

Louth Naturalists' Antiquarian and Literary Society Safeguarding Policy

Safeguarding is about protecting everyone from harm, abuse or neglect.

Louth Naturalists', Antiquarian and Literary Society (LNALS) is committed to ensuring that everybody has the right to be safe, no matter who they are or what their circumstances. This includes members, beneficiaries, users we work with, staff and volunteers. The right to dignity and respect means LNALS vigorously works against discrimination, harassment and bullying in every practicable way. All volunteers and LNALS operatives have a role to play in protecting themselves and others from harm. LNALS recognises its responsibility to ensure that an effective approach is maintained with regard to safeguarding and will treat all such matters with the utmost seriousness.

Any individual who feels that they, or other associates of LNALS, are the subject of a safeguarding issue should contact Dita Lacey (LNALS safeguarding officer) by telephone: 07568473413, email: laceyd.wp@gmail.com, or by personal dialogue. If the safeguarding officer is the subject of the complaint then contact Nigel Christmas (LNALS Chair) telephone: 01507 654116, email: linden73@sky.com. Do not wait to see if the matter will resolve itself; conditions may have worsened if allowed to continue and personal wellbeing could be jeopardised.

LNALS will initiate the following procedures.

- ◇ The safeguarding officer will make a formal note of the incident and contact the Chair. If the Chair is the subject of the complaint another LNALS board member will be assigned by the safeguarding officer to deal with the case.
- ◇ If the safeguarding officer is the subject of the complaint the Chair will make a formal note of the incident and another LNALS board member will be assigned by the Chair to deal with the case.
- ◇ When an incident is reported, the complainant will be asked if they wish to nominate an independent personal support who will listen and assist, in complete confidentiality, throughout the investigation and any consequent and subsequent processes.
- ◇ If any interviews are held with the complainant or the person named as the subject of the complaint, their nominated support can attend the interview.
- ◇ Any interviews will be conducted by the safeguarding officer and Chair of LNALS unless either or both of them is the subject of the complaint. In this case another member or members of the LNALS board will be assigned.
- ◇ Full written details will be compiled within three weeks of the reported incident.
- ◇ Within two weeks of the compilation of any written material, the results of the investigation, and any subsequent actions, will be formally communicated by the Chair (or as above) to all persons involved.

This safeguarding policy does not affect the right to appeal, statutory rights or access to legal recourse for LNALS members, beneficiaries, users we work with, staff and volunteers.