



Huddersfield Geology Group

Safeguarding Policy

The HGG is small and friendly and it is hoped that any safeguarding concerns in respect of physical, sexual or emotional abuse or neglect will not occur within the HGG's activities.

Definitions

A minor is any person under the age of 18.

A vulnerable adult is one identified as an adult at risk under the Care Act 2014 (over 18, needing care and support, at risk of abuse, neglect and unable to protect themselves against those risks).

This Safeguarding Policy will apply to the following situations

Minors attending Fieldtrips:

HGG requires that all minors should be accompanied by a parent or guardian who will be responsible for the safety of the minor.

Minors attending Talks:

- Parents/guardians should generally take minors to and collect minors from the HGG's meetings for talks/workshop presentations. For clarity, if a member of the HGG is used by such a parent or guardian to transport a minor to and from a meeting that is viewed as a private arrangement for which the HGG cannot be held liable in any respect.
- A parent/guardian should accompany minors into the meeting and ensure that more than one adult is present before leaving the minor. Meetings close promptly at 9pm at Greenhead House so there should be no delay in collecting the minors from a meeting. If the meeting finishes early at least two members of the committee or membership will wait with the minors until collected.

Vulnerable Adults attending Fieldtrips and Talks:

- Travel to and from meetings or fieldtrips should be in accordance with vulnerable adult's usual needs to be accompanied.
- In line with the responsibility of HGG to assess the suitability of fieldtrips for their physical capabilities and geological interest, it is expected that vulnerable adults would also assess (together with any carer) whether or not assistance is required on a fieldtrip and to provide it themselves accordingly.

Outreach Work:

- This applies to HGG undertaking outreach work at schools, museums or other public venues with various tables of geological interest or activities. It is usual in these situations for parents/guardians to be present or for the children to be under educational supervision in a school/college setting.
- No single member of the HGG will ever be alone with a single child or children during such events.

Generally applicable to all situations

Members of HGG will not, under any circumstances:

- give private contact details to a minor or vulnerable adult
- be alone with a minor or vulnerable adult
- take photographs of any minor or vulnerable adult unless with written permission.
Parent/Guardians/carers along with any member of the HGG may also choose not to be in the photograph.

Safeguarding Officer

Huddersfield Geology HGG (HGG) will appoint a Safeguarding Officer each year at the AGM. The Safeguarding Officer can either be the Chair or another member of the Committee.

The Safeguarding Officer will either:

- have a DBS check already in place for another organisation for activities related to minors/vulnerable adults and have undertaken safeguarding training with that organisation
- OR
- if the Safeguarding Officer does not have a DBS check already in place for another organisation HGG will pay for such a check.

As a minimum the Safeguarding Officer will have thoroughly read the [nspcc guidance on safeguarding](#) and the Geologists' Association Safeguarding Policy.

The Safeguarding Officer will act as a point of report and complaint. Such a report or complaint will not be investigated, but an assessment made to report onwards to appropriate authorities or to the police.

Reporting Policy

- Members should 'call out' or challenge any inappropriate behaviour seen towards a minor or vulnerable adult by another member of the HGG or parent/guardian/carer and report it immediately to the HGG's Safeguarding Officer
- Inappropriate behaviour includes but is not limited to unrequested physical assistance, use of language which may be derogatory, bullying, or suggestive of grooming or coercive control.
- There should be no barrier to a minor or vulnerable adult reporting any inappropriate behaviour (whether associated with HGG or not) to the HGG's Safeguarding Officer themselves as the Safeguarding Officer's contact details will be made known to them on their joining HGG.
- The Safeguarding Officer will listen to and record the incident report from the HGG's member or directly from the minor or vulnerable adult. They will
 - listen carefully
 - check their understanding of the incident
 - not ask leading questions
 - not promise to keep a secret
 - not talk to the alleged abuser
 - not make a judgement about the incident other than who to report it on to
 - explain what will happen next
 - any criminal behaviour will be reported immediately to the police.
- A record of the meeting and subsequent action will be made as soon as possible after the incident and be a clear summary of what was said, time of meeting and time of subsequent action. Records of such incidents will be kept confidential and in a safe place by the Safeguarding Officer

Approved by HGG Committee: April 2024