



Safeguarding Policy

Purpose

The Rowlands Castle Heritage Centre, known as Rowlands Castle History and Heritage Group (hereafter referred to as RCHH or “the group”) is a charity, registered with the Charity Commission (1174495). The group’s charitable activities may include working with children or vulnerable adults. The purpose of this policy is to protect children and vulnerable adults and provide stakeholders and the public with the overarching principles that guide our approach in doing so.

Safeguarding Principles

This policy provides the framework to help us protect children, young people and vulnerable adults who join the RCHH or take part in activities run by the group. The RCHH’s principles in this respect are:

- No-one involved in the group’s work should ever experience abuse, harm, neglect or exploitation.
- All RCHH members have a responsibility to promote the welfare of all group beneficiaries and volunteers to keep them safe and to work in a way that protects them.
- All RCHH members have a collective responsibility for creating a culture in which all associated with the group not only feel safe, but are also able to speak up, if they have any concerns.

Safeguarding Policy Applicability & Roles

This safeguarding policy applies to anyone working on behalf of the group, including Committee members and other volunteers. Partner organisations will be required to have their own safeguarding procedures that must, as a minimum, meet the standards outlined herein, and include any additional legal or regulatory requirements specific to their work. This policy will be made available to all engaged with the group via our website. All members, contractors and volunteers have a responsibility to maintain appropriate standards of behaviour, to report poor practice and to recognise and be alert to safeguarding concerns. Everyone working on behalf of the group must report any concerns to the Safeguarding Lead named below. RCHH Trustees have overall responsibility for safeguarding within the organisation, and the group has a nominated a Trustee and Committee member

to take lead responsibility for safeguarding, currently the Secretary (referred to as Safeguarding Lead).

Role of the safeguarding lead

The Safeguarding Lead has the following responsibilities:

- To oversee the group's approach relating to safeguarding and the protection of children and vulnerable adults, including people who benefit from the work of the group, contractors, volunteers and other people connected to the group's activities.
- To champion safeguarding and ensure that this policy is at the heart of RCHH decision-making
- To keep up to date with safeguarding legislation and good practice
- To act as the first point-of-call for anyone who has safeguarding concerns relating to the group and its activities.

Legal Framework

This policy takes into account current UK safeguarding legislation, which focuses on protecting children and vulnerable adults through a framework of statutory duties. Key laws include the Care Act 2014 (adults), Children Act 1989/2004, Safeguarding Vulnerable Groups Act 2006 (DBS checks), and Working Together to Safeguard Children 2026, which mandates partnership working and reporting obligations.

Current Context

The RCHH is a charity. Membership is open to everyone. The main activities of the group are the delivery of a programme of activities (featuring lectures, excursions and exhibitions). The group does not currently independently run any events or activities aimed specifically at children; however, no-one is excluded from attending events, and we encourage parents to bring their children to our exhibitions. The RCHH does not currently undertake any regulated activities, as defined in the Safeguarding Vulnerable Groups Act 2006. Should this context change then this policy will be reviewed and updated before any new activities begin.

Safeguarding Code of Conduct

Within the framework of this policy, the group has created a safeguarding Code of Conduct, outlined below. This sets out the expectations of all members, contractors or volunteers who work for or represent the group in their contact with children, young people and vulnerable adults when representing the group or at Group-run events.

The Code:

- The group will enforce event terms of entry; attendees under the age of 16 must be accompanied by a parent or guardian.
- The group will ensure that there is more than one adult present during any activities with children, young people and vulnerable adults.
- Call 101 if a child, or adult is in danger, or 999 if it is an emergency. 999 should also be called if a crime may have or has been committed.
- Group members will report any concerns, in writing, to the Trustee Safeguarding Lead within 24 hours of their occurrence.
- At events, group members must not take responsibility for supervision of children, young people or vulnerable adults at any time.
- At events, group members must not engage in any physical play with children, young people or adults, nor allow or engage in any touching of any kind no matter the circumstance.
- At events, Group members must not verbally abuse any person at any time.
- At events, Group members must not seek to befriend or engage 1to1 with children, young people or vulnerable adults either in person or on any social media accounts.
- At events, Group member must not take photographs of any identifiable person on a personal device.
- At events, all Group members volunteers and contractors must understand the need to maintain appropriate boundaries in their dealings with children, young people and vulnerable adults.

Contact details

Trustee/Senior lead for safeguarding and child protection

Name: Prue Amner

Phone/email: secretary@rowlandscastleheritagecentre.org.uk

Deputy safeguarding lead(s)

Name: Caroline Bird

Phone/email: editor@rowlandscastleheritagecentre.org.uk

We are committed to reviewing our policy and good practice annually.

This policy was adopted on: 14th April 2026

Next review date: April 2028

Useful links

Further support and advice concerning vulnerable children is available at:

<https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

NSPCC Helpline 0808 800 5000

The equivalent for vulnerable adults:

<https://www.wearehourglass.org/hourglass-services>

The National Council for Voluntary Organisations

<https://www.ncvo.org.uk/help-and-guidance/safeguarding>

EHDC -Safeguarding children and young people:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren>

Hampshire Children Services can be contacted: Mon-Thurs 8.30am to 5pm; Fri 8.30am to 4.30pm, phone 0300 555 1384. At all other times, contact the out-of-hours service, phone 0300 555 1373

Allegations against volunteers or members of staff should be reported to the Local Authority Designated Officer (LADO)

See [Allegations against adults in the children's workforce | Children and Families | Hampshire County Council](#)