



**MUSEUM *of*
RICHMOND**

Safeguarding Policy & Code of Practice

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1. Introduction

The Museum of Richmond welcomes visitors of all ages and abilities. We are committed to ensuring access to the collection for children and vulnerable Adults and believe that everyone who accesses our premises, exhibitions, staff and resources off-site should be safe and protected from harm.

This policy is in place to ensure that the Museum is following the requirements of the 2006 Safeguarding Vulnerable Groups Act and that these are adhered to at all times by our staff (employed or voluntary)

Everyone working at the Museum, including temporary workers, volunteers and Board members must be aware of and abide by the Museum's safeguarding policy and Code of Practice.

2. Definitions

We define children as persons under 18 years of age. Those aged under 14 years are regarded as needing a higher degree of protection than those aged 14-17. Most children visit in school groups or with a responsible adult such as a teacher, relative or youth group leader. (We refer to this adult in this document as the child's carer).

A vulnerable adult is 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).

3. Aims

The Museum of Richmond 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
- provide procedures and guidance for everyone working at the Museum for their own protection

4. Commitment

The Museum of Richmond endeavours to safeguard children and vulnerable adults by:

- adopting sensible safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children and vulnerable adults
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who may be working with children / vulnerable adults have the appropriate DBS checks in place. Volunteers and staff who are recruited specifically to work with children are selected with care and caution and their references are checked. DBS enhanced checks are used in the case of those working in the field of education who may work with children on a regular basis. This is only required by law if they are to be on their own with children and so cannot be a prerequisite to working here; however, the Curator and Learning and Audience Development Officer will always be checked.
- The Learning and Audience Development officer will determine whether any volunteers need DBS checking, subject to referral to the Curator, Vice Chair or Chair
- ensuring individuals working with children/ vulnerable adults are fully aware of and trained to follow the Museum's policy and Code of Practice
- sharing information about the principles of safeguarding and good practice with staff, Trustees volunteers and visitors by making it part of training for all staff/volunteers and making it accessible on the Museum's website: <http://www.museumofrichmond.com/about/policy-documents/>
- providing effective management through supervision, support and training
- ensuring any accompanying child carers (parents, guardians, school teachers etc.) are aware of their own responsibilities in relation to safeguarding. **Primary responsibility for the care of children who visit the museum in school groups rests with these carers. Children under 14 will not be normally be allowed on the premises without an adult carer in attendance**
- designating our Learning and Audience Development Officer as the person responsible for child protection and safeguarding issues, reporting to a designated member of the Board of Trustees (currently Rose Barling) who in

turn accepts responsibility for ensuring that child protection issues are taken seriously and any incidents or suspected incidents are thoroughly investigated and appropriate action taken

- ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice
- taking allegations seriously and responding fairly, swiftly and appropriately to allegations of abuse
- taking advice and sharing information about concerns regarding children, with agencies who need to know (020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of hours.), and involving parents/carers as appropriate
- obtaining the permission of parents, guardians or carers in writing prior to taking any photographs of children to use for publicity purpose
- first aid treatment is wherever possible carried out with more than one adult present except in the rare situation of serious injury where any delay in providing urgent first-aid pending the arrival of medical aid would be harmful to the child.

5. CODE OF PRACTICE AND BEHAVIOUR - To be given, together with the policy above, to all staff, trustees, volunteers who might come into contact with children or vulnerable adults

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

- 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 understand and follow this Code of Practice
- Your behaviour is appropriate at all times
- You observe the guidelines (set out below and in our Health and Safety policy) established for the safety and security of young and/or vulnerable people and understand the consequences of not adhering to these rules
- You take any allegations or concerns about abuse seriously and refer concerns immediately following Museum procedures

You should not

- spend time with children or vulnerable adults unobserved or on a one to one basis
- have, or be perceived to have, favourites
- develop social relationships with children or vulnerable adults. If you do come into contact with those you have worked with in a social situation, try to maintain a professional distance
- arrange meetings with children or vulnerable adults outside of working hours
- engage in inappropriate behaviour or contact
- do things of a personal nature which a child or vulnerable adult can do for themselves
- take photos or film any child or vulnerable adult for personal use
- give personal gifts of any kind and you must report any gifts you receive to your manager
- use physical restraint, other than to prevent danger to the child or others, damage to property, or anti-social behaviour
- behave in any way which could be misinterpreted. Never make suggestive remarks or threats, or use any other inappropriate language