Lead Council Member

Name: Henry Kilvert

The Safeguarding Lead Council Member provides trustee oversight of safeguarding arrangements and receives reports as appropriate.

7. Safer Recruitment and DBS

NAT follows safer recruitment practices including:

- role descriptions with safeguarding responsibilities
- declarations of unspent convictions and pending charges
- references where appropriate
- DBS checks for roles eligible under legislation

Individuals who pose a known or identifiable safeguarding risk will not be appointed.

8. Training and Awareness

- Safeguarding is included in induction for all staff and volunteers
- Training appropriate to role will be provided
- Refresher updates will take place at least annually

9. Responding to Safeguarding Concerns

If someone discloses information to you:

- Do not promise confidentiality
- Listen calmly and take them seriously
- Do not ask leading questions
- Reassure without making promises
- Explain what will happen next
- Consider the Guidance at the end of this policy

Recording and Reporting

- Record concerns promptly and factually
- Include dates, times, exact words and observations
- Report immediately to the DSO
- Consider further reporting, eg to police, social services, and the Charity Commission ("serious" safeguarding matters are required to be reported to the Charity Commission).

If the concern involves the DSO, report to the Safeguarding Lead Council Member.
In emergencies, contact the police or emergency services.

Contacts are:

Children: Since NAT is not a 'professional', the route to adopt is the one for members of the public: alert Norfolk County Council's Customer Services on **0344 800 8020.**

Adults: Norfolk County Council's Customer Services on **0344 800 8020** or use the online service at https://adultsocialcare.norfolk.gov.uk/web/portal/pages/home

10. Allegations Against Staff, Volunteers or Trustees

Any allegation relating to the conduct of someone working on behalf of NAT must be reported immediately to the DSO, who will consult with the Local Authority Designated Officer (LADO) and follow statutory guidance.

11. Whistleblowing

NAT encourages an open and transparent culture. Genuine safeguarding concerns may be raised without fear of reprisal.

12. Confidentiality and Information Sharing

Information will be shared only where necessary and on a need-to-know basis. Safeguarding concerns override confidentiality where there is a risk of harm.

13. Review and Approval

- Reviewed annually
- Approved by NAT Council:
- Updated as legislation or guidance changes

GUIDANCE

Safeguarding is everyone's responsibility

Protection of children and vulnerable adults is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children and vulnerable adults who are suffering or are at risk of suffering significant harm. Everyone has a responsibility to safeguard children and vulnerable adults and promote their welfare. Safeguarding and promoting the welfare of children and vulnerable adults - and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. Children and vulnerable adults and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, the voluntary sector and other agencies, including justice services. For those children and vulnerable adults who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote their welfare and – where necessary – to help bring to justice the perpetrators of crimes against them. All agencies and professionals should:

✓ be alert to potential indicators of abuse or neglect;

✓ be alert to the risks which individual abusers, or potential abusers, may pose to children;

✓ share and help to analyse information so that an assessment can be made of the child's needs and circumstances;

✓ contribute to whatever actions are needed to safeguard and promote the child's welfare;

✓ take part in regularly reviewing the outcomes for the child against specific plans; and

✓ work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

Definitions of abuse and neglect

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child or vulnerable adult.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or vulnerable adult such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children or vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children or vulnerable adults. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corruption of children or vulnerable adults. Some level of emotional abuse is involved in all types of maltreatment of a child or vulnerable adult, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, including prostitution, whether or not the child or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (eg: rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children or vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or vulnerable adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child or vulnerable adult from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or vulnerable adult's basic emotional needs.

What to do if you have concerns about a child or vulnerable adult:

You may have concerns about a child or vulnerable adult because of something you have seen or heard, or a child or vulnerable adult may choose to disclose something to you. If a child or vulnerable adult discloses information to you:

- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services or Adult Social Services.
- Do listen to what is being said, without displaying shock or disbelief.

- Do accept what is said.
- Do reassure the child or vulnerable adult, but only as far as is honest, don't make promises you may not be able to keep eg: 'Everything will be alright now', 'You'll never have to see that person again'.
- Do reassure and alleviate guilt, if the child or vulnerable adult refers to it. For example, you could say, 'You're not to blame'.
- Do not interrogate the child or vulnerable adult; it is not your responsibility to investigate.
- Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as 'Anything else to tell me?'
- Do not ask the child or vulnerable adult to repeat the information for another member of staff.
- Do explain what you have to do next and who you have to talk to.
- Do take notes if possible or write up your conversation as soon as possible afterwards.
- Do record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Do record statements and observable things rather than interpretations or assumptions.
- Do not confront the person you think is responsible for the abuse.
- Do not destroy any evidence.
- Do not start to investigate the situation

Version	Date	Author	Summary of Changes
7	April 2026	Natalie Butler/Owen Warnock/Henry Kilvert	This update modernises the Safeguarding Policy by aligning it with current UK legislation and safeguarding guidance, clarifying roles and procedures, and strengthening definitions, reporting arrangements and trustee oversight while maintaining existing practice and proportionality.