



Charity Registration No. **1126995**
Company Registration No. **6700294** (England & Wales)

Safeguarding Children and Vulnerable Adults Guidelines for Staff & Volunteers

These guidelines are based on the full Safeguarding Policy which can be viewed at Valeanddownlandmuseum.org.uk

The Vale & Downland Museum acknowledges the responsibility of all its employees, volunteers and trustees to safeguard the welfare of all children and vulnerable adults, by providing a safe environment where they will be protected from abuse whether it is through physical, sexual or emotional harm, neglect or bullying.

The policy applies to children and young people under the age of 18 (or under 16 if they are employed) and to vulnerable adults over the age of 18 who are unable to care for themselves by reason of illness, physical, mental age, or learning disability.

Aims

- To create a healthy and safe environment throughout the Museum and during all programmed activities.
- To ensure that staff and volunteers are well informed and supported.

Key Principles

- All children and vulnerable adults should be treated with dignity and respect, and have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
- Their welfare must **always** be the overriding consideration when dealing with children and young people.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- It is the responsibility of the Manager, as the Designated Safeguarding Officer, to deal with any concerns about child and vulnerable adult protection and to report concerns immediately to the Chair of Trustees.
- Staff and volunteers not adhering to the policy and guidelines will be subject to formal disciplinary action.

Code of Behaviour

It is possible to reduce situations where abuse of children and vulnerable adults can occur and help to protect staff/volunteers by promoting the following good practice:

- Always work in an open environment, avoiding unobserved secluded locations or situations.
- Avoid all situations where children/vulnerable adults are left unattended.

- Avoid physical touch except when necessary in emergency situations to save the child/vulnerable adult from danger.
- Do not give or ask for personal contact details.
- Obtain carer's or parent's consent in writing prior to taking photographs.
- Always place the well-being and safety of the child/vulnerable adult above successful performance of a task or activity.
- Be good role models and do not use offensive language, make sexually suggestive comments, smoke or drink alcohol in the presence of children or vulnerable adults.
- Always respect the rights, dignity and worth of every person and treat everyone equally.
- Avoid using sexual imagery, even if from a historical context, that is inappropriate to the age group.
- Carry out First Aid in the presence of another adult. (Schools are responsible for their own First Aid).
- Do not allow anyone, including children/vulnerable adults, to use inappropriate language unchallenged.
- Avoid rough play, horseplay, or games of physical contact.
- Avoid doing things of a personal nature that they can do for themselves or with the assistance of their parent/carer if present.
- Avoid using physical restraint other than to prevent danger to the child/vulnerable adults or others.
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General Safety on Visits & Events:

- Fire drill will be explained to all visiting parties & workshop groups at the start of a visit.
- All workshops and activities will be risk assessed.
- Visiting schools will be asked to meet our required adult: child ratios (KS1- 1:6, KS2 – 1:10, KS3 and upwards – 1:15).
- All materials used during workshops or for self-led activities in the galleries will be suitable for the age and ability of the audience.
- A minimum of two members of staff, or one member of staff plus one volunteer should run all children's workshops.
- A member of staff/volunteer should accompany children's workshops led by freelancers.

Procedure:

- Staff/volunteers should maintain an attitude of "it could happen here" and always act in the best interests of the child/vulnerable adult.
- If staff/volunteers have any concerns about a child/vulnerable adult they should speak immediately to the Safeguarding Officer and in their absence the Learning Officer.
- In the event of a disclosure staff/volunteers should reassure the child/vulnerable adult explaining they must speak to someone else in order to help them.
- Once the Safeguarding Officer has been informed you will be asked to submit an incident form as soon as possible.

Thank you for reading our Safeguarding Guidelines. The full Safeguarding Policy with more detailed advice can be found on our website: valeanddownlandmuseum.org.uk

Please sign the Employee and Volunteer declaration below and return to the Museum Manager.



Employee & Volunteer Declaration

The Vale and Downland Museum is fully committed to safeguarding the wellbeing of children/vulnerable adults and protecting them from physical, sexual and emotional harm.

As an employee or volunteer, it is important that you have taken the time to thoroughly read the organisation's Safeguarding Children & Vulnerable Adults Guidelines.

By being made aware of the policy, it is our intention to ensure that all employees and volunteers provide a safe and secure environment for the young people in their care.

I have read and fully understood the Vale and Downland Museum's Safeguarding Children & Vulnerable Adults Guidelines Statement and I agree to carry out my role in line with policy statements and procedures.

Signed: _____ Date: _____

Print name: _____

Countersigned by Designated Safeguarding Officer

Signed: _____ Date: _____

Print name: _____