



# YHACS Safeguarding Policy

## Policy statement

YHACS is the regional organisation set up to offer support to civic and amenity societies across Yorkshire and the Humber (and occasionally beyond those geographical limits). It is run by a committee of volunteers who become trustees of the charity on their appointment to the committee, either by election or co-option. Although YHACS has employed staff in the past and does not rule out doing so in the future, it currently has no employees.

Our membership is made up of societies and, more recently, individuals with an interest in the work we do. We offer quarterly networking meetings and other events for our members and support to societies when they seek help or advice. These events will usually be held in venues at different locations around the region although, since the advent of Covid-19, use is also being made of video conferencing and this use could continue even after the virus is contained or even eliminated.

We do not provide services for children, although we recognize that there are occasions when children may be present at our events. However, where that happens, it will always be the case that children will be accompanied and supervised by a responsible adult such as a parent, guardian or teacher. YHACS never acts *in loco parentis*.

Similarly, YHACS does not offer services for vulnerable adults but we are aware that some of our members are elderly and we appreciate that we have a duty of care to ensure that our activities are safe and that, wherever possible, the venues we select are accessible for people whose mobility may be limited.

In everything that we do, YHACS aims to operate within a culture of mutual respect and we want to ensure that anyone who engages with us (as a volunteer, employee, member, guest or other stakeholder), is able to express their views and ideas without fear of harassment or intimidation. YHACS expects its volunteers, and any staff whom we may employ from time to time, to accept responsibility for supporting this ethos and to work with us to bring it about in practice.

## Photography

As a charity, it is important for YHACS to be able to publicise its events in print and on-line. This means that photos will often be taken by members of the YHACS committee or others acting on behalf of the committee. Where photos are being taken, an announcement will be made and anyone not wishing to be included in photographs will have the right to withdraw before the photographs are taken. It should be noted that others not acting directly under the instruction of YHACS may also be taking photos and that YHACS cannot take any responsibility for such photos.

## **Complaints**

We recognise, however, that occasionally things may go wrong and that we may not live up to these ideals, despite our best endeavours. Where someone feels that we have not operated according to our expected standards, they can raise their concerns with a designated member of the YHACS committee.

The role of the designated person(s) will be to:

- Hear the complaint in confidence,
- Decide how best to follow up on the complaint, and
- Following discussion with the person making the complaint, take appropriate action to resolve the complaint wherever possible.

The identity of the person making the complaint will not be shared more widely without the express permission of that person.

## **Policy Review**

This policy statement was prepared in June 2020. It will be kept under review by the YHACS Executive Committee and will be updated as required.