

SAFEGUARDING POLICY

Introduction

The Museum of Cambridge acknowledges that we have ultimate responsibility for the management and control of activities conducted at the Museum and that this is conducted in line with relevant legislation and statutory guidance including the Protection of Children Act 2004, the Safeguarding Vulnerable Groups Act 2006, the Care Act 2014, and Working Together to Safeguard Children 2018.

This policy applies to all staff including senior managers and the Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of the Museum of Cambridge.

Protection of Children

PURPOSE

- To protect children and young people who receive the Museum of Cambridge's services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
- The Museum of Cambridge believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

THE MUSEUM OF CAMBRIDGE RECOGNISES:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- We will seek to keep children and young people safe by:
 - valuing them, listening to and respecting them
 - adopting child protection and safeguarding practices through the dissemination of this policy
 - providing effective management for staff and volunteers through supervision, support and quality assurance measures
 - recruiting staff safely, ensuring all necessary checks are made
 - recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions
 - using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents and carers appropriately
 - creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
 - ensuring that we have effective complaints and whistleblowing measures in place

- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers by applying health and safety measures in accordance with the law a regulatory guidance

Protection of Adults

The Museum of Cambridge will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with care and support needs from harm.

This policy outlines the steps the Museum of Cambridge will make to safeguard an adult with care and support needs if they are deemed to be at risk or at risk. This policy sets out the roles and responsibilities of the Museum of Cambridge in working together with other professionals and agencies in promoting the adult's welfare and safeguarding them from abuse and neglect.

The Museum of Cambridge will ensure that decisions made will allow adults to make their own choices and include them in any decision making. We will also ensure that safe and effective working practices are in place.

This policy is intended to support staff and volunteers working within the Museum to understand their role and responsibilities in safeguarding adults. All staff and volunteers are expected to follow this policy.

Principles:

The Museum of Cambridge adheres to following the six key principles that underpin safeguarding work:

- Empowerment
- Prevention
- Proportionality
- Protection
- Partnership
- Accountability

The Museum of Cambridge will not tolerate the abuse of adults in staff and volunteers should ensure that their work reflects the principles above and ensure the adult with care and support needs is involved in their decisions and informed consent is obtained. The Museum of Cambridge should ensure that the safeguarding action agreed is the least intrusive response to the risk. Partners from the community should be involved in any safeguarding work in preventing, detecting, and reporting neglect and abuse. The Museum should be transparent and accountable in delivering safeguarding actions.

Recruitment

We accept that it is our responsibility as a museum to check that all adults with access to children and vulnerable adults have been appropriately vetted by doing the following:

- We will ensure that every new volunteer completes an Expression of Interest form.
- We will ask for the name of two referees who are prepared to provide written references.
- We will note at an interview all previous experience of working with children.

- We will ask potential volunteers applying for any roles that involve working closely with children or vulnerable adults on a frequent, intensive, or overnight basis to submit to an enhanced DBS (Disclosing and Barring Service) check as per the UK Government's [DBS eligibility guidance](#). Any administrative costs for the DBS check will be met by the museum.
- We will ensure that all our volunteers and contractors, if relevant, are aware of the policy and those involved in work with children and vulnerable adults have received relevant training and support.

Responding to abuse or suspected abuse

All staff, management, trustees, and volunteers at The Museum of Cambridge are expected to report any concerns to the named person for safeguarding. If the allegation is against one of the Museums' members, volunteers, trustees, or directors, seek advice from the Museum of Cambridge safeguarding lead member, Sally Page, Trustee. If the allegation is against the safeguarding lead, seek advice from another member of the Board of Trustees.

Training

- One member of the museum's management team should undertake training in child and vulnerable adult protection through a recognised organisation.
- All volunteers must read and understand the Museum's Safeguarding policy and procedures as part of their induction and will agree to follow this policy and report any suspicions or concerns to the Safeguarding Lead.
- All volunteers who assist with the education programme or workshops where children or vulnerable adults will be present should attend a relevant training session once a year.

Review

The Safeguarding Policy will be reviewed yearly.

Approved by the Board of Trustees on 15th April 2021.

Next review due in April 2022.