



Safeguarding Reporting Procedure

Background

1. The International Guild of Battlefield Guides (“the Guild” or “we”) has adopted a Safeguarding Policy:
 - to provide Members, as well as children, young people and vulnerable adults and their families, with the overarching principles that guide our approach to safeguarding.
 - to protect children, young people and vulnerable adults who may participate in activities of the Guild from harm. This includes the children of adults who are Members or who participate in our activities.
2. This policy applies to anyone working on behalf of the Guild, including officers of the Guild, as well as Members, and any of the following (if any) paid staff, volunteers, sessional workers, agency staff and students.
3. The purpose of this Safeguarding Reporting Procedure is to set out the procedure when safeguarding reports are made and to provide guidance to persons making and receiving such safeguarding reports.

Persons to whom safeguarding reports should be made

4. The Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL) are the persons to whom reports should be made.

Their contact details are:

DSL – Dudley Giles

Email – DSL@gbg-international.com

DDSL – David Harvey

Email – DDSL@gbg-international.com

Principle of keeping matters reported confidential

5. Subject to any legal obligations, the overriding principle is that information provided by a person reporting a safeguarding matter to the Guild should be kept confidential within a close group of persons who need to know for the purposes of this procedure and Guild policies.

Communications within the Guild of reports

6. In order to determine the appropriate course of action to be taken by the DSL or DDSL upon a safeguarding report being made, the DSL may consult with the DDSL and vice versa.
7. Once the DSL or DDSL have determined what is the appropriate course of action to be taken, unless in the case of emergency, the DSL or DDSL shall inform the Guild Chair, or in the Guild Chair's absence, the longest serving member of the Management Board of the Guild, before taking that course of action.
8. Generally it should not be necessary to provide details of the matters reported under a safeguarding report, including the name of the member, to the Management Board other than when the DSL or DDSL recommend that the member, who is the subject of the report should be subject to a complaints procedure under the Complaints Policy and Procedure, and in that event, the information provided should be limited to comply with the principle set out in paragraph 5.
9. Subject to paragraph 8, the DSL, DDSL and Guild Chair should, however, inform the Management Board as soon as is practicable that a safeguarding report has been made to the Guild after an appropriate course of action has been taken without providing details of the person reporting the safeguarding matter or the member concerned.

Privacy and Data Protection

10. In making a safeguarding report, the Guild will collect, process and retain personal data and in providing it, the person making the safeguarding report agrees that the Guild may retain and process that personal data.
11. The terms of our Privacy Policy shall apply as if the person's personal data is included within personal data as referred to in that Policy with necessary amendments. We shall retain the reporting person's personal data only for so long as is necessary for the purposes of dealing with the safeguarding matters which is reported and thereafter it will be anonymised or deleted accordingly.

General

12. Every person making a safeguarding report should be given a copy of or directed to this procedure as soon as practicable.

13. As it is impossible to foresee all circumstances which may arise in a safeguarding matter, the DSL and DDSL, in consultation with the Guild Chair, may act in any way that is deemed necessary or desirable in order to deal with a safeguarding matter and which is not covered by this procedure.
14. This procedure may be amended by the Guild at any time.

Approved January 2025