



UK & Ireland
Art Libraries Society

ARLIS UK & Ireland Safeguarding Policy

Purpose

The purpose of this policy is to protect people from any harm that may be caused due to their coming into contact with ARLIS UK and Ireland. This includes harm arising from:

- The conduct of volunteers (and staff when applicable) associated with ARLIS UK and Ireland
- The design and implementation of ARLIS UK and Ireland's programmes and activities

The policy lays out the commitments made by ARLIS UK and Ireland and informs Volunteers, members and associates of their responsibilities in relation to safeguarding.

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

In our sector, we understand it to mean protecting people from harm that arises from coming into contact with our volunteers (and staff when applicable) or programmes.

Scope

- Volunteers, staff etc. contracted by ARLIS UK and Ireland
- Associated personnel whilst engaged with work or visits related to ARLIS UK and Ireland including but not limited to the following: Trustees, consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

Policy Statement

ARLIS UK and Ireland believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. ARLIS UK and Ireland will not tolerate abuse and exploitation by volunteers or associated personnel.

ARLIS UK and Ireland commits to addressing safeguarding throughout its work, through the three pillars of **prevention, reporting and response**.

Prevention

ARLIS UK and Ireland will:

- Ensure all volunteers (and staff when applicable) have access to, are familiar with, and know their responsibilities within this policy
- Ensure volunteers (and staff when applicable) receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

ARLIS UK and Ireland volunteers (and staff when applicable) will:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by ARLIS UK and Ireland volunteers, member or associated personnel to the Chair or another member of Council

Enabling reporting

ARLIS UK and Ireland will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to volunteers, members (and staff when applicable) and the communities we work with.

Any volunteers, members (and staff when applicable) and the communities we work with reporting concerns or complaints will be handled with the utmost confidentiality. ARLIS UK and Ireland will also accept complaints from external sources such as members of the public, partners and official bodies.

How to report a safeguarding concern:

Volunteers, members (and staff when applicable) who have a complaint or concern relating to safeguarding should report it immediately to a member of Council. By having a choice of Council member ARLIS aims to enable the complainant to be comfortable in reporting their concern.

Response

ARLIS UK and Ireland Chair and Council will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations. ARLIS UK and Ireland will apply appropriate disciplinary measures when volunteers, members (and staff when applicable) are found in breach of policy.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

Policy revision history

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