



Safeguarding

Branch Policy on Safeguarding

1. The Branch has formally adopted the Western Front Association's (WFA) Safeguarding Policy and will follow subsequent revisions as published from time to time on the WFA website and can be found [here](#).

***“Western Front Association
Safeguarding Policy.***

The Trustees and Executive Committee of The Western Front Association (the Charity) unreservedly commit to protecting its members, volunteers, employees and the people with whom it comes into contact through its activities from all forms of abuse, physical, sexual or emotional arising out of that contact.

The Charity will not tolerate any form of abuse directed at its volunteers, employees, members or those who come into contact with the charity and its activities. Disciplinary action will be taken where such abuse is identified.

Incidents of abuse must be reported at the earliest possible opportunity to the Executive Committee in particular the Chairman or his deputy (contact details are available in publications and through the website) so that safeguarding concerns may be investigated and if appropriate disciplinary action taken. Disciplinary action may include where necessary the prompt reporting to the appropriate authority.

Wherever practicable the identity of complainants will be protected.”

2. The Branch Committee member responsible for issues relating to Safeguarding is Gordon Millar.
3. The Branch Committee is aware of and has implemented the Safeguarding Procedures which accompany the Safeguarding Policy on the WFA website. Branch Committee members, via the responsible Committee Member, are required to pay particular attention to the obligations placed upon them to immediately report to the WFA's Executive Committee any incidents of which they become aware of and to assist the WFA's Executive Committee in any investigation.
4. The Branch Committee, via the responsible Committee Member, carries out risk assessments in respect of Safeguarding for all their activities. A generic Risk Assessment is included with the Safeguarding Policy but where a more specific risk assessment is required it will be recorded in writing and retained by the Committee for at least twelve months.
5. The Branch Committee is required to review the Policy, Procedures and Risk Assessment on an annual basis, and will include the Policy as an item in the Branch AGM minutes.



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Generic Risk Assessment

Branch meetings are open to members of the WFA and members of the public with an interest in The Great War. The branch:

1. Holds regular meetings to hear educational talks on Great War subjects. These meetings normally include some social interaction.
2. Hold external events to promote the charity's goal of promoting remembrance of the Great War.
3. Participates at events organised by others to promote the WFA and its goals.
4. Organises trips to the Battlefields.
5. Produces newsletters and has a presence on social media.

NOTES

1. Attendance at branch meetings by unaccompanied children or vulnerable adults is possible but safeguarding risk is low because of the public nature of the meetings.
2. The participation by a branch in events which may specifically be targeted at children, such as school educational visits, by definition must be treated with due regard to the safeguarding of the participants. Where teachers or other responsible supervisors with suitable Disclosure checks are present the risk of safeguarding would predominantly be shouldered by the school or institution and therefore the safeguarding risk to the Branch is low.
3. Where the branch participates in a non-supervised activity with children or vulnerable adults an event-specific risk assessment should be carried out. Any risk assessment producing an appreciable outcome should result in a plan being put into force to bring the risk down to low or negligible. Such action could include ensuring members are never alone with children, avoiding closed rooms and recruiting qualified supervisors.
4. Branch trips should only accept unaccompanied children or vulnerable adults in the most exceptional circumstances and only after extensive job specific risk assessment and mitigation measures.