

# MUSEUM OF THE HOME

## Child Protection Policy

*Please read in conjunction with our Child Protection Procedures.*

### Policy objective

The aim of this policy is to ensure that all children and young people are safe and protected from harm while visiting the Museum of the Home. We have drafted this policy with advice from Child and Young Persons Services of Hackney Council and the Children Protection Team, Children and Families Department of the City and Hackney NHS Primary Care Trust, NSPCC.

### Background

Approximately 12,000 children and young people visit the Museum of the Home every year. Many of these children and young people visit as part of organised groups or with family and friends. While the primary responsibility for children's welfare rests with the supervising adult, the Museum wishes to ensure that all children are safe and protected from harm whilst on its premises. Therefore:

- The Museum will refer any child protection issues to the appropriate agencies. In particular, if the Museum encounters a case that constitutes, or may constitute a criminal case against a child, one of the Museum's Designated Safeguarding Officers (DSOs) will inform the police.
- At the Museum, children entering the building and galleries without direct supervision should be welcomed if they are behaving appropriately. However, the Museum reserves the right to deny access to children under 11 if unaccompanied by an adult.
- The Museum also wishes to protect its staff from unfair allegations: the Child Protection procedures will ensure that there is no doubt over obligations and standards.

### Who is covered by this policy?

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers, freelance and sessional workers, agency staff, students and anyone working on behalf of the Museum.

## Policy statement

The Museum of the Home is committed to providing access to the Museum's collections and resources for study, education and enjoyment by all. This commitment also governs our approach to the use and management of electronic communications technologies.

At the Museum, we believe that:

- The welfare of the child or young person who comes into contact with our services is vitally important.
- All children have the right to protection from abuse.
- All suspicions and allegations of abuse should be properly investigated and dealt with swiftly and appropriately.
- The use of information technology is an essential part of all our lives; it is involved in how we as an organisation gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the experience of our children and young people, and is greatly beneficial to all. However, it can present challenges in terms of how we use it responsibly and, if misused either by an adult or a young person, can be actually or potentially harmful to them. Any data collected or stored by the Museum will be GDPR compliant.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety.
- All staff, contractors and volunteers should be clear on appropriate behaviour and responses. Failure to maintain appropriate standards or to comply with the Child Protection policy may be treated as Gross Misconduct as outlined in the Museum's Disciplinary procedures and may result in dismissal.

The Museum of the Home will therefore ensure that:

- Staff and volunteers are carefully recruited and selected and made aware of issues relating to child protection and regularly monitored.
- Staff working with children will be trained in issues relating to child protection.
- All staff/ volunteers are made aware of the Child Protection policy and procedures
- Group leaders, service providers and other interested parties are given information on the Museum's procedures regarding the safety of children on request from the Collections, Learning and Engagement Department.
- Our Child Protection and Safeguarding policies are actively signposted to teachers, group leaders and other interested parties at the point of booking and available on our website. This information is also displayed in the education rooms.

## Responsibilities

The Museum of the Home is responsible for administrative procedures relating to staff recruitment, selection and induction and for advising on any disciplinary action.

Line managers will ensure that all staff and volunteers are aware of and comply with the Child Protection policy and procedures. Any breaches of the policy will be referred to senior management.

All staff have a responsibility to maintain appropriate standards of behaviour, and be familiar with the content of relevant policies and procedures.

Any concerns or suspicions of abuse must be reported to a member of the senior management team who will take appropriate action.

Any allegations of inappropriate behaviour must also be reported to one of the Designated Safeguarding Officers who have joint responsibility for implementing the Child Protection policy and procedures. They will liaise with police and social services as necessary.

The role of the DSOs will be to:

- Obtain necessary information promptly and carefully.
- Contact the local police and social services department.
- Make a formal referral to a statutory child protection agency and the police.
- Keep written records of all incidents.

It is not the role of the DSOs to decide whether a child has been abused or not as this is the task of the social services department which has this legal responsibility, and/ or of the police. The NSPCC also has powers to investigate child protection concerns.

## Recruitment and selection

The Museum of the Home is committed to following safe recruitment and selection procedures outlined in the Child Protection procedures.

## Training

The Museum of the Home is committed to creating a safe environment for children and young people and will make all staff aware of the Child Protection policy and procedures and will include Child Protection issues at induction. The Director of Creative Programmes and Collections will ensure that staff, freelance workers and volunteers who have responsibility for delivering services to children and young people will receive further training and/or information.

The Child Protection Policy and Procedures will be available to all staff and a copy will be kept in the policy manual, which is available in every department and at the Front Desk. Child Protection procedures will be included in the volunteer handbook and in freelance educator contracts and all staff and volunteers will be required to refer to the policy manual.

## E-safety

We will seek to promote e-safety at all times by:

- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of IT.
- Supporting and encouraging the young people using our service to use the opportunities offered by mobile phones, tablets and the internet in a way that keeps themselves safe and shows respect for others.
- Supporting and encouraging parents and carers to do what they can to keep their children safe online and when using their mobile phones and tablets.
- Incorporating statements about safe and appropriate IT use into the codes of conduct both for staff and volunteers and for children and young people.
- Providing an e-safety agreement for use with all participants in digital activities and their carers
- Using our procedures to deal firmly, fairly and decisively with any examples of inappropriate IT use, complaints and allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyberbullying, or use of IT to groom a child or perpetrate abuse).
- Informing parents or carers of incidents of concern as appropriate
- Reviewing and updating the security of our information systems regularly
- Providing adequate physical security for IT equipment
- Ensuring that user names, logins and passwords are used responsibly
- Using only official email accounts provided by the Museum, and monitoring these as necessary
- Ensuring that the personal information of staff, volunteers and service users (including service users' names) is not given out or published on our website
- Ensuring that images of children, young people and families are used only after their written permission has been obtained and only for the purpose for which consent has been given
- Any social media tools or new technologies used in the course of our work with children, young people and families will be risk assessed in advance by the member of staff wishing to use them before they are used within the organisation
- Providing effective management for staff and volunteers on IT issues, through supervision, support and training

## For further information and guidance

UK Council for Internet Safety (UKCIS)

<https://www.gov.uk/government/organisations/uk-council-for-internet-safety>

NSPCC

<https://learning.nspcc.org.uk/research-resources/2017/nspcc-safeguarding-standards-and-guidance-england/>

<https://learning.nspcc.org.uk/research-resources/2017/are-they-safe/>

Child Exploitation and Online Protection Centre

<https://www.ceop.police.uk/safety-centre/>

ChildNet International

<http://www.childnet.com/>

Better Internet for Kids

<https://www.betterinternetforkids.eu/>