



SALISBURY & DISTRICT AMATEUR RADIO SOCIETY

CLUB CALLSIGN G5SRS · AFFILIATED TO THE RSGB

SAFEGUARDING POLICY

CHILDREN & ADULTS AT RISK ·
POLICY P1

ADOPTED BY COMMITTEE	DATE ADOPTED	VERSION	REVIEW DUE

1 PURPOSE AND SCOPE

The Salisbury & District Amateur Radio Society welcomes people of all ages. Amateur radio brings adults and young people together around a shared interest, often one to one at a radio, on a field site or during training. That is one of the best things about the hobby, and it is also why the Society needs a clear policy.

This policy applies to every member, officer, trainer, examiner, helper and visitor whenever they are taking part in an activity organised by the Society or representing it — club nights, training courses, field days, rallies, special event stations, contests and online club activity. It covers **anyone under the age of 18** and **any adult at risk**, meaning an adult who because of illness, disability, frailty or circumstance may be less able to protect themselves from harm.

2 OUR COMMITMENT

- The welfare of a child or adult at risk comes before the reputation of the Society, the convenience of its programme, or the standing of any individual member.
- Everyone has the right to take part free from harm, bullying, harassment or discrimination, whatever their age, disability, gender, race, religion, sexual orientation or background.
- Safeguarding is everyone's responsibility. A member who has a concern is expected to act on it, not to assume that somebody else will.
- Concerns are taken seriously, recorded, and passed to the statutory agencies who are qualified to investigate them. The Society does not investigate suspected abuse itself.

3 WHO IS RESPONSIBLE

Club Safeguarding Officer	Name and contact: _____
Deputy Safeguarding Officer	Name and contact: _____
Committee	Adopts and reviews this policy annually, makes sure members know it, and acts on the Safeguarding Officer's recommendations.
Every member	Follows the code of conduct in section 4 and reports concerns without delay.

The Safeguarding Officer should not be the same person as the Chair, so that an allegation about either can be raised with the other.

4 CODE OF CONDUCT — WORKING WITH YOUNG PEOPLE

- **Accompanied, always.** Nobody under 18 attends a club activity alone. A parent or guardian is present throughout and remains responsible for their child; the Society does not take charge of a young person in a parent's absence. Written consent on Form S1 is completed before the first visit, and names the adult who will normally attend.
- **If the accompanying adult has to leave,** the young person leaves with them, unless the Committee agreed beforehand in writing that another named adult over 18 would take their place. A young person is never left in the care of the club by default.
- **Stay in sight.** Avoid being alone with a young person where you cannot be seen by others. Operating, tuition and construction should happen in the main room or in sight of it, not in a closed room, vehicle or storeroom.
- **Two adults, one unrelated.** With a parent present this is usually satisfied automatically, but a trainer should still make sure another adult who is not a relative of the young people is in the room during training and youth activities.
- **Transport.** Young people travel to and from club activities with their own parent or guardian. Members do not give lifts to a person under 18.
- **Online contact.** Club business with a young person goes through the parent, or by email with the parent copied in. Do not message a young person privately on social media, messaging apps or club nets, and do not accept

private contact from one — refer it to the Safeguarding Officer.

- **Operating.** A person under 18 uses the club station under the supervision of an appropriately licensed member, recorded in the station log (Form C1). Supervision is about their safety as much as the licence.
- **Language and behaviour.** No comments of a sexual nature, no rough or intimidating behaviour, no alcohol during youth activities. Challenge a member whose behaviour makes others uncomfortable, and tell the Safeguarding Officer.
- **Physical contact** is limited to what is necessary for safety, first aid or demonstrating a task, is brief, and is done in the open with the young person's agreement.
- **Photography.** Photographs and video are taken only where consent has been given on Form S1, are not taken in changing or private areas, and are not published with a young person's full name and location together.
- **No promises of secrecy.** If a young person starts to tell you something serious, do not promise to keep it to yourself.

5 APPOINTMENTS, TRAINING AND CHECKS

Members taking a role that involves regular contact with young people — trainer, youth activity leader, Safeguarding Officer — are appointed by the Committee, are known to the Society, and accept this policy in writing before starting. The Committee considers whether the role is eligible for a Disclosure and Barring Service check and arranges one where it is; eligibility depends on the nature and frequency of the work, and a check cannot be obtained simply because a club would like one. A DBS certificate is not a substitute for the practical measures in section 4.

All members are told where to find this policy when they join. Officers and trainers should read the RSGB's safeguarding guidance and be aware of the safeguarding conditions in the RSGB club insurance policy.

6 RECOGNISING A CONCERN

A concern may arise because you see something, because a young person or adult at risk tells you something, or because you notice a pattern that worries you — unexplained injuries, marked changes in behaviour or mood, fear of a particular person, sexualised behaviour inappropriate to age, neglect of basic care, or an adult behaving towards a young person in a way that crosses the lines in section 4. You do not need to be certain, and it is not your job to decide whether abuse has occurred. You only need to be concerned enough to pass it on.

IF SOMEONE DISCLOSES SOMETHING TO YOU

Do: listen calmly and let them speak · take it seriously · tell them they were right to speak up · explain that you must pass it on to keep them safe · write down what was said, in their words, as soon as you can, with the date, time and who was present · sign and date your note.

Do not: promise to keep it secret · ask leading or probing questions · repeat the account back in your own words · confront the person alleged to have caused harm · discuss it with other members · delay because you are unsure.

7 REPORTING A CONCERN

1. **Is anyone in immediate danger?** If so, call **999** straight away, then tell the Safeguarding Officer.
2. **Otherwise, tell the Safeguarding Officer the same day** — by phone if possible, followed by your written note.
3. **The Safeguarding Officer refers on** to the statutory services below, normally within 24 hours, and records the decision and the reasons for it. Referral does not require the agreement of the person alleged to have caused harm, and does not require the Committee to meet first.
4. **If the Safeguarding Officer is unavailable, or the concern is about them,** contact the Chair, the Deputy, or refer directly yourself using the numbers below. Any member may make a referral directly at any time; nothing in this policy prevents that, or prevents anyone from contacting the police.

Immediate danger	999	Police or ambulance
Concern about a child — Wiltshire	0300 456 0108	Children's Integrated Front Door, Mon–Thu 08:45–17:00, Fri 08:45–16:00 · integratedfrontdoor@wiltshire.gov.uk
Out of hours (child or adult)	0300 456 0100	Wiltshire emergency duty service
Concern about an adult at risk	0300 456 0111	Wiltshire Adult Multi-Agency Safeguarding Hub, Mon–Thu 08:30–17:00, Fri 08:30–16:00

Police, non-emergency	101	Where a crime may have been committed but there is no immediate danger
NSPCC helpline (adults)	0808 800 5000	Advice if you are unsure whether to refer · help@nspcc.org.uk
Childline (young people)	0800 1111	Free and confidential, for anyone under 18
Allegation against an adult in the club	LADO, Wiltshire Council	County Hall, Bythesea Road, Trowbridge BA14 8JN — refer within one working day. Current email address is on the Wiltshire Council LADO page.

8 ALLEGATIONS AGAINST A MEMBER

Where an allegation is made against a member, officer or helper, the Safeguarding Officer refers it to the Local Authority Designated Officer within one working day and follows their advice. Pending the outcome, the Committee will normally ask the member to step back from any activity involving young people or adults at risk. That step is a neutral precaution to protect everyone, including the member, and is not a finding of any kind. The Society will not carry out its own investigation in parallel with the statutory agencies or the police, and will not warn the member in a way that could prejudice an enquiry. Membership decisions are taken by the Committee once the statutory process has concluded, in accordance with the constitution.

9 RECORDS AND CONFIDENTIALITY

Safeguarding records are written factually, kept separately from ordinary membership records, and held securely by the Safeguarding Officer with access limited to those who need it. Information is shared on a need-to-know basis, and the fact that a concern has been raised is not discussed generally within the club. Records of a concern about a young person are retained until their 25th birthday, or for six years, whichever is longer. Handling of personal data is covered by the Society's privacy notice.

10 REVIEW

The Committee reviews this policy at least once a year, and immediately after any safeguarding incident, change of Safeguarding Officer, or change in national guidance. The current version is available to every member on request and to parents of members under 18.

ADOPTION

This policy was adopted by the Committee of the Salisbury & District Amateur Radio Society on the date shown above and applies from that date.

CHAIR — SIGNATURE

SAFEGUARDING OFFICER —
SIGNATURE

DATE

This document is a template prepared for the Society to adopt. The Committee should check it against the current RSGB safeguarding guidance and the conditions of the club's insurance before adoption. It is not legal advice.