



Cardiff Astronomical Society

Safeguarding Policy

Version 1.1

18 December 2025

Document History

| Date | Author(s) | Version | Comments |
|----------------------------|-----------|---------|--|
| 30 th July 2024 | M Bradley | 1.0 | Document completely rewritten for improved clarity |
| 10 Dec 2025 | E Peters | 1.1 | Amendment of clause 16 |
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Introduction

- Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It is about making sure an organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It's also about being ready to respond safely and well if there is a problem. Everyone in the organisation has a role to play in safeguarding. Every organisation that delivers charitable activities has a duty to safeguard volunteers, staff members, participants and donors. A charity should be a safe and trusted environment.
- Cardiff Astronomical Society (CAS) is a registered charity and as such will observe and adhere to the safeguarding guidance given by the Charity Commission for England and Wales. Protecting people and safeguarding should be a governance priority for all charities, regardless of size, type or income, not just those working with children or groups traditionally considered at risk. It is an essential duty for trustees to take reasonable steps to safeguard beneficiaries and to protect them from abuse and mistreatment of any kind (including neglect). This is fundamental part of operating as a charity for the public benefit. Trustees should also, where appropriate promote the well-being and welfare of the charity beneficiaries. Additionally, trustees must take reasonable steps to protect from harm employees, volunteers and others who come into contact with the charity through its activities.

3. The Charity Commission requires a charity to have an adequate safeguarding policy, code of conduct and other safeguarding procedures. It also requires them to be regularly reviewed and updated to ensure they are fit for purpose. It is these requirements that this document seeks to satisfy.

Scope

4. This policy document applies to all members of the CAS when engaged in activities organised by the society. This includes Trustees, committee members and ordinary members. All these groups and individuals have a responsibility to ensure everyone attending Cardiff Astronomical Society activities, particularly children, young people, and vulnerable adults, are protected from harm.

Trustees Duties.

5. As part of fulfilling their legal duties, trustees must take reasonable steps to protect from harm people who come into contact with CAS. This includes CAS beneficiaries, volunteers and those connected with the activities of CAS. This should be a governance priority for all charities and is a fundamental part of operating as a charity for the public benefit.

Further guidance can be found at the following links.

<https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/trustees/introduction/#/>

<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities/strategy-for-dealing-with-safeguarding-issues-in-charities#trustees-duties>

6. Trustees should set an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance these will be handled sensitively and properly.

7. Trustees are responsible for protecting people and safeguarding even if certain aspects of the work are delegated to staff. Trustees should therefore consider making public their clear commitment to safeguarding by publishing the charity's relevant policies and stating that failure to follow these will be dealt with as a very serious matter. Any failure by trustees to manage safeguarding/protecting people risks adequately is of serious regulatory concern to the Commission. We may consider this to be misconduct and/or mismanagement in the administration of the charity and it may also be a breach of trustee duty.

See [Safeguarding and protecting people for charities and trustees](#) guidance for detailed information.

Responsibilities

8. It is the responsibility of all CAS members engaged in CAS activities to ensure that:

- a. their behaviour is appropriate at all times.
- b. they observe the rules established for the safety and security of children, young people and vulnerable adults.
- c. they follow the procedures following suspicion, disclosure or allegation of child abuse.

d. they recognise the position of trust in which they have been placed; and in every respect, the interactions they have with children, young people and vulnerable adults are appropriate.

Risks

9. It is recognised that not all risks can be foreseen and thus all persons conducting activities on behalf of CAS should be constantly vigilant to the possibility of harm to vulnerable groups and individuals. These concerns should be highlighted to the organiser of the event, or the CAS Committee.

10. Risk assessments should be carried out prior to any activity where society members will interact with members of the public. All activities organised by CAS which involve contact with members of the public will have more than one society member present.

Dos and Don'ts

11. It is recognised by the CAS that some members may be unaware of the behaviours that are subject to Safeguarding measures, so the following points are provided for guidance.

- a. Ensure all children and vulnerable adults are treated with respect and are encouraged to speak up if they have any concerns.
- b. Ensure that if a child or vulnerable adult is not accompanied by a parent, guardian, carer or teacher acting in loco parentis, that the consent of the parent, guardian or carer has been given for any activity which is supervised by a member of the Society.
- c. Ensure that, in addition to the member, there is at least one adult present during activities with children/vulnerable adults.
- d. Never give a child/vulnerable adult a lift in their car and never take a child/vulnerable adult to their (the member's) home.
- e. Be aware that physical contact with a child or vulnerable adult may be misinterpreted. For this reason, members must not engage in rough physical games, horseplay, or touch a child/vulnerable adult in an intrusive or sexual manner. It is tempting to lift a small child up to the eyepiece of a telescope if the child is struggling to reach it, but this may be done ONLY by a parent, guardian or teacher acting in loco parentis.
- f. not make sexually suggestive remarks to a child or vulnerable adult, even as a joke. Be prepared to challenge unacceptable behaviour and ensure that any suspicions or allegations of abuse are recorded and reported to the named person responsible for dealing with protection issues.
- g. Declare that there is no reason why they should not work with children and vulnerable adults.
- h. Declare any past criminal convictions or pending cases and any complaints of abuse made against them.
- i. Have a criminal records check if they come into connection with children on a regular and unsupervised basis in the course of the activities for the Society.

Raising a concern

12. Anyone experiencing or witnessing inappropriate behaviour should in the first instance challenge that behaviour. If that is not possible, and as a follow up to experiencing

or witnessing, they should report the incident to a committee member (or Trustee). (If the incident is serious, such as criminal behaviour, the member must immediately inform the police.

Process for acting on a concern

13. The Trustees must act by investigating the incident. The process for this is to convene a meeting as soon as practicable to look at the evidence to determine if an inappropriate incident has occurred and what course of action to take.

- a. Appoint a lead investigator.
- b. Take measures to record and preserve evidence.
- c. Discuss the incident, maintaining confidentiality, to determine whether it breaches safeguarding measures.
- d. Decide on a course of action taking advice and guidance from Charity Commission website.
- e. Act on that advice.

14. All accusations of lawbreaking will be reported to the appropriate authorities such as the police and the CC.

15. In the event of a “near miss” incident the member should report it in detail to a committee member for discussion as an agenda item at the next committee meeting. Confidentiality of the persons involved must be maintained.

Document Review

16. This policy document will be reviewed annually by the CAS Secretary or other society member appointed by the secretary. The document will also be reviewed annually by volunteers.

Mike Bradley
Treasurer
30th July 2024