



**American Branch**  
**Safeguarding**  
**Code of Conduct**

# American Branch Safeguarding Code

*The American Branch undertakes a whole variety of activities which foster both an interest in Richard III and also wider friendships. Our membership is open to people of all ages: this safeguarding code of conduct is offered to help all members to be aware of safeguarding issues so that our activities can be safe and appreciated by all.*

## **As the American Branch we will:**

- protect people from harm through health & safety assessments, risk assessments and following general safeguarding procedures.
- ensure people can raise safeguarding concerns.
- handle allegations or incidents.
- respond, including reporting to the relevant authorities where necessary.

## **Our members are asked to:**

- treat everyone equally and with dignity and respect.
- support an open and transparent culture by challenging and reporting inappropriate behaviour and promoting this code of conduct.
- communicate in an open and respectful way, whether in person, by phone, writing or digital media; not using any inappropriate, threatening or suggestive language, either written or verbal.
- avoid one-to-one situations with young people under 18 (including communications via text, phone, email, or social media)
- report all suspicions, concerns or allegations immediately.

If someone is at immediate risk of significant harm, call 911.

Please report any concern to either –

NAME: chairperson@r3.org

NAME: membership@r3.org

Safeguarding concerns can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. This code aims to protect you and to help you take the right approach to engaging with other members, whether this includes adults or those under 18. Please follow the clear reporting process if you suspect or are aware of a safeguarding incident or concern within the group.

**You may find these 4 R's of safeguarding helpful:**

**1. Recognise:** listen without interrupting or prompting; reassure the individual. If you recognise something that causes you concern, don't ignore it: respond.

**2. Respond:** don't show shock, distaste or disbelief or ask leading/probing questions; don't introduce personal information from either your own experience or that of others; don't make comments about or approach the person about whom the allegation has been made. Don't promise confidentiality - be clear you may need to pass information on.

**3. Record:** **Who** was involved (name the key people); **What** happened (write down exactly what you heard, or observed: concise facts, not opinions; **When** did it happen? (date and time); **Who** was it referred to? (your name, and any others to whom it has been disclosed, and to whom you will be referring it). Sign and date your record (including the year) on every sheet of your document.

**4. Report/Refer:** follow the referral flowchart: If someone is at immediate risk of significant harm, call 911 and report any concern to either:  
NAME – chairperson@r3.org  
NAME – membership@r3.org

# PROCESS for REPORTING A CONCERN, DISCLOSURE OR ALLEGATION

