

The Farmland Museum

Safeguarding Children and Vulnerable Adults Policy

Purpose

The purpose of this policy and the associated procedures is to protect children and vulnerable adults who visit the Farmland Museum and Denny Abbey or are encountered through outreach work

For the purpose of this policy:

A child is defined as any young person under who has not reached their eighteenth birthday

A vulnerable adult is defined as a person aged 18 or over who is or may be in need of community care services because of mental or other disability, age or illness and who is or may be unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Each year many children and vulnerable adults visit the museum and there may be volunteers are also vulnerable.

All children should be accompanied on site by a parent or other responsible adult who has overall care for the child whilst on site.

If a vulnerable adult requires the support of a full time carer then they should be accompanied by that person on a visit

Policy Statement

The Farmland Museum endeavours to:

1. respect the rights of all children and vulnerable adults
2. ensure that all staff, trustees and volunteers are clear about their individual behaviour and responsibilities in regard to the safety and enjoyment of visitors, particularly children and vulnerable adults through recruitment, induction and training.
3. to ensure that the site is safe and secure and promotes enjoyable experiences
4. ensure that all suspicions and/or allegation of abuse will be properly investigated and dealt with appropriately and quickly and referred to the appropriate agencies.
5. provide procedures and guidance for the protection of children and vulnerable adults and for the protection everyone working at the museum.

In order to do this the Farmland Museum will endeavour to safeguard children and vulnerable adults and protect all staff trustees and volunteers by adopting safeguarding procedures for all which minimise opportunity for abuse and establish appropriate treatment of children and vulnerable adults by:

- ensuring individuals working with children and/or vulnerable adults are fully aware of and trained to follow the Museum's procedures and guidance as appropriate to their role

- sharing information about the principles of safeguarding and good practice with staff, volunteers and visitors
- providing effective management through supervision, support and training
- 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 and/or vulnerable adults have the appropriate DBS checks in place. There should be no unexplained gaps in any applicant's CV - all time should be accounted for.
- informing staff that not adhering to the policy and procedures will lead to formal disciplinary action
- designating a member of staff to lead on safeguarding issues
- reviewing our policy and practice at regular intervals
- 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

Associated policies and procedures

1. Farmland Museum Safeguarding Code of Conduct for Children and vulnerable adults. *ATTACHED*
2. Procedure for responding to a concern *ATTACHED*
3. Lost child policy (procedures for when a child has lost its parent/carer or parent/carer has lost the child) *separate document*
4. Procedures for the Use of Photography *DRAFT ATTACHED*
5. Statement of Group leaders' /teachers' responsibilities when visiting the Farmland Museum and Denny Abbey
6. Recruitment procedure *separate document*
7. Disciplinary procedures *separate document*
8. Volunteering recruitment procedures
9. Data protection procedures *separate document*
10. Social media policies *to be completed*

Agreed by the trustees on Wednesday June 27th 2018

Date for Review June 2019

Safeguarding Code of Conduct for staff, volunteers, trustees , freelance contributors and contractors

Everyone working at the Museum, both paid and unpaid, has a responsibility to ensure that children and vulnerable adults engaging with Museum services are protected from abuse. This code has been developed to provide advice which will not only help to protect children and vulnerable adults, but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals. When working with children and vulnerable adults all staff, volunteers, freelance practitioners and contractors are considered by the Museum to be acting in a position of trust. It is therefore important that they act in an appropriate manner at all times and follow the Museum’s Safeguarding Code of Conduct. All staff, volunteers, freelance practitioners and contractors are expected to report any breaches of this code to a Designated Safeguarding Officer. Employees who breach this code of conduct may be subject to the Museum’s disciplinary procedures. Any breach of this code involving a volunteer, freelance practitioner or contractor may result in termination of their engagement. Serious breaches of this code may also result in a referral being made to the police or a statutory child or adult protection agency.

Safeguarding Code of Conduct for working with children and vulnerable adults	
You should	You should not
<ul style="list-style-type: none"> • always follow the Museum’s Safeguarding Policy and Safeguarding Procedures • approach any child or vulnerable adult apparently in distress and ask if you can help • seek assistance from colleagues or other adults in order to minimise the amount of time you are alone with the person • ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others; the adult present may be a teacher or parent • listen to and respect children and vulnerable adults • treat children and vulnerable adults fairly and without prejudice • value and take the contributions of children and vulnerable adults seriously • ensure any physical contact is appropriate and in relation to the nature of the activity (N.B: physical contact may be necessary in the case of emergencies but must remain appropriate and kept to a minimum at all times) • always ensure language is appropriate and not offensive or discriminatory 	<ul style="list-style-type: none"> • physically restrain a child or vulnerable adult except in exceptional circumstances (e.g. to prevent injury, damage to property or collections, or to prevent theft) and even then be careful to use only the minimal restraint necessary • patronise children or vulnerable adults • allow allegations or suspicions to go unreported • give out personal information, or share email, social network site details, or mobile phone numbers with any child or vulnerable adult • 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 • do things of a personal nature for a child or vulnerable adult that they can do for themselves or that a parent/group leader can do for them • make personal remarks or discuss themes that encourage children or vulnerable adults to share personal information • use sarcasm or insensitive comments • act in a way that can be perceived as threatening or intrusive

<ul style="list-style-type: none"> • recognise that special caution is required when you are discussing sensitive issues with children and vulnerable adults • challenge unacceptable behaviour and report all allegations or suspicions of abuse 	<ul style="list-style-type: none"> • make promises to children or vulnerable adults, particularly in relation to confidentiality • jump to conclusions about others without checking facts • either exaggerate or trivialize safeguarding issues • be complacent about the potential risks to others and yourself
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All staff, volunteers, trustees, freelance practitioners and contractors should be aware that some children and vulnerable adults may behave inappropriately. Any sanctions and approaches to discipline should in the first instance be managed by the responsible adult. If a staff member, volunteer, freelance practitioner or contractor is in a position where a sanction is to be issued (for example in the case of unaccompanied children who are behaving inappropriately) then this must be appropriate to age and understanding. Please refer to a Designated Safeguarding Officer if you are in any way uncertain of what action to take.

Procedure for responding to a concern about a child or vulnerable adult

Concerns about child abuse

Any person (whether paid or voluntary) who has concerns or suspicions regarding child abuse should report them immediately. In the first instance the nominated representatives should be informed. Do not wait for a child to report abuse or think that someone else will do it. Once your suspicions have been reported to the appropriate authority further checks will be carried out, by trained professionals, but it is of the utmost importance (for the safety and protection of the child) that you do speak to the nominated child protection representatives as soon as possible.

The nominated Child protection officers are: the Museum Manager and the Assistant curator. In their absence the Chair of Trustees should be contacted.

If a child does confide in you, remember that it has taken them a great deal of courage to open up. Your response will be vital to ensure that they do not feel guilty or responsible for what has happened to them.

Some helpful responses may be:

- Remain calm, be approachable, don't let the child see if you are shocked.
- Ensure the child knows that you are taking them and the allegation seriously.
- Reassure the child; let them know that they are not to blame, it's not their fault and that they were right to tell you.
- Listen carefully, don't interrupt. Don't interrogate the child or ask leading questions.
- Make sure the child knows that you are going to do everything that you can to help them. Tell them who you have to inform and why.
- Don't make promises you can't keep (e.g. 'everything will be all right', 'I promise I won't tell anyone else')

As soon as possible, write down what was said, using the child's own words where you can. Appendix 1 is a Confidential Record of Concern form. This form should be completed as fully as possible. Completed forms will be kept in a locked drawer, with access limited to designated persons (including, but not limited to, the nominated child protection representatives).

Record the fact that you have reported this in writing.

The nominated representative will then refer the situation to Social Services or the Police on your behalf. If the nominated person is away, or you would prefer to speak to someone else, a representative of the Trustees can be contacted. Additionally, if someone feels they are not being listened to, they may also speak to the Trustees. In an emergency, if you are concerned for the immediate safety of the child, it may be necessary for you to contact Social Services direct.

See below for contact details for outside agencies that can be contacted for help and advice.

The nominated child protection representatives should be notified. They will then inform Social Services or the Police. Record the fact that you have reported this in writing.

The nominated representative will then refer the situation to Social Services or the Police on your behalf. If the nominated person is away, or you would prefer to speak to someone else, a representative of the Trustees can be contacted. Additionally, if someone feels they are not being listened to, they may also speak to the Trustees. In an emergency, if you are concerned for the immediate safety of the child, it may be necessary for you to contact Social Services direct. These contact details can be found in below. The designated officer should seek advice from Social Services or the NSPCC helpline. If the advice is that a referral should be made, then the Designated Safeguarding Officer should make a telephone referral to the appropriate agency. Full written notes should be kept of all conversations and actions taken.

Concerns about abuse of a vulnerable adult

If a member of staff or a volunteer has concerns about abuse of a vulnerable adult they should report it to the nominated representative and complete the appropriate form. The nominated representative should contact Cambridgeshire County Council Adult Social Care Department 0345 045 5202 or if it necessary telephone 999.

Lead Designated Safeguarding Officer

Museum Manager 01223 860988 , info@farmlandmuseum.org.uk

Designated Safeguarding Officer

Assistant Curator 01223 860988 collections@farlandmusuem.org.uk

Chair of Trustees

Jane Williamson 01223 440751 jane275@btinternet.com

Police:

Non-Emergency 101

Emergency 999 Tell the switchboard you are calling about a possible crime against a child or vulnerable adult

Support for safeguarding concerns involving children:

Cambridgeshire Children's Social Care Team 0345 045 5203

Local Authority Designated Officers (LADO) 01223 727 967

NSPCC Helpline 0808 800 5000 This is staffed 24 hours a day, seven days a week

ChildLine 0800 1111

Support for safeguarding concerns involving adults: Cambridgeshire Customer Services 0345 045 5202

Policy on taking , using and storing photographs

Photographs or videos, including those on web sites must not include any participant unless authorised by the appropriate member of staff and adult/parental (for children) consent is given.

Parental consent must be sought for all images of children, the consent of an accompanying adult who is not the child's parent or legal guardian is not sufficient, on the official form which must be kept for as long as the photograph is kept at the museum

Teachers may give consent for photographs of children participating in schools' activities provided that their school has sought parental permission for photography of children involved in school trips.

The Museum has a form which must be completed by the relevant guardian (e.g. teacher or parent) to obtain permission to photograph children or vulnerable adults. Forms are available from the Museum Manager or Assistant Curator. The responsibility for obtaining signatories rests with the member of staff organising the event at which photographs will be taken.

Once the permission forms have been completed they should then securely stored (locked cabinet for paper copies or password protected computer for digital images with a record of any associated images.) and the images removed from the camera. Responsibility for the storage and use of photographs rests with Museum Manager.

Visitors should not be permitted to take photographs of children or vulnerable adults with whom they have no association.

Policy for Disclosure and Barring Service (DBS) checks for staff, volunteers free-lance contributors and contractors.

All staff and volunteers are required to submit confidential declaration and provide details of two referees whether or not their role is eligible for DBS checking

It is expected that all children will be accompanied by an adult (who may be a relative or carer or teacher) whilst on site and that not member of staff, volunteer contributor or contractor will have access to children without another responsible adult present. All staff volunteers and others who wil engage with children ad any time must provide a basic DBS certificate. Depending on the circumstances eg the amount of work staff or volunteers will be doing with children and enhanced check may be required

At no time do staff or volunteers carry out activities with unaccompanied children therefore it is not considered necessary at present that staff or volunteers undergo enhanced DBS checks.

Appendix 1 Record of Concern Form

CONFIDENTIAL RECORD OF CONCERN			
Name of child:			
Child's address:			
Name of parent/carer(s):			
Phone number for parent/carer:		Phone number for child (if different):	
What is said to have happened or what was seen?			
When and where did it occur?			
Who else, if anyone, was involved and how?			
What was said by those involved?			
Were there any obvious signs e.g., bruising, bleeding, changed behaviour?			
Was the child able to say what happened? If so, how did they describe it?			
Who has been told about it?		When?	
Do the parents know?			
Signature of person filing the record:		Date:	

Appendix 2

Photograph permission form

The Farmland Museum sometimes takes photographs events and workshops, and these may include images of those children attending. From time to time we may wish to use such photographs in publications (such as Cambridge News, school publicity etc, or on social media, or on our website. Where we use these pictures, they will never carry captions that include children's names or other means of identification. All photographs will be securely stored electronically and deleted after no more than 5 years. No photographs will be used unless consent is given by a parent or legal guardian.

To confirm that you have read this, and give permission for The Farmland Museum to use photographs that may include your child, please complete the form below

I give my permission for photographs of(child's name)

Taken at the Farmland Museum and Denny Abbey on (date) _____ to be shown

(please tick those you give permission for)

In Museum Newsletters and press releases etc. _____

On posters _____

On Social Media _____

Name _____

Address _____

Relationship with the child _____

Signature

Date.: