



## Children and Vulnerable Adults Safeguarding Policy

The Museum has a duty, both in law and as a responsible organisation, to take reasonable care of children and vulnerable adults coming onto its premises. The Museum aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children (defined as a person under the age of 18) and vulnerable adults.

Everyone involved with the activities of the Museum has a responsibility to adhere to the policy set out below. Kempton Great Engines Trust is accountable for ensuring that the policy is in place and that it is followed.

The term safeguarding is used to define actions taken to protect vulnerable groups from harm.

It is important for all volunteers and trustees to understand what safeguarding is and why it's important.

The Museum is fully committed to meeting the requirements of safeguarding, both in relation to children and vulnerable adults, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.

The Protection of Freedoms Act 2012 is of particular importance to this policy document as all decisions made to bar individuals from working with children or adults at risk are made by the Disclosure and Barring Service (DBS) via this legislation.

### Statement of Policy

This document states the Museum's policy on preventing and reducing harm to children and adults at risk when they are in contact with Museum volunteers, trustees and contractors  
The policy aims to:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults;
- Raise awareness that everyone who comes into contact with children/vulnerable adults (and their families) has a role to play. In order to fulfil this responsibility effectively, all should make sure their approach is centred around the vulnerable individual. This means that they should consider, at all times, what is in the best interests of the child and/or the vulnerable adult.
- Provide assurance to parents, carers and other parties that the Museum takes reasonable steps to manage risks and keep children and adults at risk safe;
- Ensure that everyone understands their roles and responsibilities in respect of safeguarding and is

provided with the necessary information, training and support on safeguarding matters;

Put in place proportionate safeguards to prevent the involvement of individuals in work with children and/or vulnerable adults where they have been barred by the DBS or are deemed by the Museum to pose an unacceptable risk to vulnerable groups;

Ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact with Museum volunteers trustees or contractors, whether the harm has taken place on Museum premises or not.

The Children and Vulnerable Adults Safeguarding Policy also seeks to manage effectively the risks associated with activities and events involving children and adults at risk.

Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;

Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;

Ensuring that the appropriate DBS checks, or other appropriate screening checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults;

Requiring individuals involved in working with children or vulnerable adults to familiarise themselves with the content of this policy and the associated Code of Practice.

This policy requires that any suspicions and allegations involving harm to children and/or adults at risk are referred to the designated safeguarding lead, or their deputy, to determine what action, if any, must be taken. This will enable each situation to be investigated thoroughly, whilst treating the parties involved fairly and sensitively. It will also ensure that appropriate steps are taken as a result of any investigations, which may include contacting the police, social services and/or fulfilling the legal duty to refer information to the DBS as required.

The procedure for managing suspicions and allegations aims to strike a balance between the need to protect children and adults at risk from abuse and the need to protect volunteers and trustees from false or unfounded accusations. Any individual who raises a child protection concern will not be subject to any adverse or detrimental treatment.

## Code of Practice

When working with children and young people (under the age of 18), you must not:

- allow concerns or allegations to go unreported
- smoke, consume alcohol, or use illegal substances
- take a child or young person alone in a car on journeys, however short
- have any physical contact
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account

- act in a way that can be perceived as threatening or intrusive
- take a child or young person to a toilet or an isolated space, unless another adult is present (this may include a parent, team leader or other responsible person)
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

When working with children, young people and/or vulnerable adults, you must:

- consider the well-being and safety of participants in museum activities in advance through proper planning and development of safe methods of working/activities.
- be seen by others in an open environment where you are alone with a child at risk; making sure that others can clearly observe you.
- wherever possible, work in an open environment with adults at risk where they can be seen by others.
- set expectations of the standards of behaviour required from participants in an activity/event and encourage them to accept responsibility for their own performance and behaviour.
- ask participants in an activity/event to take reasonable steps to ensure their own safety and that of others, and to report any inappropriate behaviour they experience/witness or any concerns that they may have.
- report incidents of alleged abuse in line with the guidance as contained within this policy.
- report any concerns about poor practice to the designated safeguarding lead, or their deputy.
- provide First Aid treatment to children or adults at risk with more than one adult present whenever possible.
- obtain written consent (from parents/guardians in the case of children) before any photographs or video images of children or adults at risk are taken (if proposed); in order to comply with the General Data Protection Regulations 2018. Personal details and photos which clearly identify an individual must only be published where they (and their parent/guardian in the case of children) have given specific agreement.
- obtain written consent from parents/guardians to enable those under the age of 18 to volunteer. Parents/guardians must sign the 'Parental/Guardian Consent Form'.
- communicate with children, young people and/or vulnerable adults for organisational purposes by email using a @kemptonsteam.org email address. All correspondence should be carbon copied to the Safeguarding Lead.