

MUSEUM OF THE HOME

Safeguarding Policy

Policy objective

The aim of this policy is to ensure everyone, including children, young people and vulnerable groups, are safe and protected from harm when visiting Museum of the Home, or whilst being visited by staff from the Museum. The policy also aims to safeguard staff and volunteers by giving appropriate advice and ensuring compliance with safeguarding procedures. We want to achieve this in a way which safeguards the interests and dignity children, young people and vulnerable groups.

Who is covered by this policy?

It is mandatory for all museum staff, volunteers, freelancers, contractors and trustees to abide by the Safeguarding Policy, procedures and commitment. Any colleague found not to have followed them may be subject to disciplinary action, or an alternative appropriate action if they are not an employee.

Policy statement

We are committed to safeguarding all children, young people and adults at risk and preventing them from harm. They may be visitors, volunteers or participants in any of our activities both on and off site and online, including private events. We take responsibility for the physical and emotional welfare of these groups whatever type of Museum activity they are engaged in and regardless of whether they are with a responsible adult or carer or on their own. We maintain the highest standards of safeguarding by monitoring and training the workforce and regularly reviewing our policy and procedures. We give equal priority to keeping all children, young people and adults at risk safe regardless of their age, disability, gender assignment, race, religion or belief, sex, or sexual orientation.

At the Museum, children entering the building and galleries without direct supervision should be welcomed. However, the Museum reserves the right to deny access to children under 12 if unaccompanied by an adult. Children under 8 are not allowed at the Museum unaccompanied; staff should follow the procedure for lost children. This policy includes children in the Museum gardens.

Terms/glossary

- Safeguarding – about protecting the health, wellbeing and human rights of children, young people and adults at risk, enabling them to live free from harm, abuse and neglect.
- A child – is anyone under the age of 18 years.

- An adult at risk – is any person over the age of 18 years, and at risk of abuse or neglect because of their needs for care and support.
- A responsible adult – a person over the age of 18 years who has responsibility for a child, children or adults at risk in their care (e.g. parents, teachers, carers and group leaders).
- Colleague – general term to mean all types of employees, workers, volunteers (including casual and temporary employees), contractors, freelancers, researchers, students and trustees.

Responsibilities

Everyone has a role to play in safeguarding and this policy applies to all Museum colleagues.

The Board of Trustees have ultimate responsibility for safeguarding, and ensure safeguarding is central to the culture of the Museum, and that risk is effectively identified and managed.

The Leadership Team has delegated authority from the Board of Trustees for safeguarding and has the responsibility to ensure safeguarding is included in strategic plans, risk assessments, communications and relevant policies. This is led by the Head of HR, who is the Museum's Designated Safeguarding Officer (DSO).

Designated Safeguarding Officer (DSO)

- Takes the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the Museum.
- Promotes the safety and welfare of children and young people involved in Museum activities at all times.
- Communicates this policy and makes it publicly accessible on the Museum website.
- Puts arrangements in place to ensure that personal or sensitive information about children, young people and adults at risk is recorded appropriately and stored securely (please refer to separate GDPR and Photography policies).

A separate DSO role description, detailed duties and responsibilities can be found in Appendix A.

Safeguarding Officers (SO)

- Support DSO with duties and responsibilities for safeguarding.
- Share responsibility to safeguard all children and young people involved as visitors, volunteers and participants in all our activities both on and off site and online.
- Ensure compliance with the Museum's Safeguarding Policy and procedures.
- Keep up to date with training and policy updates.
- Attend relevant training and updates.

Leadership Team

- Share responsibility for safeguarding all children, young people and adults at risk involved as visitors, volunteers and as participants in all Museum activities, both on and off site and online.
- Ensure that safeguarding is effectively managed and implemented within their department and that no activities occur which would in any way compromise our visitors, volunteers, participants or employees.
- Ensure that all employees and volunteers with specific frontline / direct engagement responsibilities know and understand their responsibilities under the Safeguarding Policy.
- Ensure that compliance with the Museum Safeguarding Policy and Procedures are considered during annual staff performance reviews, at which safeguarding training requirements will be discussed.

All Staff

- Understand and comply with the Museum's Safeguarding Policy and procedures, reporting breaches to the DSO, SO or Leadership Team.
- Maintain appropriate standards of behaviour to ensure a safe environment and promote the welfare of all children and young people.
- Be vigilant and aware at all times, in person and online.
- Ensure content of displays, artist commissions, performance, website, social media, and marketing is age appropriate and accessible to children and young people and manage the risks of one-off adults-only events that are likely to cause harm.
- Promote a culture of safeguarding and positive welfare of children, young people and adults at risk.
- Report any concerns or suspicions of abuse to the DSO, SO or a member of the Leadership Team as a matter of urgency. You must complete an Incident Report Form if you are the victim of, or witness to, an incident or recipient of a disclosure, passing the form to the DSO who will take the necessary actions.
- Take part in any appropriate training as recommended by the DSOs or your line manager.
- Ensure any visitors (i.e. by appointment), contractors, artists, performers or other freelancers carrying out work on Museum premises under their control are signed in and made aware of safeguarding procedures and carry out and implement risk assessments as required.

Roles requiring DBS

Whilst everyone has a responsibility for safeguarding and will receive relevant training, several roles in the Museum require an up-to-date DBS check. This will include:

- VE team - all
- Head Gardener
- Gardener
- Volunteer Officer
- Community Co Producer
- Participation Officer
- Creative Learning Producer

- Creative Learning Officer
- Creative Programming Officer
- DSO

Note: This list may change from time to time, dependant on role and structure

Safeguarding reporting structure and governance

All safeguarding incidents must be reported immediately, following the Safeguarding Workflow in Appendix B and completing an Incident Report Form (Appendix C).

Review

Policy owner	Policy to be approved/ reviewed by	Regularity of review	Date issued and version number	Date of next review
Director: Audiences	Board <i>NB Policy also required for Hackney Discretionary Rate Relief application</i>	Annually	July 2020	asap
Head: HR	Board	Annually	May 2024	May 2025

Appendix A

Designated Safeguarding Officer (DSO)

- Take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the Museum.
- Promote the safety and welfare of children and young people involved in Museum activities at all times.

Duties and responsibilities

- Take a lead role in the developing and reviewing Museum's safeguarding and child protection policies and procedures.
- Take a lead role in implementing Museum's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Museum activities are responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at Museum of the Home, including the Board of Trustees, understands the Safeguarding Policy and procedures and knows what to do if they have concerns about a child's welfare.
- Make sure children and young people who are involved in activities at the Museum and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes part in Museum activities.
- Take the lead in responding to information that may constitute a child protection concern, including a concern that an adult involved with the Museum may present a risk to children or young people. This includes:
 - Assessing and clarifying the information.
 - Making referrals to statutory organisations as appropriate.
 - Consulting with and informing the relevant members of the organisation's management.
 - Following the organisation's safeguarding policy and procedures.
- Liaise with, pass on information to, and receive information from statutory child protection agencies such as:
 - the local authority child protection services.
 - the police.

This includes making formal referrals to agencies when necessary.
- Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
- Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Work closely with the Leadership Team and Board of Trustees to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Report regularly to the Board of Trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority and

that safeguarding and child protection requirements are being followed at all levels of the organisation.

- Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at the Museum.
- Attend team meetings, supervision sessions and management meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks.

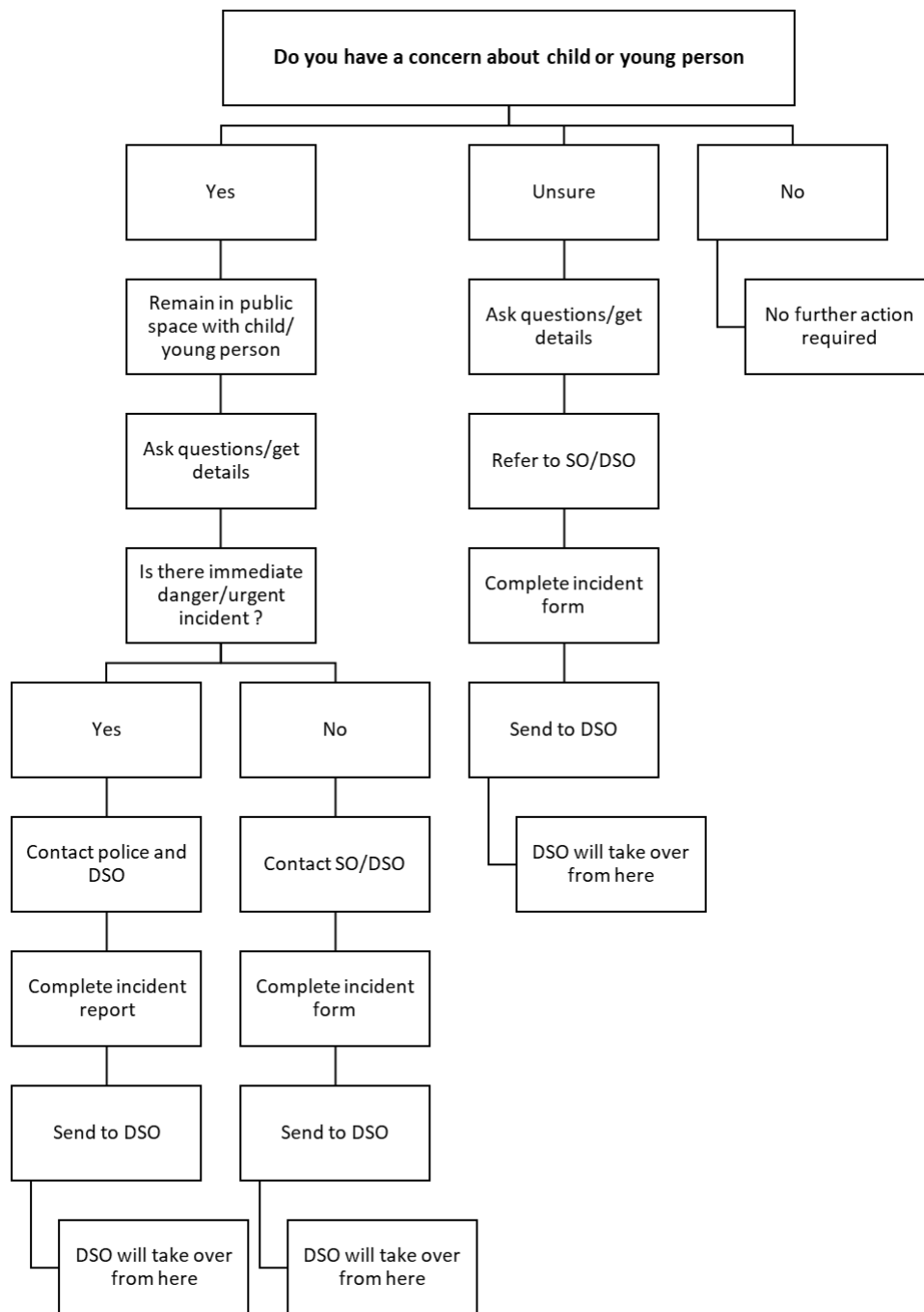
Child protection leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly, and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

- Training for nominated child protection leads:
learning.nspcc.org.uk/training/designatedand-lead-officer-training-and-refresher-courses.

Helpful resources for a nominated child protection lead:

- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Recognising and responding to abuse learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/
- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/

Appendix B: Safeguarding step-by-step guide



SO – Safeguarding Officer

DSO – Designated Safeguarding Officer

Appendix C: Safeguarding Incident Report Form

Name of child, young person or adult at risk:	Age:
Any disability/support needs:	Language requirements:
Address/contact details:	Name of parent/carer/guardian:
Venue where the incident took place:	Time and Date:
Are you reporting your own concerns or passing on for someone else? Please give details:	
Brief description of what has prompted the concerns; include dates, times, place etc. of any specific incidents:	
Any physical, behavioural or indirect signs:	
Have you spoken to the child, young person or adult at risk? If so, what was said?	
Have you spoken to the parent/carer/guardian? If so, what was said?	
Completed by:	
Name	
Date	
Signed	
Date passed to DSO	

DSO to complete	
Action taken on receipt of concern/issue/incident	No action taken
Please explain in detail what action was taken:	Explain briefly why no action taken:
Completed by Name: Date: Signed:	
Passed to authorities, e.g. MASH@hackney.ov.uk , Police Please detail:	
Any follow up action required?	

File securely in secure Safeguarding folder