

# MUSEUM OF THE HOME

## Safeguarding Adults

*Please note: this policy must be read in conjunction with our Safeguarding Adults Procedures.*

### Policy objectives

The aim of this policy is to ensure adults are safe and protected from harm whilst visiting the Museum of the Home or whilst being visited by staff from the Museum of the Home. The policy also aims to safeguard staff and volunteers by giving appropriate advice and ensuring compliance with safeguarding procedures.

### Who is an 'adult at risk'?

An 'adult at risk' is someone aged 18 years or over who is receiving, or may be in need of, community care services by reason of mental health or other disability, age or illness; and who is, or may be, unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. The term 'adult at risk' replaces 'vulnerable adult' to reflect current governmental literature and in accordance with the Office of the Public Guardian Safeguarding policy (2015: 4; updated July 2017).

A person may also be at risk because of a temporary illness or difficulty, or the context they are in.

### Background

Many adults visit the Museum of the Home each year. Those thought of as at risk may be on their own, with carers, family and friends, or part of an organised group. While the primary responsibility for an individual's welfare rests with any accompanying responsible adult, the Museum wishes to ensure all adults who may be at risk are safe and protected from harm whilst on its premises. Furthermore, as part of particular programmes, adults at risk are regularly invited to the Museum independently and take part in facilitated sessions.

The Museum is committed to providing safe and open access to the Museum's collections and resources for the study and enjoyment by all.

The Museum believes:

- The welfare of adults is vitally important;
- All adults have the right to protection from abuse;
- All suspicions, disclosures and allegations of abuse should be properly investigated and dealt with swiftly and appropriately;
- All permanent and temporary staff, the board of trustees, contractors, freelance staff, volunteers, and anyone else working on behalf of the Museum of the Home should know and understand appropriate behaviours and responses when dealing with adults at risk;
- Failure to maintain appropriate standards, or comply with the Safeguarding Adults Policy and Procedures documents may be treated as gross misconduct as outlined by the Museum's disciplinary procedures and may result in dismissal.

## Policy overview

The Museum of the Home has appointed Designated Safeguarding Officers.

Staff must report safeguarding issues to one of the Designated Safeguarding Officers, who will in turn refer any safeguarding issues to the relevant agencies, including the local authorities and, where necessary, the police.

The Museum also seeks to protect its staff from unfair allegations from vulnerable adults. The Safeguarding Adults Policy and Procedures documents will ensure that staff understand their obligations and the standards of behaviour that must be followed when dealing with adults at risk.

### **The Museum of the Home will ensure that:**

- Staff will have access to the Safeguarding Adults Policy and Procedures documents and that those coming into direct contact with adults at risk have an up-to-date awareness of best-practice and receive on-going training as appropriate;
- Staff and volunteers are carefully recruited and selected and, where relevant, undergo enhanced Disclosure and Barring Service checks;
- All new staff are made aware of the issues relating to safeguarding adults at risk;
- On request, group leaders, service providers and other interested parties are issued with the Safeguarding Adults Policy and Procedures documents by the Collections, Learning and Engagement Department;
- Any data collected or stored by the Museum will be GDPR compliant.

## Responsibilities

All permanent and temporary staff, the board of trustees, contractors, freelance staff and volunteers have a responsibility to:

- Maintain appropriate standards of behaviour to ensure a safe environment and promote the welfare of all adults at risk;
- Be vigilant and aware;
- Play a role in reducing the likelihood of safeguarding incidents and unfair allegations being made;
- Report concerns in line with the Procedures document;
- Line managers will ensure all staff are aware of, and comply with, the Safeguarding Adults Policy and Procedures, and will report any breaches to senior management.

The Designated Safeguarding Officers share responsibility for implementing the Safeguarding Adults policy and procedures. They are responsible for:

- Obtaining necessary information promptly, sensitively and accurately;
- Contacting the responsible adult, police and social services department as appropriate;
- Making a formal referral to relevant agencies and the police as appropriate;
- Maintaining detailed written records of all incidents.

It is not the role of the Designated Officers to decide whether an adult has been abused or not; this is the task of social services (which has legal responsibility) along with the police.

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

The Museum of the Home is responsible for maintaining an up to date understanding of policy amendments and changes.

Please refer to the Procedures document for more information on the Museum's processes and actions to be taken surrounding the safeguarding of adults.

The Safeguarding Adults Policy and Procedures will be available to all staff on the P- drive of the Museum's computer network and a copy will be kept in the policy manual which is available in every department.