

Gala Water Archive – Safeguarding Policy

Gala Water Archive (GWA) is a Scottish Charitable Incorporated Organisation, SCO52917

Introduction

- to protect children, young people and vulnerable adults who receive GWA's services from harm.
- to provide staff and volunteers, as well as children, young people, vulnerable adults and their families with the overarching principles that guide our approach to child/vulnerable adult protection.
- This policy applies to anyone working/volunteering on behalf of GWA, including the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Purpose

- This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in Scotland.

Persons affected by this policy

- All volunteers (Staff)
- All service users
- All visitors and contractors

Our Policy

- The GWA has a zero-tolerance approach to abuse.
- The GWA recognises that due to the nature of some of its artefacts, exhibitions and talks some children/vulnerable adults may become distressed.
- The GWA is committed to reducing the risk of that distress and where distress occurs to respond appropriately to that.
- All volunteers and staff are given an induction to the organisation; which includes awareness of their safeguarding responsibilities and procedures to be followed if they have a safeguarding concern.
- Appropriate Safeguarding training is provided to volunteers and staff as part of their induction; and have a safeguarding refresher course every three years.

- All Volunteers and staff must be clear on appropriate behaviour and responses and follow GWA's agreed Code of Conduct.
- The Designated Lead for safeguarding at the GWA is the Community Archivist.
- The Designated Safeguarding Lead for the GWA will fulfil their safeguarding responsibilities in a manner that ensures that children and vulnerable adults are safeguarded from harm.

This policy will be reviewed annually by the Trustees

Version number	Change or update	Author or owner	Date
1.0	First version		