

Museum & Study Collection Safeguarding Policy

1. Statement of purpose

The Museum & Study Collection is committed to ensuring access to its collections for children and vulnerable adults and that everyone who accesses premises, exhibitions, staff and resources off-site should be safe and protected from harm. This policy applies to everyone working at the Museum & Study Collection (including employees, contractors, temporary workers, volunteers and casual workers).

2. Definitions

Child: defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their 18th birthday.

Vulnerable Adult: defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

2. Our commitment to safeguarding

The Museum & Study Collection aims to:

- respect the rights of all children and vulnerable adults
- provide an environment (including museum-led activities off-site) which is safe and welcoming for children and vulnerable adults and which protects them from all forms of abuse
- ensure that everyone working at the Museum is aware of the need to protect children and vulnerable adults and knows how to reduce the risks to them

The Museum & Study Collection endeavours to safeguard children and vulnerable adults by:

- adopting safeguarding procedures which minimise any opportunity for abuse and establish appropriate treatment of children and vulnerable adults
- sharing information about the principles of safeguarding and good practice with staff, volunteers and visitors
- ensuring any accompanying individuals (parents, guardians, school teachers etc.) are aware of their own responsibilities in relation to safeguarding
- sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with children / vulnerable adults have the appropriate DBS checks in place
- designating members of staff to lead on safeguarding issues.

3. Codes of behaviour

Everyone working at Museum has a responsibility to ensure that children and vulnerable adults visiting the Museum are protected from abuse. It is your responsibility to ensure that:

- your behaviour is appropriate at all times
- you observe the rules established for the safety and security of young and/or vulnerable people
- you recognise the position of trust in which you have been placed and seek to protect yourself.

If you are involved in an activity with children or vulnerable adults at the Museum you must: keep other members of staff/volunteers aware of where you are and what you are doing.

- Avoid spending time with children or vulnerable adults unobserved
- Do not develop social relationships or arrange meetings with children or vulnerable adults outside of working hours
- Be aware of any physical contact
- Do not engage in inappropriate behaviour or contact
- Never make suggestive remarks or threats or use any other inappropriate language
- Take any allegations or concerns about abuse seriously and refer concerns immediately
- Do not do things of a personal nature which a child or vulnerable adult can do for themselves
- Do not take photos or film any child or vulnerable adult for personal use.

Date approved by Operational Executive Board	July 2019
Date for next review	July 2022

Judy Willcocks, Head of Museum & Study Collection

January 2019

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