



# HIGHGATE SOCIETY

## **Highgate Society Safeguarding Policy**

**January 2026 version**

### **1. Purpose**

The Highgate Society welcomes members of the public of all ages and backgrounds, both to join the Society and to attend events organized by the Society, whether members of the Society or not. This policy sets out how we seek to ensure the safety and wellbeing of children and vulnerable adults who attend Society activities or events.

This policy applies to all Council members and Highgate Society volunteers with affiliated groups operating under the Society's name at 10A South Grove or elsewhere, but **not external hirers** who are responsible for their own safeguarding compliance (as set out in their terms of hire of 10A South Grove). This policy complements the Council and Volunteer Principles, and is intended to be practical, proportionate, and supportive of confident volunteering.

### **2. Principles**

We are committed to:

- Creating a welcoming and respectful environment for all.
- Protecting vulnerable individuals from harm, whether accidental or intentional.
- Working collaboratively; safeguarding is a shared responsibility.
- Acting promptly and appropriately if concerns arise.

### **3. Definitions**

- Children: Anyone under the age of 18.
- Vulnerable Adult: An adult who may be unable to protect themselves from harm or exploitation whether by age, disability, illness, mental ill-health, or social isolation.

### **4. Designated Safeguarding Leads**

The Society will seek to have at least two Designated Safeguarding Leads (**DSLs**), appointed by Council.

Their responsibilities are on a reasonable efforts basis to:

- Act as points of contact for safeguarding concerns.
- Keep confidential records of incidents or concerns.
- Advise on referral to statutory or emergency services.

The names and contact details of the DSLs will be publicly displayed inside 10A South Grove and will be circulated to Council, Committee Chairs, and event leads.

## **5. DBS Checks**

Highgate Society does not require DBS (Disclosure and Barring Service) checks for all volunteers. However, a basic DBS check should apply for:

- Each DSL and
- Where a volunteer has regular and structured involvement with children or vulnerable adults. Each Highgate Society group should consider whether it has volunteers in this category.

Subject to prior approval by one or more officers of the Society (ie Chair, Vice Chair, Secretary, Treasurer), the Society will fund any basic DBS checks required.

## **6. Conduct Expectations**

Volunteers must:

- Treat all individuals with respect and dignity.
- Avoid being alone in an enclosed space with a child or vulnerable adult where possible.
- Report any concern, disclosure, or incident to a DSL promptly.
- Not keep safeguarding concerns secret. If a concern is raised, you must share it with the Designated Safeguarding Lead.
- Be particularly vigilant at large or public events.

## **7. Lost Child / Vulnerable Adult Procedure**

At public events, where a child or vulnerable adult is reported lost or is found without their carer the Society will seek to ensure:

- The individual found remains in a safe, supervised location.
- The event lead and a DSL are informed promptly.
- Police are contacted if required.

## **8. Raising Concerns**

- If there is immediate danger, call 999.
- Otherwise, contact a DSL.

- The DSL will determine next steps and make any necessary referrals.
- A brief written record will be made and stored securely.

## **9. Review**

This policy will be reviewed every two years, or sooner if guidance changes or if a safeguarding incident requires learning.