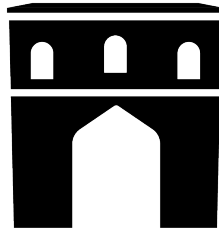


Sherborne Museum

Safeguarding Policy - December 2018



SHERBORNE museum

SAFEGUARDING POLICY

December 2018 – December 2021

Sherborne Museum

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Mission Statement

Our mission is to increase public awareness, appreciation and understanding of Sherborne's natural, historic and cultural heritage through the acquisition, preservation and display of a unique collection of items that are particularly relevant to the area.

We will play an active role in the community, creating a centre of inspiration, education and enjoyment for all, while providing excellent standards of customer service. We will endeavour to reduce all physical, cultural, social, intellectual, financial and psychological barriers to access.

Bearing in mind our commitment to future generations, our policies will be governed by the principles of resilience and sustainability and governed by the Museum Association's Code of Ethics.

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1. Introduction

Sherborne Museum makes a positive contribution to a strong and safe community and recognises the right of every individual to stay safe.

Sherborne Museum comes into contact with children and/or vulnerable adults through the following activities:

- Contact with children during workshops organised by the Museum (all children to be accompanied by adult)
- School visits (supervised) both to and from schools
- Visits by those under 18 unaccompanied by an adult
- Outreach work to Alzheimers' groups
- Older unaccompanied students from local schools on Duke of Edinburgh award or work experience

This policy seeks to ensure that Sherborne Museum undertakes its responsibilities with regard to protection of children and/or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff in their practices and clarifies the organisation's expectations.

2. Legislation

The principal pieces of legislation governing this policy are:

- Working Together to Safeguard Children 2017 and subsequent revisions
- The Children Act 1989
- The Adoption and Children Act 2002
- The Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Care Standards Act 2000
- Public Interest Disclosure Act 1998
- The Police Act – CRB 1997
- Mental Health Act 1983
- NHS and Community Care Act 1990
- Rehabilitation of Offenders Act 1974

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3. Definitions

Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.

Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.

It can take a number of forms, including the following:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Bullying
- Neglect
- Financial (or material) abuse

Definition of a Child

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

Definition of Vulnerable Adults

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

This may include a person who:

- Is elderly and frail
- Has a mental illness including dementia
- Has a physical or sensory disability
- Has a learning disability
- Has a severe physical illness
- Is a substance misuser
- Is homeless

4. Responsibilities

All staff have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

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Staff are requested to confirm their understanding of the contents of this policy by signing the form on the last page of this document.

Additional specific responsibilities

The Designated Senior Manager/lead officer is the Curator.

This person's responsibilities are:

- Ensure the policy is accessible.
- Ensure the policy is implemented.
- Ensure the policy is monitored and reviewed.
- Ensure that sufficient time and resources are available to ensure the policy can be implemented effectively.
- Ensure that the welfare of children and vulnerable adults is promoted.
- Ensure that all staff have access to appropriate training where necessary.
- To receive all staff concerns about safeguarding and respond to them seriously, appropriately and swiftly.
- To keep up to date with local arrangements for safeguarding and DBS.
- To develop effective links with appropriate agencies.
- To take forward concerns about responses.

It is expected that all Trustees will lend support with these responsibilities and are familiar with the relevant policies and legislation.

5. Implementation Stages

The scope of this Safeguarding Policy is broad-ranging, and in practice it will be implemented via a range of policies and procedures within the organisation. These include: Equality and Diversity Policy, Access Policy, Health and Safety Policy, Customer Care Policy and the Complaints Procedures.

Safe recruitment:

Sherborne Museum ensures safe recruitment through the following processes:

- Staff induction
- Staff training
- DBS checks where advised by NSPCC
- Health and Safety training
- Data protection
- Disciplinary procedures

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DBS Gap Management:

The organisation commits resources to providing Disclosure and Barring Service checks on staff whose roles involve regular contact with children and /or vulnerable adults. In addition to these DBS checks, for established staff the following processes are in place:

- Job descriptions include references to safeguarding responsibilities.
- Recruitment is conducted according to equal opportunity principles.
- A list of roles which involve direct contact with children/vulnerable adults will be regularly reviewed.

6. Communications training and support for staff

Sherborne Museum commits resources for induction, training of staff, effective communications and support mechanisms in relation to Safeguarding.

Induction:

The induction process will include:

- Discussion of the Safeguarding Policy and confirmation of understanding.
- Discussion of other relevant policies.
- Ensuring of familiarity with the reporting process and the roles of the Curator and Chair.

Training:

All staff who, through their role, are in contact with children and/or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include for example:

- Level 1 training in Child safeguarding at www.highspeedtraining.co.uk/safeguarding-people/introduction-to-safeguarding-children-training-course.aspx
- Online SOVA courses
- Workshops provided by Dorchester Volunteers Centre

Communications and discussion of safeguarding issues:

Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

- At Team meetings
- At Board meetings
- At AGM
- One-to-one induction with Curator/Front of House Team Leader
- Encouraging open discussion
- Refresher meetings

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Support:

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing sessions
- Recommendations for counselling
- Contact from Curator about concerns within 3 days

7. Professional boundaries

Professional boundaries define effective and appropriate interaction between professionals and the public they serve. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.

Sherborne Museum expects staff to protect the professional integrity of themselves and the organisation. The following professional boundaries must be adhered to:

- Museum staff should not give or receive gifts from members of their user groups unless part of a planned activity.
- Personal relationships between museum staff and vulnerable user groups is prohibited, including through social media.
- The Museum prohibits the use of abusive language.
- The Museum prohibits behaviour and language that is sexist, racist or otherwise intolerant of disability, religion, belief or gender choice.
- The Museum prohibits the inappropriate use of the Internet by staff and users.
- The Museum prohibits the use of punishment or chastisement.
- The Museum prohibits the passing on of service users' personal details except where permitted by the user when dealing with research enquiries.
- The Museum keeps staff contact details and personal information confidential, away from service users and out of sight in public areas, in accordance with the Data Protection Regulations 2018 and as stated in the Museum's Privacy and Cookies Policy.

The following policies also contain guidance on staff conduct:

- Customer Care Policy
- Equality and Diversity Policy
- Volunteer Agreement (to be signed)

If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures (see section 9 below).

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8. Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns:

- Communicate concerns to Curator/Chair.
- Seek medical attention for vulnerable person if needed.
- Discuss with parents of child or with vulnerable adult.
- Obtain permission to make referral if safe and appropriate.
- Seek advice from relevant helplines.
- Complete Incident report form (by First Aid Box in Curator's office).
- Inform Local Authority and complete relevant documents within 24 hours.

If the Senior Manager (Curator/Chair) is implicated, refer to peer.

Contacts:

Dorset Safeguarding Children Board

info@dorsetlscb.co.uk

tel: 01305 221196

adultaccess@dorsetcc.gov.uk

9. Allegations

Sherborne Museum recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

- Any member of staff is required to report to the curator/chair who will complete a written record of the concern.
- The local authority will be contacted via the Designated Officer for Safeguarding Children Services or the Adult Helpdesk.
- Follow the advice provided.

Sherborne Museum recognises its legal duty to report any concerns about unsafe practice by any of its staff to DBS.

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10. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices
- DBS checks where necessary
- References made for new staff
- Monitoring whether concerns are being reported and actioned
- Checking this document and other policies mentioned are up to date and relevant
- Reviewing the current reporting procedure
- Presence and action of the manager responsible for Safeguarding is in place
- Assessment using Competency Framework

11. Managing information

- Information will be gathered, recorded and stored in accordance with the Data Protection Regulations 2018 and the Museum's Privacy and Cookies Policy.
- All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the Designated Senior Manager.
- All staff must be aware that they cannot promise service users or their families/carers that they will keep secrets.

12. Communicating and reviewing the policy

Sherborne Museum will make clients aware of the Safeguarding Policy through the Website: www.sherbornemuseum.co.uk

- Complaints Policy
- Customer care
- Safeguarding
- Equality and Diversity
- Data Protection Policy

This policy will be reviewed by the Board of Trustees every three years, and when there are changes in legislation.

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Confirmation of reading

I confirm that I have been made fully aware of, and understand the contents of the Safeguarding Policy and Procedures for Sherborne Museum.

Please complete the details below and return this completed page to the Curator.

Volunteer Name:

Volunteer Signature:

Date: