

Museum of the Broads
Safeguarding Children and Vulnerable Adults Policy



The policy of the Museum of the Broads is to respect the Human Rights of all who come in contact with it.

In particular:

The Museum of the Broads aims to:

- Respect the rights of all children and vulnerable adults
- Provide an environment which is safe and welcoming for children and vulnerable adults and which protects them from any form of abuse
- Ensure that everyone working and volunteering at the Museum is aware of the need to protect children and vulnerable adults to reduce the risks to them
- Provide procedures and guidance for everyone working and volunteering at the Museum for their own protection

The Museum aims to do this by:

- ensuring that all children under the age of 16 are accompanied by a parent, carer, teacher, or other suitable person, during their visit to the Museum
- ensuring that the Museum of the Broads and our online spaces are safe and promote enjoyable and positive experiences
- investigating and recording, promptly, any suspicions, allegations, or disclosures of harm or inappropriate behaviour and responding to them speedily according to this code of practice.
- ensuring all our staff, paid and voluntary, are aware of their responsibilities to ensure the safeguarding of children and vulnerable adults
- working in open spaces
- not conducting education of any sort on a one-to-one basis
- involving parents, carers and teachers in the Museum's work with children
- ensuring that where first aid treatment is administered it is, wherever possible, carried out with more than one adult present, except in the rare situation of serious injury where any delay would be harmful to the person
- ensuring this policy is made available to all paid staff and volunteers

Everyone working at the Museum (paid staff and volunteers) has a responsibility to ensure that children and vulnerable adults are protected from abuse. When engaging in activities at the Museum involving children or vulnerable adults it is your responsibility to ensure that:

- your behaviour is appropriate at all times
- you avoid spending time with a child/vulnerable adult alone
- you do not have, or be perceived to have, favourites
- you do not seek to develop social relationships
- you do not arrange meetings outside of Museum hours
- you do not engage in inappropriate rough play
- you do not drive a child/vulnerable adult home(theirs or yours) in a private vehicle
- you do not make suggestive remarks, or threats, or use inappropriate language
- you do not give or accept any personal gifts
- you do not do things of a personal nature for a child or vulnerable adult
- you do not take any photographs or film of a child or vulnerable adult for personal use

Good Practice Guidelines:

- Much good practice is good manners.
- Always ask people before touching them or helping them, eg:
 - 'Would you like any help putting on that life jacket?'
 - 'Could you pass me that strap and I'll do it up for you?'
 - 'Is it all right for me to reach that strap for you?'
- If a visitor has fallen, ask if they would like help getting up
- If someone has fallen in the water, talk them through the process of helping them, including 'I'm going to grab you now', if that's what you need to do
- Ask parents/carers permission before fitting life jackets on children or vulnerable adults

Procedure for Reporting Allegations, Disclosures or Suspicions of Abuse:

ALL DETAILS AND INFORMATION MUST BE KEPT STRICTLY CONFIDENTIAL

- Ask the reception volunteer for a form to complete. Include your name, name of the child or adult at risk, their address and contact phone number
- Include a brief summary of what has happened or what has prompted your concerns
- Include a brief summary of any conversation with the parent or carer
- Contact Sally Kirwan or Geoff Evans before the Museum closes for the day. The phone numbers are in the file behind the reception desk or in the office
- Useful phone numbers are on the referral form

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Disclosure and Barring Service (DBS)

There is good info on this on the Volunteering England (2012) website.

'How do I know when a DBS check is required? The position **must** be specified in the Exceptions Order to the Rehabilitation of Offenders Act 1974.

Regulated activity includes work that involves **close** and **unsupervised** contact with vulnerable groups, including children.

Activities that place staff or a volunteer in Regulated Activity with children:

- Unsupervised activities to: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. (We do not engage in any of these activities)
- For adults: we do not engage in any of the healthcare, social care, personal assistance activities listed

The website states:

'It is illegal to apply for a check unless the role is eligible for one. You must also tell the volunteer why they are being checked.'

'The decision to conduct a DBS check should always be made carefully and only where there is a strong and demonstrably compelling case for doing so. The temptation for organisations to check 'just in case' should always be resisted.'

'In many circumstances other safeguarding measures may alone offer adequate protection.'

The flowchart also helps to navigate through the process.

Sources of info:

www.gov.uk/disclosure-barring-service-check/overview

www.volunteerengland

www.britishmuseum

www.canalmuseum.org.uk

www.swfed (South Western federation of Museums and Art Galleries)