Donaghmore Historical Society — Safeguarding Policy

Status: **Approved by Donaghmore Historical Committee. Full adoption on 5 January 2026**

Scope: Children/young people and adults at risk at Society activities (talks, workshops, oral-history, exhibitions, and online content).

1. Basis and references

This policy is adapted from recognised guidance including Volunteer Now (NI) "Keeping Children and Adults Safe: Policy Standards & Guidance", NSPCC safeguarding policy templates, and public guidance from Health and Social Care (HSC) in Northern Ireland on reporting concerns. It will be reviewed against any updated statutory/sector guidance.

2. Roles

Designated Safeguarding Officer (DSO): Mary Mac Ginty, Chair

Deputy DSO: Plunkett Boyle, Treasurer

Contact details will be displayed at events, given to volunteers in briefings, and available on request from the Committee.

3. Principles

- Best interests of the person first
- Prevention and proportionality
- Partnership and accountability
- Respect, dignity and inclusivity

4. Safe working practices

- Two-adult rule for any youth-facing activity; avoid lone working.
- Written consent for under-18 participation, interviews, photography/audio/video.
- Photography/filming: no naming under-18s with images; store media securely.
- Online safety: use Society accounts only; no direct messaging with under-18s; moderate pages.
- Venue safety: attendance list, emergency exits, first-aid/incident log.
- Code of behaviour: respectful conduct; clear boundaries; no exchange of personal contact details with under-18s.

5. Safer recruitment and checks

• Regular/unsupervised roles with under-18s or adults at risk will require appropriate AccessNI checks.
• Ad-hoc volunteers will be supervised and receive a pre-session briefing on this policy.
• The Society will keep basic records of roles, checks, briefings and attendance.

6. Reporting concerns

• If there is immediate danger: call PSNI 999.
• Otherwise report to the DSO or Deputy within 24 hours.
• The DSO will record who/what/when/where, seek advice if needed, and contact Gateway/Social Services as appropriate.
• Records will be kept securely and confidentially.

7. Data protection and media

• Keep only necessary personal data (consent forms, incident logs). Store securely and retain in line with Society policy.
• For oral-history: obtain written consent and permissions for use; follow the two-adult rule for under-18 interviews.

8. Training and briefings

• DSO/Deputy to complete/register safeguarding training by 31 January 2026.
• Appropriate volunteer briefing will take place before any sessions involving youths or vulnerable adults. This will cover consent, boundaries and reporting routes.

9. Review

This policy will be reviewed at least annually or after any incident/major change.

Approved (to be signed after adoption):

Chair: _  _ Date: 05/01/2026

Treasurer: ___  _____ Date: _5/1/2026__