



BERKSHIRE ARCHAEOLOGICAL SOCIETY

President: Professor Michael Fulford CBE FBA FSA

Berkshire Archaeology Society Adult Safeguarding Policy and Procedures

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Version: 1.0

1. Policy Statement

The Berkshire Archaeological Society (BAS) is an education charity (charity number: 1117197) that aims to advance the education of the public in the fields of archaeology and history in the past and present county of Berkshire. Membership of the society is open to persons over the age of 18 years old.

BAS is committed to promoting the safety, wellbeing, and dignity of all adults who come into contact with its activities. We recognise our duty of care to safeguard adults at risk of abuse, neglect, or exploitation, and to take appropriate action to protect them from harm. All BAS trustees, members and other volunteers have a duty to act if they have concerns about an adult's welfare or safety.

2. Purpose of this Document

This policy sets out how BAS will prevent and respond to abuse or neglect of adults who engage with our work. The purpose of this document is to:

- Ensure that all adults are treated with respect and protected from harm.
- Outline clear procedures for identifying, reporting, and responding to safeguarding concerns.
- Ensure compliance with UK legislation and guidance.

3. Scope

This policy applies to:

- All BAS trustees, members and other volunteers.
- Any adult who participates in activities, or otherwise engages with the charity.

4. Legal and Regulatory Framework

This policy aligns with the following legislation and guidance outlined within the:

- Care Act 2014
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Bill 2006
- Charity Commission Guidance (CC30: Safeguarding and protecting people)
- Local Safeguarding Adults Board (LSAB) procedures

5. Definition of an Adult at Risk

An adult at risk is any person aged 18 or over who:

- Has care and support needs,
- Is experiencing, or is at risk of, abuse or neglect, and
- As a result of those needs, is unable to protect themselves from the risk or experience of abuse or neglect.

Abuse can take many forms, including but not limited to:

- Physical abuse – hitting, slapping, misuse of medication.
- Domestic violence – including coercive control and “honour”-based violence.
- Sexual abuse – sexual activity without consent, exploitation.
- Psychological abuse – threats, humiliation, isolation.
- Financial or material abuse – theft, fraud, misuse of property or money.
- Neglect and acts of omission – ignoring care needs, withholding essentials.
- Self-neglect – neglecting one’s own personal health or environment.
- Discriminatory abuse – harassment or slurs based on protected characteristics.

6. Safeguarding Principles

In the course of undertaking BAS activities, its safeguarding responsibilities will be guided by the six principles outlined within the Care Act 2014:

- Empowerment – People are supported and encouraged to make their own decisions.
- Prevention – Taking action before harm occurs.
- Proportionality – Responding appropriately to the level of risk.
- Protection – Supporting those most in need.
- Partnership – Working with local authorities and agencies.
- Accountability – Being transparent in safeguarding practice.

7. Roles and Responsibilities

BAS Trustees:

- Ensure that BAS has effective safeguarding policies and procedures in place that are accessible to all members via the BAS website.
- Review safeguarding incidents and ensure lessons are learned at BAS Council meetings.
- Review this policy and procedures document annually.

Designated Safeguarding Lead (DSL):

The DSL should be a BAS Trustee. Keith Abbott is the current BAS DSL.

- Acts as the first point of contact for safeguarding concerns.
- Liaises with local authorities and safeguarding boards.
- Maintains secure records of safeguarding issues.

BAS members and other volunteers:

- Report concerns immediately to the DSL as outlined in this policy and procedures document available on the BAS website.

8. Reporting and Responding to Concerns

If you have a concern that an adult may be at risk:

1. Act immediately. If the person is in immediate danger, contact 999.
2. Report the concern to the DSL as soon as possible.
3. Record what you know – using the BAS Safeguarding Concern Form (attached in Appendix 1)
4. The DSL will assess the situation and, where appropriate, refer to the Local Authority Adults Safeguarding Team (see key contacts in Appendix 1).

Confidentiality will be maintained in line with data protection legislation. Information will be shared only when necessary to protect an individual from harm.

9. Record Keeping

All safeguarding concerns, decisions, and actions must be recorded accurately, securely, and confidentially on the BAS shared drive with only the DSL having access to this information. Records will be kept in line with the BAS Data Protection and Confidentiality Policy.

10. Policy Review

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or incidents that highlight the need for revision.

Signed: _____

Date: _____

Name: Andrew Hutt

Appendix 1 – BAS Adult Safeguarding Procedures

1. Purpose of these Procedures

These procedures explain how BAS trustees, members and other volunteers should respond when there are concerns that an adult may be at risk of abuse or neglect.

They are designed to ensure:

- A consistent and timely response to all safeguarding concerns.
- Clear accountability and documentation.
- Compliance with legal and local safeguarding board requirements.

2. Key Contacts

BAS Designated Safeguarding Lead (DSL):

Keith Abbott secretary@berksarch.co.uk 07795246539

Chair of BAS Trustees:

Andrew Hutt chair@berksarch.co.uk

West of Berkshire Safeguarding Adults Partnership Board:

sabwestofberkshire@reading.gov.uk 07718 120601

Police (emergency): 999

Police (non-emergency): 101

Charity Commission:

safeguarding@charitycommission.gov.uk www.gov.uk/charity-commission

3. Immediate Response to a Safeguarding Concern

If you believe an adult is in immediate danger or needs urgent medical attention, call 999 and explain that you are reporting a safeguarding concern. Once safe, inform the Designated Safeguarding Lead (DSL) as soon as possible.

4. Step-by-Step Procedure for Reporting a Concern

Step 1: Recognise

You may become aware of a concern through:

- Something an adult tells you (disclosure).
- Something you see or hear.
- Signs of physical, emotional, or financial abuse.
- Changes in behaviour or appearance.

Step 2: Respond

If someone discloses abuse to you:

- Stay calm and listen carefully.
- Do not promise confidentiality – explain that you must share information to keep them safe.
- Reassure them that they are being taken seriously.
- Avoid asking leading questions.
- Record their words as accurately as possible.

Step 3: Record

Complete the BAS Safeguarding Concern Form (see below) including the following details:

- Your name, role, and date.
- Name and details of the adult concerned.
- What was said, observed, or disclosed (in their own words if possible).
- Any immediate actions taken.
- Names of others involved.
- Sign and date the form.

Step 4: Report

Send the form immediately to the BAS DSL. Do not investigate or confront the alleged perpetrator yourself.

Step 5: Review and Refer

The DSL will:

- Assess the information and decide if a referral to the Local Authority Safeguarding Adults Team is needed.
- Record all decisions and reasons.
- Contact emergency services if required.
- Keep the referrer informed of the next steps.

Step 6: Follow-Up and Record Keeping

All safeguarding records are stored securely and confidentially, in line with the Data Protection Act 2018 and the BAS privacy and confidentiality policy. Only the DSL and authorised personnel may access these records.

Follow-up actions may include:

- Support for the individual affected.
- Internal review of practice.
- Notification to the Charity Commission if serious harm, misconduct, or reputational risk is involved.

5. Escalation and Reporting

If you believe your concern has not been appropriately addressed within BAS:

- Contact the West of Berkshire Safeguarding Partnership Adults Board directly.
- If the concern involves senior staff or trustees, report directly to the Chair of Trustees and/or the DSL.
- You may also contact the Charity Commission or Police.

6. Confidentiality and Information Sharing

Information will be shared on a need-to-know basis only and consent sought wherever possible, unless doing so places someone at greater risk. All records need to be factual, dated, and signed.

7. Training

The nominated BAS DSL will need to undertake L1 and L2 Safeguarding training. Refresher training must be completed at least every two years.

8. Record Retention and Review

All safeguarding records will be kept for a minimum of six years from the date of closure. The DSL will carry out an annual review of all safeguarding cases to identify trends or areas for improvement. Serious incidents must be reported to the Charity Commission and, where applicable, insurance providers.

Your name:			
Your role within BAS:			
Date and time of concern:	Date:	Time:	
Name(s) of the adult(s) at risk:			
Contact details for the adult(s) at risk:			
Nature of your concern / what was said / what you observed:			
Immediate actions taken:			
People involved / witnesses:			
Any known previous concerns:			
Name of person to whom this form will be sent (i.e. the BAS DSL or BAS Chair of Trustees)			
Date and time this form was sent Note: This form must be submitted within 24 hrs of a concern being raised.			
Your Signature:			

