

## Safeguarding Overview

### What is safeguarding?

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The NSPCC definition is that safeguarding is action taken to promote the welfare of young people and vulnerable adults and prevent them from coming to harm.

### Who needs safeguarding procedures?

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If your museum works with children, young people or vulnerable adults, your organisation should have safeguarding processes in place. It's worth noting that if your museum is a registered charity, ensuring that your organisation safeguards the welfare of any children and young people that it works with is part of the Trustees' responsibilities defined by the Charity Commission.

There are explanations of your organisational responsibilities provided by SAFE CIC. SAFE CIC is recommended by the Charity Commission and NCVO as a good source of information about safeguarding.

### Who do safeguarding processes apply to?

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For the purposes of Takeover Day, we are mainly thinking about children as being anyone up to the age of 18 - as defined in the 1989 Children Act.

There could be rare occasions when you're running a Takeover Day for a vulnerable adult aged 18 or over.

A vulnerable adult or adult at risk is defined in the Care Act 2014 and includes any person 18 years and over who has needs for care and support and is experiencing, or is at risk of, abuse and neglect and; because of those care needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

### What processes do you need to have in place?

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- 1 **A Safeguarding Policy and Procedure.** This outlines your organisation's approach to safeguarding and the processes you have in place to protect the welfare of children while you are working with them and the processes you would use if you needed to report concerns about the welfare of a child.

There is guidance about how to write a policy and a template policy on the NSPCC website.

NCVO also has a straightforward practical guide on their website.

It's worth seeing what resources your local authority or local safeguarding board have available to support organisations in their area.

There are links to local safeguarding board websites here on the Safe CIC website.

In the resources library on the NSPCC website, you will also find useful information that you might want to include in your procedures such as:

- a code of conduct for adults working with children
- tips on how to respond to a disclosure of abuse
- process for reporting safeguarding concerns / taking appropriate action in an emergency
- guidance around photography.

Your policy and procedures should also include contact details for your Designated Safeguarding Officer (see below), NSPCC, CEOP and your local child safeguarding board and local social services children's department. The latter will have an out of hours service and normally a secure email for reporting purposes.

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**2 A Designated Safeguarding Officer.** If you work regularly with children, young people or vulnerable adults, there should be a designated safeguarding lead within your organisation. Their role is to ensure that an organisation handles all safeguarding concerns effectively. The NSPCC provide a sample role description, but bear in mind this should be tailored to the size of your organisation.

The Designated Safeguarding Officer requires appropriate training. Here are our suggestions:

- SAFE CIC offer face to face and online training.
- NSPCC has a range of e-learning and face-to-face safeguarding training courses.
- Artsworld provide training tailored for the cultural and heritage sectors around the UK.
- Regional Museum Development teams may also run safeguarding training.

### How can you ensure staff and volunteers understand your safeguarding processes?

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If your staff are often working with children and young people, it's likely you're going to want to offer them training.

If they're working with children and young people occasionally, it's important they understand:

- your code of conduct for working with children
- how to spot different types of abuse
- the process for reporting abuse.

This kind of briefing could be carried out by your Designated Safeguarding Officer.

### Do we need DBS checks?

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It's important that all staff who work regularly with children and young people have an appropriate DBS check.

There is a very good resource by SHARE Museums East about the requirements for DBS checks. Who can have a particular kind of DBS check is regulated in law. Who can have a DBS check and what kind of check they can have is determined by the nature of their contact with children and young people and its frequency.

If you are unsure there is guidance available from SAFE CIC, including links to the official DBS website.

NSPCC also has an information service available online.

Please note that this guidance refers to England and Wales and other countries may have different requirements.

If you have any questions or concerns about safeguarding, we would recommend taking specialist advice.