

# **FRINTON & WALTON HERITAGE TRUST**

**Registered Charity No: 289885**

## **Member & Volunteer Code of Conduct**

Frinton & Walton Heritage Trust recognises it is a member and volunteer run organisation and it places great value on its volunteers and their individual contributions to the Trust's work. It is committed to best practice in the recruitment, support and management of volunteers and ensures that they are properly inducted and trained. It also ensures that all members and volunteers are respected and treated fairly.

The Trust's members and volunteers are expected to behave reasonably at all times. This includes:

- being respectful: we value and respect each other and our visitors;
- acting safely: we ensure a safe and inclusive environment for everyone;
- being responsible: we take responsibility for our actions and choices;
- learning: we create a positive learning environment where everyone can succeed; and
- treating others in the same way that you would expect to be treated.

The Trust will not tolerate abusive language or threatening behaviour towards its members, volunteers and the public. Members and volunteers are expected to familiarise themselves with the Trust's policies and to abide by them all times.

Members and Volunteers have the following legal duties:

- to take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- to co-operate with the Trust on all health and safety matters, including attending training sessions;
- to use work items provided by the Trust correctly, including personal protective equipment, in accordance with training or instructions;
- not to interfere with or misuse anything provided for health, safety and welfare purposes; and
- to follow the instructions in the Accident Procedure and to report, at the earliest opportunity, all injuries, accidents or occurrences which could lead to an incident, whilst at the Trust's buildings, other spaces and whilst on activities and events organised by the Trust. This includes those involving the public and participants in activities organised by the Trust.

### **Recruitment**

The Trust is committed to equal opportunities and believes that volunteering should be open to everyone regardless of race, gender, age, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups, including children. If a volunteer has a special need or disability that makes their involvement difficult, every effort will be made to include them in Trust activities.

### **Suitability**

Volunteers are given an appropriate level of scrutiny for the volunteering task assigned to them. A clear description of the volunteer's role will be provided.

### **Support and Supervision**

Each volunteer role is assigned to a Sub-committee which is responsible for providing information to the volunteer about the Trust and its policies as well as supporting the individual in their participation in Trust activities.

### **Feedback**

The Trust encourages feedback and volunteers will be given the opportunity, where relevant, to share their views and opinions with Trustees.

### **Recognition**

The Trust recognises volunteers' achievements and contributions in a variety of ways including formal recognition of their contribution by, for instance, thanks and acknowledgement in the Trust's newsletter, verbal thanks at events or activities, provision of references if required etc.

### **Insurance**

Although the Trust does not insure volunteers' personal possessions against loss or damage, volunteers are covered by the Trust's Public Liability insurance up to the level of the indemnity arranged, subject to the terms and conditions of the policy. In addition, Trustees are covered under separate Trustee Liability insurance up to the level of indemnity arranged, subject to the terms and conditions of the policy. Further information is available on request.

# Safeguarding Policy

**In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse, neglect and exploitation.**

The Trust believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation, religion, political beliefs or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The Trust will **not tolerate any form** of abuse or exploitation by its members or volunteers.

Everyone is responsible for reporting safeguarding concerns. This includes Trust members and volunteers and who become aware that an adult or child is, or is at risk of, being abused or has safeguarding needs. The matter should be **raised immediately** with the Chair, Vice-Chair or a member of the Trustee Committee or, in the last resort, the President. There may be concerns of

physical abuse  
sexual abuse  
financial abuse  
psychological and/or emotional abuse  
neglect and acts of omission  
self-neglect  
discriminatory abuse  
institutional or organisational abuse  
domestic abuse  
modern day slavery  
radicalisation for example terrorism

Early sharing of information is the key to providing an effective response where there are emerging concerns. To ensure effective safeguarding arrangements, no Trust member, representative or volunteer should assume that someone else will pass on information which they think may be critical to the safety and wellbeing of an adult or child; so please report any concerns you may have.

## **The Trust:**

- ensures all members and volunteers are familiar with, and know, their responsibilities within this policy statement;
- designs and undertakes all its programmes and activities in such a way that protects people from risk of harm that may arise from their coming into contact with the Trust's members, volunteers or events and activities;
- follows up on reports of safeguarding concerns promptly and removes any individual from further contact and areas of risk; and
- where appropriate, the Chair or Vice Chair reports them to the relevant authority, such as the police or social services.

## **Confidentiality**

The Trust will record notes on all safeguarding concerns and the actions taken but it is essential that confidentiality is maintained at all times when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.

## **Designated Safeguarding Leads: Chair and Vice-Chair**

John Barter, Chair  
Telephone: 01255 852993  
Email: chairman@fwheritage.co.uk

Ian Heard, Vice-Chair  
Telephone: 01255 675175  
Email: ianmheard@msn.com

## Disclosure & Barring Service (DBS) Policy

The Disclosure and Barring Service (DBS) is an executive agency of the Home Office set up to exercise the powers and fulfil the responsibilities of the Secretary of State under the Police Act (1997). The DBS offers access to police records and information in the form of a disclosure (at standard and enhanced levels) to enable organisations to make informed recruitment decisions. The Support Services Sub-committee, in conjunction with the Volunteer Sub-committee, will decide if a check is necessary, will instigate the check, will ensure that checks are kept up to date and renewed as necessary.

Frinton & Walton Heritage Trust will only use the DBS service to check volunteers, or anyone engaged by the Trust, who undertakes Regulated Activity:

### **The definition of Regulated Activity, i.e. work that a barred person must not do, is summarised as:**

- any work that is undertaken regularly; and/or
- all/any unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children; and/or
- any work that involves providing direct care, assistance, or supervision to an adult due to their age, illness, or disability, including tasks like personal hygiene, feeding, medication administration, and which a person listed on the DBS barred list cannot perform; essentially, any activity where close and regular contact with vulnerable adults is required, prohibiting those barred from engaging in such work.

Work is 'Regulated Activity' only if done regularly; 'regularly' and further information is defined in detail **for children** at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

Work is 'Regulated Activity' only if done regularly; 'regularly' and further information is defined in detail **for adults** at: <https://assets.publishing.service.gov.uk/media/5a7bffc4ed915d01ba1ca7e5/Regulated-Activity-Adults-Dec-2012.pdf>

### **Standard or Enhanced DBS checks**

Volunteers undertaking 'Regulated Activity' will usually only need a standard DBS check. Enhanced DBS checks are the most detailed level of checking into someone's background and only apply to certain types of roles. In the most general terms, they are the sort of roles involving caring for children, or for adults, who could be termed vulnerable.

### **Volunteers must never:**

- develop relationships with children or adults which could in any way be deemed exploitative or abusive;
- condone or participate in behaviour of children or adults which is illegal, abusive or exposes them to danger;
- allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour;
- show favouritism to any individual; or
- administer any non-prescribed medication or health products in line with the Constitution.

If you have any concerns about the application of this policy, please consult with the Support Services Sub-committee in the first instance.

Date of adoption: 20<sup>th</sup> March, 2025

Date of review:.....