SOCIETY OF ANTIQUARIES OF LONDON

KELMSCOTT MANOR
SOCIETY OF ANTIQUARIES OF LONDON

Safeguarding Policy Statement

Introduction – our key principles

This policy and associated procedures set out the Society of Antiquaries of London's commitment to ensure that the safety and welfare of children and adults at risk is paramount.

The Trustees and staff of the Society of Antiquaries of London (henceforth 'the Society') acknowledge that they have a moral and legal obligation to do their utmost to ensure that children and adults at risk are protected from harm, abuse, and neglect while they visit any areas of their properties, which include the headquarters of the Society at Burlington House, London, and Kelmscott Manor, the country house and museum owned by the Society in West Oxfordshire, as well as digital spaces hosted by the Society and at any Outreach event undertaken.

The Society is committed to a safeguarding practice that protects all children and adults at risk and actively promotes their welfare, ensuring that all children and adults at risk who engage with the Society are enabled to thrive.

Everyone who works with, or encounters, children and adults at risk at the Society, has a responsibility for keeping them safe.

What is the purpose of the policy and procedures?

- To protect and safeguard all children and adults at risk who engage with the Society's services, including the children of adult members or users.
- To provide staff, volunteers, trustees, members, and all other workers with guidance on procedures they should adopt if they suspect a person may be experiencing, or be at risk of, harm.

Who does the policy and procedures safeguard?

- The Safeguarding policy and procedures aim to safeguard all children and adults at risk who may be visiting, volunteering or on placement at the Society as well as paid staff and contractors. This applies whether an adult or carer accompanies them or not.
- A 'child' is defined as any person under the age of 18.
- An 'adult at risk' is defined as any person aged 18 years and over who has needs for care and support (whether or not the local authority is meeting any of those needs), and is experiencing, or is at risk of, abuse or neglect, and as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

The guidance is also there to protect the Society's staff, volunteers, trustees, members, freelancers and all other workers from false allegations of improper conduct.

Who needs to follow the policy and procedures?

This policy applies to all employees, volunteers, trustees, members (Fellows and Affiliate Members), and other people when they are working for the Society, whether at Burlington House or Kelmscott Manor. This includes contractors and those organising or taking part in events on the sites, including freelance artists and educators.

It is the responsibility of the relevant manager planning, booking or involved in the granting of permission for an activity to be held on site, or online, to ensure that all agents who will be running or participating in the event are aware of the Society's expectations of them and appropriate procedures.

Policy Statement:

We recognise that:

- The welfare of the individual (child or adult at risk) is paramount.
- All individuals (children or adults at risk), regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity have the right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children and adults at risk, their parents, carers and other agencies is essential in promoting the welfare of children and adults at risk.
- All suspicions and allegations of abuse should be properly reported, investigated, and dealt with swiftly and appropriately.
- All staff, volunteers, members, trustees, freelancers, and other workers should clearly understand what constitutes appropriate behaviour and responses. Failure to maintain appropriate standards or comply with the Safeguarding policy may be dealt with using the Society's Disciplinary procedure.

We will seek to safeguard children and adults at risk by:

- Valuing, listening to and respecting them.
- Adopting safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Having in place a clear structure of roles and responsibilities in relation to Safeguarding.
- Appointing Designated Safeguarding Leads for children and adults at risk at Burlington House and Kelmscott Manor, deputies, and a lead trustee for Safeguarding.
- Having in place a framework for safe recruitment, selection, and deployment of individuals working or interacting with children and adults at risk.
- Providing effective management for staff and volunteers through supervision, support, and training so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.

- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
- Taking preventative steps to ensure the health, safety, and welfare of any child or adult at risk visiting the Society.
- Where appropriate, and in line with our safeguarding procedures, sharing concerns and relevant information with agencies who need to know, and involving children, adults at risk, parents, families, carers, and others.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Ensuring that, on request, the Society provides Safeguarding policy and procedure information to group leaders, service providers, SAL Fellows, and other interested parties.
- Ensuring our safeguarding policy is actively signposted to teachers, group leaders and other interested parties at the point of booking and is available on our website.
- Setting out guidance for staff, volunteers and other workers on photographing children and adults at risk and communicating through digital technologies.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Keeping up to date with relevant changes to child protection and safeguarding legislation and guidance from the NSPCC, local authority, and government guidelines.
- Building a safeguarding culture within our organisation whereby all staff and volunteers support and promote good safeguarding practice and are comfortable about sharing concerns.

Legal framework:

This policy complies with the following legislation and guidance:

- Safeguarding Vulnerable Groups Act 2006
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations (1999)
- General Data Protection Regulations (2018)
- The Children Act 1989 and The Children Act 2004
- The Children and Social Work Act 2017
- Working Together to Safeguard Children (Department for Education, 2018)
- Institute of Fundraising Code of Fundraising Practice
- The Charity Commission: Safeguarding Guidance for Charities

Safeguarding Reporting Structure

The Society has established a Safeguarding Group to coordinate its response to safeguarding risks, review and monitor the Society's performance of its safeguarding obligations across its sites and ensure it is alert to and acts upon future developments.

The Safeguarding Group comprises:

- The senior executive responsible for Safeguarding, the General Secretary / CEO of the Society
- The Lead Trustee for Safeguarding, the Honorary Secretary of the Society
- The senior executive responsible for the running of Kelmscott Manor, the Property Manager at Kelmscott Manor
- The Designated and Deputy Designated Safeguarding Leads at both Burlington House and Kelmscott Manor.
- The senior executive responsible for HR, the Head of Finance and Resources
- The Building and IT Manager

The Safeguarding Group is chaired by the Lead Trustee for Safeguarding. If you have any concerns about Safeguarding at the Society or about this policy, you should get in touch via the Chief Executive.

Day to day responsibility for Safeguarding at the Society's two sites is delegated to Designated Safeguarding Leads, who are responsible for:

- receiving and recording information from anyone who has safeguarding concerns.
- assessing the information promptly and carefully, clarifying or obtaining more information when they need to.
- consulting initially with a statutory child/adult protection agency.
- following the Society's referral process outlined in the Safeguarding Procedures document, and, if necessary, making a formal referral to a statutory child/adult protection agency.
- ensuring that procedure is followed on such matters as making a referral, confidentiality and recording; and
- leading in the development of safeguards and review of the Society's Safeguarding Policies and Procedures.

If you have any immediate concerns about a safeguarding incident, you should contact the Designated Safeguarding Lead at the respective location, or their Deputy:

Contact Details

Designated Safeguarding Lead (Burlington House)
Name: Michelle Johansen (Learning & Outreach Manager)
Phone: 0207 479 7089 Email: mjohansen@sal.org.uk

Deputy Designated Safeguarding Lead (Burlington House)
Name: Natasha McEnroe (General Secretary & Chief Executive)
Phone: 0207 479 7080 Email: nmcenroe@sal.org.uk

Designated Safeguarding Lead (Kelmscott Manor)
Name: Hannah Britton (Learning & Outreach Officer)
Phone: 01367 700862 Email: hannah.britton@kelmscottmanor.org.uk

Deputy Designated Safeguarding Lead (Kelmscott Manor)
Name: Katy Leverett (Visitor & Volunteer Manager)
Phone: 01367 253754 Email: KatyLeverett@kelmscottmanor.org.uk

Lead Trustee for Safeguarding (Burlington House & Kelmscott Manor)
Name: Shahina Farid
Email: honsecretary@sal.org.uk

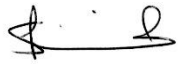
Staff, volunteers and other workers should read this statement in conjunction with the following documents:

- *Society of Antiquaries of London: Safeguarding Procedures*

The Safeguarding Group will review our policy and procedures annually.

This policy was approved by Council (Board of Trustees) in March 2024. It will be next reviewed by Council in March 2027 or earlier if there are major changes in legislation or within the Society of Antiquaries.

Signed: Shahina Farid (Lead Trustee for Safeguarding)



Date: 6th April 2026

Contact details updated: 6th April 2026