

Safeguarding Children and Vulnerable Adults Policy

Uffington Museum Trust

The Trustees of Uffington Museum Trust (UMT) acknowledge the responsibility of all its volunteers and trustees to safeguard the welfare of all children and vulnerable adults by providing a safe environment where they will be protected from abuse whether it is through physical, sexual or emotional harm, neglect or bullying.

This Policy is in place to ensure that the UMT are following the requirements of the legislation relating to safeguarding and that these are adhered to at all stages by volunteers and trustees.

The policy applies to children and young people under the age of 18 and to vulnerable adults over the age of 18; vulnerable adults refers to those who are unable to care for themselves by reason of illness, physical, mental, age or learning disability.

As a volunteer or trustee, it is important that you take the time to read this policy, in particular the section on good practice on page 3. By doing so volunteers and trustees will understand how to provide a safe and secure environment for the young people and vulnerable adults visiting Tom Brown's School Museum. The policy is mandatory.

Aims

- To create a healthy and safe environment in the museum and during all programmed activities
- To ensure that volunteers and trustees are well informed and supported

Objectives

The UMT and everyone who works and/or volunteers for it will endeavour to safeguard children and vulnerable adults by:

- Ensuring volunteers and trustees are appropriately recruited, trained and supervised
- Raising the level of awareness of volunteers and trustees about appropriate behaviour towards children and vulnerable adults
- Promoting the general welfare, health and full development of children and vulnerable adults
- By developing effective procedures in recording and responding to accidents and complaints to alleged or suspected incidents of abuse

Key Principles

All children and vulnerable adults have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation. Their welfare must always be the overriding consideration when dealing with children and vulnerable adults.

The UMT will endeavour to ensure that:

- All children and vulnerable adults are treated with dignity and respect
- All suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately
- We work in partnership with relevant agencies by sharing information and involving parents and children/vulnerable adults appropriately
- We review and update policies and procedures in line with changes to legislation
- Individuals working with children/vulnerable adults are fully aware of and follow the UMT's procedures and guidance
- Information about the principles of safeguarding and good practice is shared with volunteers and trustees

Appointments

- The UMT will appoint a designated person, the Curator, as the Designated Safeguarding Officer to be responsible for dealing with any concerns about child and vulnerable adult protection. In safeguarding matters, the Curator will report to the Deputy Chair of the UMT who in turn accepts responsibility for ensuring any child/vulnerable adult protection issues are taken seriously and any incidents or suspected incidents are thoroughly investigated and appropriate action taken.

Definition of Abuse

- Somebody may abuse or neglect a child or vulnerable adult by inflicting harm or by failing to act to prevent harm
- Abuse may take place in a family, institutional or community setting – by those known to the child or vulnerable adult or, more rarely, by a stranger
- Abuse may be by adults or children – male or female
- Physical abuse may involve, hitting, shaking, throwing etc. or deliberately inducing illness
- Emotional abuse is persistent emotional maltreatment that causes severe and persistent adverse effects on emotional development
- Sexual abuse includes forcing or enticing a child/vulnerable adult to take part in sexual activities and occurs whether or not the victim is aware of what is happening. It includes forcing a child/vulnerable adult to watch pornography or sexual activities, encouraging them to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet)
- Neglect is the persistent failure to meet a child/vulnerable adult's basic physical and/or psychological needs (e.g. food, shelter, medical equipment or protection from harm) and is likely to result in the serious impairment of health and development

Recruitment of Staff and Volunteers

The UMT's recruitment and selection procedures take all reasonable steps to ensure unsuitable people are screened out and prevented from working with children, young people and vulnerable adults. Our recruitment and selection guidelines include:

- Deciding on the skills and experience that an individual needs
- Applying for an enhanced DBS check where volunteers or trustees are working in unsupervised regulated activity, as defined in the Safeguarding Vulnerable Group Act 2006

Induction & Training

Once a new volunteer or trustee has been selected, they will have their attention drawn to this policy and the need to read it.

Supervision

All volunteers and trustees are supported, managed and developed in their new role. The Curator will seek to monitor how volunteers and trustees observe good practice in working with children and vulnerable adults through:

- Observation of educational activities
- Meetings with volunteers
- Feedback from participants attending activities

Good Practice for volunteers and trustees

It is possible to reduce the risk of abuse of children and vulnerable adults, and help to protect volunteers/trustees, by promoting the following good practice.

- Always work in an open environment, avoiding unobserved secluded locations or situations
- Avoid where possible, situations where children/vulnerable adults are left unattended
- Avoid physical touch except when necessary in emergency situations to save the child/vulnerable adult from danger
- Do not give or ask for personal contact details
- Obtain carer's or parent's consent in writing prior to taking photographs
- Always respect the rights, dignity and worth of every person and treat everyone equally
- Always place the well-being and safety of the child/vulnerable adult above successful performance of a task or activity
- Be good role models and don't use offensive language, make sexually suggestive comments, smoke or drink alcohol in the presence of children or vulnerable adults
- Avoid using sexual imagery, even if from a historical context, that is inappropriate to the age group
- Carry out First Aid in the presence of another adult (schools are responsible for their own First Aid)
- Don't allow anyone, including children/vulnerable adults, to use inappropriate language unchallenged

- Avoid rough play, horseplay, or games of physical contact
- Avoid doing things of a personal nature that they can do for themselves or with the assistance of their parent/carer if present
- Avoid using physical restraint other than to prevent danger to the child/vulnerable adults or others

Any instances contravening the above should be reported to the Curator as the Designated Safeguarding Officer. Equally, if a child or vulnerable adult is accidentally injured as a result of your actions, seems distressed in any manner, appears to be sexually aroused by your actions, misunderstands or misinterprets something you have done, report such incidents as soon as possible to the Designated Safeguarding Officer and make a written note.

General Safety on Visits & Events in Tom Brown's School Museum (TBSM)

- The fire drill will be explained to all visiting parties & workshop groups at the start of a visit
- Visiting schools or organisations will be asked to meet appropriate adult: child ratios; in any event a minimum of two adults, which could be made up from the Curator and/or members of staff from the visiting organisation, will attend all children's workshops
- All materials used during workshops or for self-led activities in the Museum will be suitable for the age and ability of the audience

Outreach

Schools and other organisations may ask for confirmation that the Curator or a volunteer is DBS checked if that person is to be involved in unsupervised regulated activity. The host organisation's Safeguarding Children & Vulnerable Adults Policy should be followed unless it is incomplete or outdated. Any incidents should be reported to the host organisation's designated person.

Having concerns about a child or vulnerable adult

Volunteers and trustees should maintain an attitude of "it could happen here" and always act in the best interests of the child/vulnerable adult. If any volunteer or trustee has a concern arising from their involvement with TBSM about a child/volunteer (as opposed to that person being in immediate danger) they should speak to the Curator as Safeguarding Officer and in their absence the Chair of Friends. It is not required of a volunteer or trustee that they take individual responsibility for deciding whether or not abuse is taking place. However, there is a responsibility to protect children/vulnerable adults by raising concerns with appropriate agencies.

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