

East Surrey Museum Safeguarding policy

Purpose and Scope of this policy statement

The purpose of this policy statement is:

- to protect from harm children and vulnerable adults who visit or receive services from East Surrey Museum. This includes the children of adults who use our services.
- to provide staff and volunteers, as well as children and vulnerable adults and their families, with the overarching principles that guide our approach to child protection. The trustees fully recognise their responsibilities for child protection and safeguarding and will ensure that legal and best practise requirements are met.

Scope of the Policy

The policy applies to all trustees, contractors and volunteers working in the Museum.

A child is defined as anyone under the age of 18. A vulnerable adult is generally regarded as anyone over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment.

Legal Framework

This policy is based on current legislation, policy and guidance that seeks to protect children and vulnerable adults in England. A summary of this key legislation is available from:
www.nspcc.org.uk/learning

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents: Health & Safety policy; Access Policy Statement; Generic Risk Assessment; Education and Outreach policies; Stewards' Code of Conduct.

Policy Statement

The Trustees believe that:

- children and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and vulnerable adults, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children and vulnerable adults is paramount in all the work we do and in all the decisions we take working in partnership with children, vulnerable adults, their parents, carers and other agencies is essential in promoting their welfare
- all children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children and vulnerable adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children and vulnerable adults who are additionally vulnerable safe from abuse.

We will seek to keep children and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Lead (DSL), and a lead Trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.

We will seek to raise awareness of Child Protection and Safeguarding issues by:

- Ensuring that all staff and volunteers understand their responsibilities for safeguarding.
- Implementing adequate safeguarding procedures.

It is Museum policy that:

- The Museum reserves the right to deny access to children under the age of 16, if unaccompanied by a responsible adult.
- All children attending an organised activity must always be accompanied by a parent/carer.
- All children visiting as part of a pre-arranged visit by a community group/school must be accompanied by group leaders/teachers.
- Volunteers aged less than 18 years must have the prior written consent of their parents or guardians.

Child Protection and Safeguarding Guidelines

The associated Child Protection and Safeguarding Guidelines will be regularly monitored and reviewed by the DSL and Lead Trustee, and any recommended changes to be submitted to the Trustee Board for approval.

- In accordance with changes in legislation and guidance received on the protection of children and vulnerable adults or any significant changes within the Museum.
- Following any issues or concerns raised about the protection of children or vulnerable adults within the Museum.
- In all other circumstances at least biennially.

Contact details:

Designated Safeguarding Lead:

Keith Barrett
eastsurreymuseumvolunteers@gmail.com

Trustee Lead for Safeguarding:

(As DSL)

Museum Curator:

Peter Connelly
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NSPCC Helpline: 0808 800 5000

Date reviewed: March 2024

Approved by Trustees (Signature) Position

Next review date: March 2026