

Safeguarding Policy

The Historical Herbalists CIC

Approved by the Board: 27/01/2026

Next review due: 27/01/2027

1. Statement of Commitment

The Historical Herbalists CIC is committed to safeguarding and promoting the welfare of **children and young people** and to creating safe, inclusive, and respectful environments for everyone involved in our activities.

We recognise that safeguarding is a shared responsibility and we take all reasonable steps to ensure that children and young people are protected from harm while engaging with our work.

This policy applies to:

- Directors and trustees
- Employees
- Volunteers
- Freelancers and contractors
- Anyone acting on behalf of The Historical Herbalists CIC

2. Scope of Our Work

The Historical Herbalists CIC delivers:

- Living-history interpretation and demonstrations
- Educational workshops and talks
- Public heritage events
- Community engagement activities

Our work often takes place in **public, open-access settings** (e.g. festivals, museums, workshops attended by families). We do **not** provide personal care or supervision of children outside structured, supervised activities.

3. Legal and Policy Framework

This policy is informed by Scottish legislation and guidance, including:

- Protection of Vulnerable Groups (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland

- Disclosure Scotland statutory guidance

We apply disclosure and PVG checks **only where roles meet the legal definition of regulated work.**

4. Definitions

Child / young person: Anyone under the age of 18.

Safeguarding: Protecting children from maltreatment; preventing impairment of health or development; ensuring children grow up in safe and effective care.

Regulated work: Work which involves specific caring, teaching, instructing, supervising, or sole-charge responsibilities as defined in Scottish law.

5. Roles and Responsibilities

Board of Directors

- Hold overall responsibility for safeguarding
- Approve and review this policy
- Ensure safeguarding is embedded in organisational practice

Safeguarding Lead

The Board appoints a **Safeguarding Lead**, responsible for:

- Acting as the main point of contact for safeguarding concerns
- Receiving and responding to concerns or disclosures
- Liaising with statutory agencies where required
- Ensuring safeguarding records are kept securely

A Deputy Safeguarding Lead will be appointed where possible.

Staff, Volunteers, and Associates

All individuals working with or on behalf of The Historical Herbalists CIC must:

- Follow this safeguarding policy
- Treat children and young people with respect
- Report concerns promptly
- Maintain professional boundaries

6. Safe Practice and Code of Conduct

We expect everyone involved in our work to:

- Act in a way that prioritises the safety and wellbeing of children

- Avoid being alone with a child unless this is part of an agreed, supervised activity
- Ensure activities are visible and open to scrutiny
- Use appropriate language and behaviour at all times
- Respect cultural, physical, and emotional boundaries

The following are **not permitted**:

- Physical punishment or inappropriate physical contact
- Sexualised language or behaviour
- Favouritism or singling out children
- Taking photographs without appropriate consent
- Private communication with children outside agreed channels

7. Supervision and Ratios

Where activities are specifically aimed at children or young people:

- Appropriate adult-to-child ratios will be maintained
- Activities will be age-appropriate and risk-assessed
- Parents, carers, teachers, or group leaders retain primary responsibility for children unless otherwise agreed in writing

8. Disclosure and PVG Checks

The Historical Herbalists CIC:

- Applies PVG checks **only where legally required**
- Uses an approved umbrella body for disclosure processing
- Does not request or retain disclosure certificates
- Reviews role descriptions regularly to ensure compliance

Disclosure checks are **not required** for all roles and are determined by the nature of the work undertaken.

9. Responding to Safeguarding Concerns

If a child is in immediate danger:

- Contact emergency services (999)

If a safeguarding concern arises:

1. Listen carefully and take the concern seriously
2. Do not promise confidentiality
3. Record what was said or observed as soon as possible
4. Report the concern to the Safeguarding Lead

The Safeguarding Lead will decide on appropriate next steps, which may include:

- Consulting local child protection services
- Seeking advice from safeguarding professionals
- Making a referral where required

10. Record Keeping and Confidentiality

- Safeguarding records will be factual, dated, and signed
- Records will be stored securely and accessed only on a need-to-know basis
- Information will be shared only where necessary to protect a child

11. Photography, Media, and Consent

- Consent will be obtained from parents or carers for photographs of children where required
- Images will be used respectfully and in line with stated purposes
- No identifying information will be shared without permission

12. Training and Awareness

- Safeguarding awareness will be provided to staff and volunteers as appropriate
- Safeguarding expectations will be included in inductions
- This policy will be made available to all who work with us

13. Review of Policy

This safeguarding policy will be reviewed:

- Annually, or
- Following a safeguarding incident, or
- Following changes in legislation or guidance

14. Contact Details

Safeguarding Lead: [Rox Madeira / Director]

Email: hello@historicalherbalists.com

Organisation: The Historical Herbalists CIC

This policy demonstrates The Historical Herbalists CIC's commitment to safeguarding children and young people while delivering inclusive, responsible, and historically informed public engagement activities.