Littlehampton Heritage Railway Association Safeguarding Policy

Littlehampton Heritage Railway Association believes that the success of the Railway is a direct result of the people that volunteer for us. The welfare, protection and safety of all volunteers and passengers, including children and adults at risk, is fundamental to how we operate. We are committed to play our part in ensuring that any abusive or inappropriate behaviour does not take place within our Railway.

We subscribe strongly to the view that safeguarding is everyone's responsibility. Everyone who volunteers or works for the Railway has a responsibility for keeping everyone else safe and well. No single Trustee or volunteer can have a full picture of a safeguarding risk and, if those affected are to receive the right help at the right time, everyone has a role to play in identifying concerns, sharing information and taking prompt action.

We are committed to equal opportunities and an inclusive culture, and we will not tolerate abuse, discrimination, harassment or bullying in any form. If a volunteer believes they are the target of inappropriate behaviour, the issue must be addressed. We take seriously our responsibility to ensure that any matter is fully resolved to ensure the wellbeing, safety and security of all volunteers.

In adhering to this policy, the Trustees will:

- Encourage openness, listen to, value and provide support to anyone who raises genuine concerns in good faith under this policy.
- Seek to identify and mitigate safeguarding risks, manage, prioritise and, where required, escalate any incidents and evaluate lessons learnt.
- Make sure any safeguarding issues are appropriately and professionally reported to statutory services and agencies as appropriate.
- Deal with all issues of volunteer inappropriate behaviour or complaints promptly. For most situations this will start with a meeting, the aim of which is to:
    - o Highlight the issue(s) with the volunteer
    - o Clarify what is expected
    - o Agree the support available and next steps

In adhering to this policy, all volunteers will:

- Treat all passengers and other volunteers with dignity and respect.
- Make allowances for the inclusion and accessibility of the vulnerable, disabled or those with additional needs.
- Always seek permission of parents, guardians, or carers before assisting children or vulnerable adults on and off trains or around stations.
- Avoid being left alone with young people – for example, during engine shed visits.
- Be a role model and provide a good example for young volunteers.
- Co-operate, commit, and assist the Trustees to ensure that safeguarding issues and risks are given adequate consideration.
- Ensure that positive action is taken where passengers that could be at risk of harm or abuse are identified.
- Report any instance of offensive behaviour, discrimination, harassment or bullying to any of the Trustees or Officers of the Railway.

Littlehampton Heritage Railway Association welcomes young volunteers over the age of 10. Those between 10 and 14 must always be accompanied by a parent or guardian.

Whilst there is no outright restriction on the photography of children or other members of the public, in the case of pictures where individuals form a major part of the subject it is a courtesy that such images are not published for wider consumption without first seeking the agreement of the person(s) depicted or, in the case of children or vulnerable adults, their parent, guardian or carer.

The Trustees have overall responsibility for ensuring this policy is complied with. It will be reviewed at least once a year and at such other times as may be required, to ensure it remains relevant and appropriate to the aims and objectives of the Railway.

For and on behalf of the Trustees

David Harris

David Harris
Trustee, Littlehampton Heritage Railway Association