



Heneb

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SAFEGUARDING POLICY

Heneb



Heneb

Contents	
Policy Statement & Purpose	3
Acronyms	3
Definitions	3
Adult at Risk	3
Bullying	4
Care and Support	4
Child at Risk	4
Child Protection	4
Designated Safeguarding Lead (DSL) & Deputy	4
Early Intervention	4
Escalation.....	4
Grooming	4
Harm	5
Financial Abuse.....	5
Mental Capacity.....	5
Prevent.....	5
Safeguarding Champion.....	5
Safeguarding Children.....	5
Statutory Authority.....	5
Radicalisation.....	6
Regulated Activities.....	6
Whistleblowing	6
The Policy	6
Roles and Responsibilities.....	8
Safeguarding.....	11
The Principles: Recognising Signs of Abuse or Harm.....	11
Where Abuse Occurs:	12
Signs and Indicators of Abuse:.....	12
Online Abuse or Bullying	12
Heneb staff involved in activities involving children, young people or vulnerable adults must be aware of any interactions on social media. The proliferation of new social media apps together with few checks on identities means that abuse can be conducted online, regardless of the location of the victim. Signs of online abuse can be:	12
Risk Assessments	13
Recognising and Responding to Safeguarding Concerns or Allegations	14
Safeguarding Concerns: Signs in Adults	15
Criminal Exploitation, Female Genital Mutilation, Forced Marriage, Radicalisation	16
APPENDIX 1: FORMS	19
APPENDIX 2: RELEVANT SECTIONS OF THE HENEb STAFF HANDBOOK	19
APPENDIX 3: USEFUL WEBSITES	21

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	2 of 21	23/03/26	10

HEN-PY44 - Safeguarding Policy

Policy Statement & Purpose

Heneb: The Trust for Welsh Archaeology (hence forward, Heneb) recognises that it must ensure the safety of Trust staff and any members of the public that may encounter Trust staff during its operations. This policy and procedure set out the minimum standards expected of all Trust staff and those who work with the Trust in any way, and the regulatory and legal obligations that must be met.

This policy incorporates best practice from other professional organisations such as the Council for British Archaeology, the Young Archaeologists Club, Gwynedd County Council and other such professional or legal entities that may from time to time provide additional guidance.

Acronyms

For the purposes of this policy the following acronyms are used:

CBA	Council for British Archaeology
DSL	Designated Safeguarding Lead
GDPR	General Data Protection Regulation 2016
YAC	Young Archaeologists Club

Definitions

The definitions below are taken from the Wales Safeguarding Procedures and may be updated from time to time as guidance changes. Up to date information may be found at [Safeguarding Wales](#). Please note that these definitions are not exhaustive; other categories of risk or harm may be added if the legal framework is updated.

Adult at Risk

An adult at risk or vulnerable adult is defined as a person aged 18 years or over who:

- Has need of care and support (whether under the care of the local authority or otherwise)
- 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 (Care Act, 2014)

An adult at risk of abuse may:

- Have an illness which affects their mental or physical health; or
- Have a learning disability; or
- Suffer from drug or alcohol problems; or
- Be frail due to age

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	3 of 21	23/03/26	10

Bullying

Bullying is behaviour is repeated over time by an individual or group, which intentionally hurts another individual or group either physically or emotionally (definition by HM Government, 2017).

Care and Support

This is the mixture of practical, financial and emotional support for adults who need extra help to manage their lives and be independent, including older people, people with a disability or long-term illness, people with mental health problems and carers.

Child at Risk

A child is any person up to 18 years of age. Risk to children takes many forms, from physical and mental to financial or sexual exploitation and trafficking. All children are at risk, but certain groups may be more vulnerable than others, for example those with additional needs or those from different cultural groups or who are members of the LGBTQ+ community.

Child Protection

Child protection is the term for the action taken to protect a child suffering, or at risk of, significant harm.

Designated Safeguarding Lead (DSL) & Deputy

The DSL and deputy are Heneb staff members appointed by the senior management and its Board of Trustees to oversee the day-to-day management of safeguarding activities within Heneb: The Trust for Welsh Archaeology.

Early Intervention

Early Intervention is the term for actions taken to provide early help and support for any child or vulnerable adult designed to prevent any future harm. Intervention has many forms and may involve one or more professional or organisations working with the child, adult or family after an assessment of needs has been made.

Escalation

Escalation is the process whereby the individual who raises a concern takes it to the next level of authority. This process is instigated should the individual have a concern about the person to whom the original complaint has been made, if they feel that the complaint has not been resolved fully or that the complaint requires additional action. For the purposes of this Safeguarding Policy, the line of escalation that should be followed is:

DSL / DEPUTY → **CHIEF EXECUTIVE OFFICER** → **BOARD OF TRUSTEES**
(With notification to co-regional heads)

Grooming

Grooming is where a person builds up a relationship, whether of trust or emotional connection, with a child or vulnerable adult to manipulate, exploit or abuse them. Groomed children are at risk of financial or sexual exploitation and trafficking. Grooming may take place over a short or long period of time and may also involve the groomer building a relationship with the victim's family or carers. Groomers can be anybody, regardless of age, gender, or race.

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	4 of 21	23/03/26	10

Harm

Harm is defined as:

- Ill treatment. This includes sexual abuse, neglect, emotional abuse, financial abuse and psychological abuse
- The impairment of physical or mental health, including that suffered from seeing or hearing another person suffer ill treatment
- The impairment of physical, intellectual, emotional, social, or behavioural development, including that suffered from seeing or hearing another person suffer ill treatment

Financial Abuse

Financial abuse is the term used when a child, young person or vulnerable adult's needs are not met, either because a parent, carer, or other person (for example a 'groomer') is diverting monies received as direct payments for care and support needs, or where personal property is being removed for gain by a parent, carer, or other person.

Mental Capacity

Mental capacity refers to a person's ability to understand and process information given to them. To have mental capacity a person must be able to:

- Retain information long enough to be able to make a decision; and
- Weigh up the information available to make their decision; and
- Communicate their decision. This could be by talking, signing or by other agreed indications, such as eye movements or an assistive technology device controlled by them

Prevent

"Prevent" is the name of the guidance published by HM Government that deals with statutory reporting requirements relating to extremism and radicalisation, reporting and training requirements.

Safeguarding Champion

The safeguarding champion is a member of the Board of Trustees who has oversight of all safeguarding activities within Heneb.

Safeguarding Children

Safeguarding children is the umbrella term for the protection of children from maltreatment or harm. This includes preventing impairment of health and development; ensuring an environment which delivers safe and effective care and taking action where appropriate to enable all children to have the best outcomes (Working Together, 2018).

Statutory Authority

Statutory authority means any of the authorities empowered to investigate concerns relating to the safeguarding of children, young people, and vulnerable adults. These include but are not limited to:

- Local social services departments
- The police

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	5 of 21	23/03/26	10

- The person’s support team (if applicable)
- The NSPCC
- Other organisations involved in the prevention of harm to children, young people and vulnerable adults

Radicalisation

Radicalisation is the term used to describe the recruitment of children, young people, vulnerable adults or others to extreme groups, whether political or other. Radicalisation requires two conditions – the presence of a person or group who hold a specific point of view and who wish to recruit people to support or act on their behalf. Secondly, the individuals targeted will usually share common characteristics or circumstances. The person targeted may have an existing vulnerability, such as mental health conditions or an unmet psychological need for belonging or status, which may be exploited and used by those attempting to radicalise them. However, not all those targeted have vulnerabilities; anyone can become radicalised **It is important to note that radicalisation is NOT confined to any particular group.**

Regulated Activities

Regulated activities mean activities involving children, young people or vulnerable adults where other adults are present in a supervisory or managerial capacity. This includes school settings, clubs and societies and other public events.

Whistleblowing

Whistleblowing is the term given to the process of reporting a safeguarding concern within Heneb, which cannot be reported using the reporting tree path above. Whistleblowing should **only** be used if the individual who wishes to raise concerns feels that Heneb will not take such concerns seriously, that action will not be taken, or they fear retaliation should the concern be raised. Heneb staff should refer to the Whistleblowing Policy detailed within the Staff Handbook. Volunteers wishing to raise concerns in this way and who do not feel able to speak to the DSL, their deputy or a senior staff member of Heneb should contact the NSPCC on their dedicated helpline – **0800 028 0285.**

The Policy

This policy recognises that everyone has a role to play in identifying concerns, sharing information and taking prompt action in relation to the safeguarding of colleagues, children, young people, and vulnerable adults. To fulfil this responsibility, everyone should make sure their approach is person-centred whilst always considering the best interests of the colleague, child, young person, or vulnerable adult.

This policy aims to ensure that everyone, regardless of age, ability, gender, race, belief, sexual orientation, and socio-economic background:

- Can have a positive and enjoyable experience with Heneb in a safe and inclusive environment
- Is protected from any kind of abuse whilst working with or participating in activities provided or supervised by Heneb

Therefore:

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	6 of 21	23/03/26	10

- a) Heneb recognises that some children, young people, or adults can be more vulnerable to abuse, and we accept responsibility to take steps to ensure their welfare. As part of this safeguarding policy, we will:
- Promote and prioritise the safety and well-being of children, young people and adults who may be at risk
 - Ensure everyone understands their roles and responsibilities in relation to safeguarding and is provided with training and guidance on aspects of safeguarding relevant to their role.
 - Provide access to a suitably trained designated safeguarding lead (DSL) and their deputy who will advise on good practice as well as responding to concerns or incidents.
 - Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored.
 - Follow safer recruitment processes for the recruitment of all staff and volunteers.
- b) This policy should be considered in conjunction with other internal Heneb policies and procedures as well as guidance that may be issued from time to time by the UK Government or professional bodies such as the CBA or YAC
- c) The DSL and deputy will be nominated by Heneb senior management. Both the DSL and deputy will ensure that they maintain the relevant training and qualifications associated with the role
- d) Several Heneb internal policies and procedures contain sections which are relevant to this Safeguarding Policy and all staff with responsibility for supervising children, young people or vulnerable adults must ensure that they familiarise themselves with these. The relevant sections can be found at Appendix 2: Relevant Sections of the Heneb Staff Handbook but are listed below for ease of reference:

Staff Handbook

- Details of the sections of the staff handbook will be added when the handbook is published.

Health and Safety

- Health and Safety Policy Handbook. This section will be updated shortly

Heneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	7 of 21	23/03/26	10

Forms and procedures relevant to specific outreach activities form [Appendix 1](#) of this policy.

- a) This policy and its associated procedures and forms are designed to reduce the risk of harm both to those engaging with Heneb, whether children, young people, or vulnerable adults, in whatever capacity that engagement takes, and those working for or volunteering with Heneb. It recognises that everyone who meets children, young people and vulnerable adults has a role to play in identifying concerns, sharing information and taking prompt action
- b) All staff and volunteers must abide by the conditions set out in this policy and the associated procedures and code of conduct when involved in any activity conducted under Heneb's auspices, whether archaeological, investigative or outreach. When Heneb staff or volunteers are working under the auspices of other companies, staff must adhere to these policies and procedures in addition to any safeguarding policies or procedures required by the external body
- c) The policy and procedures will be reviewed at least annually and in response to the following criteria:
 - The legislation relating to safeguarding, child protection and other associated guidance is updated or otherwise altered; or
 - The Charity Commission requires a review of the policy and procedures; or
 - There is a change to safeguarding personnel in Heneb; or
 - An event occasioning a report to the relevant authorities occurs which involves a member of Heneb staff or a volunteer

Roles and Responsibilities

Safeguarding is everyone's responsibility. While Heneb has a designated DSL and deputy, all members of staff and volunteers have a duty to ensure that they adhere to the code of conduct which forms part of this policy when interacting with children, young people, and vulnerable adults.

- a) Heneb will ensure that the DSL and their deputy receive relevant and up to date safeguarding training and that all other members of staff receive training commensurate with their role
- b) Heneb Trustees have legal responsibility for safeguarding at Heneb. The Board of Trustees will have a nominated member who is responsible for safeguarding and who will act as the Board's 'safeguarding champion'
- c) Trustees will ensure that safeguarding policies, procedures, and the associated code of conduct are in place and up to date, and that a DSL and Deputy are appointed
- d) The Trustees will delegate to the nominated DSL and their deputy day to day responsibility for safeguarding. The DSL and Deputy will provide regular and not less than quarterly reports to the Trustees which will as a minimum:

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	8 of 21	23/03/26	10

- Detail any amendments made to the Safeguarding Policy and Procedures considering legislative or regulatory changes
 - Detail any safeguarding matters that have arisen, and the steps taken considering this. Any events reported in this manner will be anonymised unless the nature of the event(s) requires such details to be provided
 - Detail any training undertaken by the DSL, their deputy or any other staff or volunteers relating to safeguarding
- e. The DSL and their deputy have responsibility for ensuring that:
- Safer recruitment practices are in place throughout the organisation and that training is provided and attended
 - That Heneb is compliant with the requirements to report serious incidents to the Charity Commission. The Commission's webpage can be found [here](#).
 - The Safeguarding Policy, Procedures and Code of Conduct are disseminated to all staff and volunteers
 - When working with external organisations or undertaking sub-contracting work, due diligence is carried out to ensure that the external organisation or contractor has up to date and relevant safeguarding policies and procedures in place.
 - An 'empowered' culture and environment is nurtured and promoted throughout Heneb whereby all staff, volunteers or other people feel supported to raise any safeguarding concerns.
 - All concerns about safeguarding should be reported to the DSL or their deputy. Any allegations or concerns regarding staff or volunteers should be reported to the DSL or their deputy in the first instance using the relevant forms. The DSL and their deputy are responsible for managing any concerns raised, to seek advice and to liaise with statutory authorities where necessary
- The current designated safeguarding leads for Heneb are:
 - **Designated Safeguarding Lead:** Sian Evans: safeguarding@heneb.org.uk Tel: 01248 366970 / 07741 292802
 - **Deputy Designated Safeguarding Lead:** Claudine Gerrard safeguarding@heneb.org.uk Tel: 01639 501703
 - **Board Safeguarding Champion:** Henry Owen John, Email: safeguarding@heneb.org.uk
- f) When recruiting staff, Heneb has an obligation to ensure that all employees and volunteers whose role involves working with children, young people or vulnerable adults are suitable to do so under the legislation of the four nations that make up the UK. It is an offence in all nations to knowingly employ someone undertaking regulated activities if they are barred from being employed
- g) Heneb will ensure that safe recruitment practices are implemented, including scrutinising applicants, verifying identity and relevant qualifications, obtaining references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the role. Where a role requires a candidate to undertake regulated activities, the candidate will require appropriate checking and verification through the Disclosure and Barring Service (DBS)

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	9 of 21	23/03/26	10

- h) All Heneb staff involved in regulated activities will be required to undergo safeguarding training and to undertake refresher training at regular intervals of not more than three (3) years. Where changes are made to the regulatory framework overseeing safeguarding, such changes will be disseminated to all staff as quickly as possible, and retraining offered
- i) Where Heneb staff are invited to lead activities by local YAC or other community groups, such staff should have completed the appropriate safeguarding training. Such staff members must understand Heneb's safeguarding policies, procedures and code of conduct. The DSL and deputy will ensure that any staff members undertaking such activities have completed their initial safeguarding training and the dates on which any refresher training is due. Staff leading or attending such activities should ensure that they report any incidences in line with the reporting procedures of both Heneb and the Council for British Archaeology, who oversee the Young Archaeologists' Club. If in any doubt, staff members should contact the DSL or their Deputy as soon as possible for guidance.
- Such records will be maintained in accordance with GDPR requirements and may be produced on request to the CBA, the YAC governing body or other statutory authority as may on occasion be required. Records will be held in accordance with GDPR rules once a leader or volunteer is no longer involved with YAC and will be properly disposed of at the end of the statutory retention period
 - The DSL and their deputy will ensure that records are maintained that detail the date on which Heneb staff and / or volunteers complete their initial safeguarding training and of the dates of any refresher training undertaken
 - Such records will be maintained in accordance with GDPR requirements and may be produced on request to Heneb's Board of Trustees, Heneb Management or other statutory authority as may on occasion be required. Records will be held in accordance with GDPR rules once a member of staff or volunteer is no longer employed by / involved with Heneb and will be properly disposed of at the end of the statutory retention period

Heneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	10 of 21	23/03/26	10

Safeguarding

The Principles: Recognising Signs of Abuse or Harm

The Care Act (2014) incorporates six key principles of safeguarding. Although the Care Act is legislation aimed at the safeguarding of adults, the principles can be applied effectively for safeguarding children, young people, and vulnerable adults.

Principle 1: Accountability

Heneb staff and volunteers will be open with children, young people and vulnerable adults, their parents, and carers about the action we would like to take to keep them safe, unless doing so would put them at further risk. Heneb's safeguarding policy, safer recruitment policy and code of conduct outline how we train our staff and volunteers and protect people who interact with us in any capacity.

Principle 2: Empowerment

Heneb is committed to working in a supportive and encouraging manner with staff, volunteers and people who interact with us in any capacity. We will ensure that all decisions regarding working safely involve the participants. Where there are wellbeing or safeguarding concerns, we will seek the consent of the staff member, child, young person, or vulnerable adult for all actions we take and any reports that are made. Where Heneb staff report concerns or take any action against the wishes of the staff member, child, young person, or vulnerable adult the reasons for this decision will be made clear to the person and recorded in the safeguarding log.

Principle 3: Partnership

To ensure that everyone is kept safe and supported, Heneb will work in partnership with a range of agencies, both statutory and charitable. We will work alongside these agencies to train, safely recruit, signpost and report concerns on safeguarding and wellbeing.

Principle 4: Prevention

Heneb will ensure that there are the right safeguards in place, that all staff and volunteers understand their role in safeguarding and how to report any concerns. Heneb will ensure that everyone in the organisation knows and understands the signs and indications of abuse, in order that any concerns can be reported as early as possible.

Principle 5: Proportionality

Heneb will ensure that action is taken on any concern about the safeguarding of a member of staff, child, young person, or vulnerable adult. Where action is taken, Heneb will ensure that it is proportionate to the risk.

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	11 of 21	23/03/26	10

Principle 6: Protection.

Heneb will advocate for and support those who may need protection and take appropriate action to ensure their safety.

Where Abuse Occurs:

The most common place for abuse to occur is within families or relationships, or where one person has power over another, for example in a care setting, school, or external group. It may also occur in communities, online, and more rarely, by strangers to the person. It is important that Heneb staff and volunteers know what to look out for in those who are experiencing abuse and in those who may be presenting a risk of being abusive.

Signs and Indicators of Abuse:

There are many signs and indicators of abuse. It is important to note that not all signs and indicators may be present, but it is also important to understand that some may be present when there is no danger of abuse. Heneb staff and volunteers who observe any of the signs and indicators are encouraged to discuss these in the first instance with the DSL or their deputy. Some indicators are:

- A change in behaviour
- Seeming distant, upset, or angry
- Having marks or bruises which are unexplained
- Taking less or more care of their appearance
- Being secretive about who they are talking to, what they are doing and who they are seeing

Online Abuse or Bullying

Heneb staff involved in activities involving children, young people or vulnerable adults must be aware of any interactions on social media. The proliferation of new social media apps together with few checks on identities means that abuse can be conducted online, regardless of the location of the victim. Signs of online abuse can be:

- Constant checking of their devices, whether phone, tablet, or computer
- Furtive when using such devices
- Reluctance to allow a parent / carer or other person with authority access to their devices
- Reluctant to be 'out of signal' or without a connection to the internet for any prolonged period of time. *Staff should be aware that this may also be a sign of coercive control and may present in groups not usually considered to be at risk

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	12 of 21	23/03/26	10

Where online abuse is suspected, Heneb staff should:

- If the suspicion is aroused during a school or YAC event, follow the reporting procedures for the school and / or YAC. Heneb's DSL or their deputy should also be informed of the suspicions
- Where suspicion is aroused during working hours or during a Heneb event, the normal reporting procedures will apply

It is important to remember that a victim of abuse may **not** show any of the signs above. Heneb staff should trust their instincts and if in any doubt contact the DSL or their deputy to discuss their concerns. Abuse is rarely a single event; where multiple people (school staff, GP, Heneb staff etc) note their concerns properly, a picture can be built up that identifies any abuse; but more importantly such records will assist should any serious abuse come to light that involves the statutory authorities. Records such as this can pinpoint small changes, and even dates, to corroborate a victim's account.

Risk Assessments

- a) Heneb staff will complete a written risk assessment before undertaking any sessions involving children, young people, or vulnerable adults. This requirement remains the same whether the activities are in person or online. Risk assessments will be disseminated to all Heneb staff involved in the activity and will be retained for at least one year after the event.
- b) Heneb staff will ensure that they maintain clear methods of communication with all children, young people or vulnerable adults involved in events. Where a child, young person or vulnerable adult has a support worker or carer at an event, they will be involved in all communications. Where additional communication needs are identified, such as sign language, translation or other needs, Heneb staff will ensure that sufficient time is allotted to take these into account when communicating with the child / young person / vulnerable adult.
- c) Heneb staff will **never** be on their own with a child, young person, or vulnerable adult. This includes communications given prior to, during and after any event. When an event will involve children or young people, any communication sent by email **must** be sent via the parent, carer, or responsible adult and **not** directly to the child or young person. Where a volunteer is between the ages of 16 and 18 and it is necessary to have direct communication (e.g., telephone for site visits etc.) Heneb will always seek the written permission of the parent, carer, or responsible adult prior to doing so. Such permissions will be retained under the relevant GDPR regulations during and after the event for which they are required, before being disposed of securely. The parent, carer, or responsible adult will be copied into all direct communications.
- d) Heneb will seek written consent from all those involved in its activities, whether volunteers, children, young people, or vulnerable adults, for the collection of data and its retention. Where a child or young person is under 18, consent will be sought from their parent, carer, or responsible adult. For vulnerable adults, in addition to seeking consent from them, where necessary additional consent will be sought from their carer / responsible adult. The DSL or their deputy will disseminate the relevant consent forms to Heneb staff responsible for collection; completed forms should be returned to the DSL or their deputy.

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	13 of 21	23/03/26	10

- e) Heneb undertakes to process any personal information gathered in accordance with the duties imposed by the GDPR and Data Protection Act 2018. The Regulation and Act notwithstanding, Heneb and/or their DSL or otherwise appointed person will share such information with the statutory authorities in cases where not doing so may affect the welfare and safety of the staff member, child, young person, or vulnerable adult concerned
- f) Heneb will seek the written permission of the parent, carer, or guardian of a person under 18, or of the carer or responsible person for a vulnerable adult, prior to photographing or filming any activity or event. Where images are used in Heneb's social media or publicity materials, wherever possible all identifying details of those pictured will be removed. Where it is not possible to remove all identifying details (e.g., where a school logo is in evidence) the risks inherent in posting such pictures will be explained and explicit, written permission sought prior to release of the images.

Recognising and Responding to Safeguarding Concerns or Allegations

Heneb staff recognise that abuse does happen and will be advised of the signs to watch out for in their safeguarding training.

- a) Where Heneb staff have a wellbeing or safeguarding concern about a child, young person or vulnerable adult taking part in any Heneb-sponsored activity, this must always be reported to the DSL or their deputy. If Heneb staff are unsure whether the concern is sufficient to warrant completing a formal report form, this must always be discussed with the DSL or their deputy.
- b) Where Heneb staff have a wellbeing concern about a colleague, they should discuss this with the DSL or their deputy. If staff are unsure whether the concern is sufficient to warrant completing a formal report form, this should be discussed with the DSL or their deputy. Staff are reminded that the DSL and their deputy will keep any such concerns wholly confidential unless or until it becomes necessary to involve the statutory authorities.
- c) It is the responsibility of the DSL and their deputy to manage the reporting of concerns; to seek advice from recognised bodies and to liaise with the statutory authorities where relevant.
- d) Heneb's Board of Trustees also has a designated safeguarding champion, who is responsible for the strategic oversight of all safeguarding matters. Where Heneb staff have concerns about the safeguarding culture, the way that safeguarding is managed or concerns which relate to the DSL or their deputy, these should be taken to the safeguarding champion. The current champion is **Mr Henry Owen John**
- e) Heneb recognises that in order to raise a concern with the DSL or their deputy, staff may feel that they are breaching confidentiality. Staff should be reassured that under the terms of extended confidentiality such concerns may be discussed with the DSL or their deputy without this constituting a legal breach.
- f) Any concerns regarding safeguarding or well-being involving children, young people or vulnerable adults engaging with Heneb must be reported to the DSL or their deputy within

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	14 of 21	23/03/26	10

24 hours, using the relevant reporting forms and procedures. If you are concerned that someone is in immediate danger of harm, Heneb staff should:

- Where there is serious risk of harm, or illegal activity, **call the Police**. For immediate danger to life, use 999; for non-life threatening, use 101.
 - If a staff member, child, young person or vulnerable adult needs emergency medical attention, dial 999 and ask for an ambulance. A second member of staff should then contact the next of kin.
 - Once an emergency report has been made, Heneb staff must inform the DSL or their deputy as soon as possible, and within no more than 24 hours. Contact details are on page 9.
- g) Heneb staff may be informed of safeguarding or wellbeing concerns in a variety of ways. Regardless of the way in which such concerns are raised, Heneb will:
- **Listen** to what they are being told
 - **Reassure** the person raising the concern(s) that they have done the right thing by talking
 - **Not** try to investigate. We will not ask questions relating to the specifics of the concerns
 - **Explain** that, if necessary, the concerns will be shared. Where this is the case, Heneb staff will tell the person raising the concern(s) to whom the concerns will be referred, why we are doing this and when we will do this
 - **Record** the concern(s) using the relevant form
 - **Talk** to the DSL or their deputy (if they are not the person to whom the concerns have been raised). The DSL and/or their deputy will then review the information provided and decide whether a more serious referral should be made and to which statutory authority.

Safeguarding Concerns: Signs in Adults

Heneb staff and volunteers must always be aware that, although extremely rare, they may observe behaviours between other members of staff or volunteers, or towards children, young people or vulnerable adults that raise safeguarding concerns. Some of these may be:

- A person behaving in an unsuitable way with children, young people, or vulnerable adults.
 - A child, parent or other adult may report inappropriate behaviour to you.
 - ***Very, very, rarely*** a member of staff may witness behaviour towards another member of staff, child, person, or vulnerable adult that is immediately obvious as criminal in that it will cause immediate harm.
- a) Where a member of Heneb staff witnesses any such behaviour, they should:
- **If the behaviour is such that it will cause immediate harm, call the police.** Once the police have been called, they should:

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	15 of 21	23/03/26	10

- Contact the next of kin of the victim and pass on any relevant information (e.g., if the person has been taken to hospital)
- Contact the DSL and/or their deputy, to inform them of the incident and that the police have been called **as soon as is reasonably practicable and within 24 hours** of the incident. Outside office hours, the contact numbers on page 9 should be used.
- Make a note of the police crime number for inclusion in the safeguarding report / incident reporting form.
- Once the police have dealt with the incident, as soon as the member of staff returns to the office, they must complete a safeguarding report form and arrange a meeting with the DSL, their deputy, and the Chief Archaeologist to brief them on the incident, the police response and any further action that is likely to be taken
- Where there is no immediate harm, contact the DSL and/or their deputy for advice. If the event at which the behaviour has been witnessed is ongoing, the DSL and/or their deputy will advise on any additional safety measures that may be required to ensure the behaviour does not continue.
- A report form must be completed for any incident where concerning behaviours are witnessed, and the concerns must be raised with the DSL and/or their deputy. Such report forms must be completed as soon as is reasonably practicable **but within no later than 72 hours other than in exceptional circumstances**. If a report is completed outside this timeframe, the reason for this should be noted on the form

b) If a member of Heneb staff is informed that another staff member or volunteer has been observed using concerning behaviours, Heneb staff will:

- **Listen** to the person reporting these behaviours.
- **Reassure** the person that they have done the right thing by reporting them.
- **Not** try to investigate by asking additional questions regarding the behaviours, but:
- **Explain** that they will need to share the information with the DSL and/or their deputy, and why.
- **Make a record** of the report using the relevant form.
- **Talk** to the DSL and/or their deputy who will consider any immediate actions and will liaise with the Chief Archaeologist and Safeguarding Champion regarding further steps.
- **If** the report relates to the DSL or their deputy, the report should be made to the Chief Archaeologist and/or the Safeguarding Champion.

Criminal Exploitation, Female Genital Mutilation, Forced Marriage, Radicalisation

Heneb staff and volunteers working with children, young people, and vulnerable adults need to be aware of the four safeguarding issues above. Detailed guidance is available from the statutory authorities on each, but a brief note is given below:

a) Criminal Exploitation: this term is used for when children, young people or vulnerable adults are exploited for criminal gain. Its most familiar iteration at the time of writing is 'County Lines' where gangs use other members, who may not be known to the police or other agencies, to transport

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	16 of 21	23/03/26	10

drugs across the country. While some may be involved willingly, others may have been coerced in some way. Government guidance can be found [here](#). Another term associated with Criminal Exploitation is 'Cuckooing': this term refers to situations where a criminal moves into the home of a vulnerable person and then uses that address for criminal purposes; gradually exerting more and more control over the person. More information on this can be found [here](#).

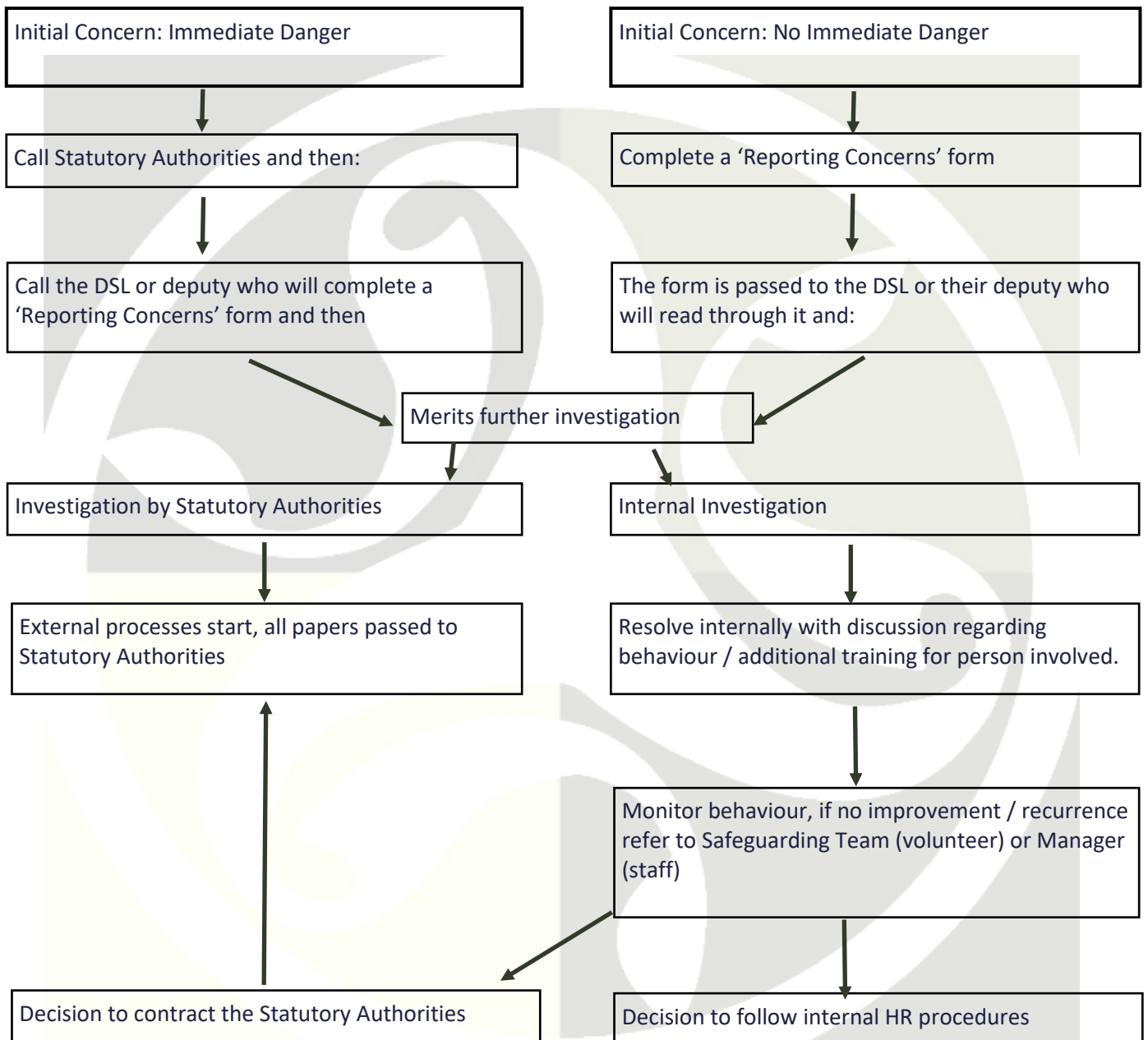
- b) Female Genital Mutilation: this practice is confined to certain demographics and is usually conducted on young girls between the ages of 2 and 7. Victims may experience discomfort or inability to urinate; often victims have been taken out of the country (over a school break) for the procedure. Government guidance can be found [here](#). As with Forced Marriage (below) if a child confides that they are concerned about this, it is an **URGENT** matter and should be taken immediately to the statutory authorities as per the information in the link in this paragraph. Thereafter a report should be made to the DSL and/or their deputy in the usual manner.
- c) Forced Marriage: while this is usually confined to certain demographics it may also present in others. If a child confides that they are concerned about this, it is an **URGENT** matter and should be taken immediately to the statutory authorities as per the link in this paragraph. Thereafter a report should be made to the DSL and/or their deputy in the usual manner. Young persons are most at risk between the ages of 14 – 18 and just prior to school holidays. The government's [Forced Marriage](#) site gives advice and guidance on what to do if you suspect a young person is in danger.
- d) Radicalisation: it is important to understand that radicalisation is **not** confined to any particular group, whether religious or political. Radicalisation can take many forms, from religious to political. The government's [PREVENT](#) programme gives detailed information on how to recognise when a person is in danger of / is being radicalised and the steps that need to be taken.

Radicalisation can occur at any age, and in any setting. It is important that all staff recognise the signs and how to report them. Bear in mind that this may also take the form of staff members or volunteers attempting to radicalise their colleagues. Staff who have concerns that this may be the case should contact the DSL or their deputy as soon as possible via the usual channels.

Heneb staff and volunteers wishing to report safeguarding concerns should follow the guidance below.

Heneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	17 of 21	23/03/26	10



Henneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	18 of 21	23/03/26	10

APPENDIX 1: FORMS

The forms listed below are for internal use only. They can be found on the Teams directory under Safeguarding.

HEN-FO44 A: DWYIEITHOG Reporting Concerns Form v2
HEN-FO44 B: Diogelu—Dargadwedd a Storio Cofnodion v2
HEN-FO44 C: DWYIEITHOG Conclusion of Case Form
HEN-FO44 D: DWYIEITHOG Investigating Concerns Form v2
HEN-FO44 E: Safeguarding Records Retention and Storage
HEN-FO44 F: Safeguarding Disclosures and Concerns v5

Public Documents:

Code of Conduct for Volunteers
Minimum Standards of Conduct

Henneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	19 of 21	23/03/26	10

APPENDIX 2: RELEVANT SECTIONS OF THE HENEB STAFF HANDBOOK

These sections will be added once the staff handbook has been published.



Heneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	20 of 21	23/03/26	10

APPENDIX 3: USEFUL WEBSITES

The following websites contain useful information regarding safeguarding and should be referred to if in any doubt.

The Charity Commission:

[The Charity Commission - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Working Together to Safeguard Children:

[Working Together to Safeguard Children: Statutory framework \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

Wales Safeguarding Procedures:

[Wales Safeguarding Procedures – North Wales Safeguarding Board](#)

Care Act 2014:

[Care Act 2014: supporting implementation - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Children Act and associated legislation:

[the children act - Search - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

PREVENT:

[Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Council for British Archaeology Safeguarding Policy:

[Safeguarding Council for British Archaeology \(archaeologyuk.org\)](http://archaeologyuk.org)

The Data Protection Act and the GDPR:

[Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Henneb

DOCUMENT NO.	AUTHORISED BY	PAGE	DATE	VERSION
HEN-PY44	Richard Nicholls	21 of 21	23/03/26	10