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Registered Charity No. 104864

ARLIS UK & Ireland Safeguarding Policy

Introduction

[ARLIS UK and Ireland's strategy](#) declares the Society to be a committed anti-racist inclusive organisation, which actively works toward more equity in the librarianship profession. Ensuring Trustees, Officers, Members, Volunteers and associated individuals are informed of the ways in which they can safeguard themselves and each other from potential harm is an essential element of this.

Purpose

The purpose of this policy is to protect people from any harm that may be caused due to their work with ARLIS/UK and Ireland. This covers:

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

This policy lays out the commitments by ARLIS UK and Ireland and informs volunteers, members and staff of their responsibilities in relation to safeguarding.

What is safeguarding?

Safeguarding means protecting peoples' health, wellbeing and rights, and enabling them to live free from harm, abuse and neglect. In this context, this means protecting people from harm that may arise during ARLIS activities or when working with our volunteers, members or staff.

Scope

The scope of this policy covers every individual whilst engaged with Society activity (such as project work, events and visits).

Policy Statement

ARLIS UK and Ireland believes that everyone we work with, regardless of gender identity and expression, sexual orientation, disabilities, neurodiversity, physical appearance, body size, ethnicity, nationality, race, age, religion, or other protected category, 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, members and staff.

This policy will address the following areas of safeguarding adults, and protection from bullying or harassment of any kind. 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, members and staff have access to, are familiar with, and know their responsibilities within this policy
- Ensure volunteers receive appropriate training on safeguarding
- By engaging with Society activity (e.g. attending meetings, participating in events etc), volunteers are agreeing to abide by this safeguarding policy
- Follow up on reports of safeguarding concerns promptly to the Chair or a member of Council.

ARLIS UK and Ireland volunteers, members and staff 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
- Understand that as individuals and as a Society we have collective responsibility to be allies and take action if we observe behaviour that is not in line with the [ARLIS UK and Ireland's strategy](#)

Reporting

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

Concerns or complaints can be reported by anyone. Any reported concerns or complaints will be handled with sensitivity and in accordance with UK General Data Protection Rules.

How to report a safeguarding concern

Volunteers, members or staff (when applicable) who have a complaint or concern relating to safeguarding should report it immediately to the Chair or a member of Council. By having a choice of Council member ARLIS aims to enable the complainant to be comfortable in reporting their concern. Comments, complaints and questions can be submitted anonymously using the [ARLIS Feedback online form](#).

Response

ARLIS UK and Ireland Chair and Council will follow up safeguarding reports and concerns according to policy and procedure in line with [Charity Commission guidelines and procedures](#).

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns, with permission acquired from the reportee when sharing the concern with others. 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. If we believe a crime has taken place or have concerns that an individual is at risk of harm, we reserve the right to share the information with the relevant authorities.

Related policies and documentation

[Diversity policy](#)

[Volunteers policy](#)

[Complaints policy](#)

[Charity Commission](#)

Policy revision history

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