



Malton Museum

Safeguarding Policy and Code of Practice

1. Introduction

Malton Museum welcomes visitors of all ages and abilities. We are committed to ensuring access to the collection for children and vulnerable adults and believe that everyone visiting our exhibitions, using resources and staff working either on or off site should be safe and protected from harm.

This policy is in place to ensure that the Museum is following the requirements of the 2006 Safeguarding Vulnerable Groups Act and that these are adhered to at all times by staff, being employed or voluntary.

Everyone working at the Museum, staff, temporary workers, volunteers and Board members must be aware of and abide by the Museum's Safeguarding Policy and Code of Practice.

2. Definitions

We define children as persons below the age of 18 years. Those aged 14 years and under are regarded as needing a higher degree of protection than those aged 14 to 17. Most children with whom the museum works are generally in the care of a responsible adult (normally a teacher or parent/guardian).

A vulnerable adult is defined as a person aged 18 and over who is or may be in community care services because of age, physical or learning disability, or someone who is or may be unable to care for themselves or protect themselves against harm or exploitation or may have difficulty in communication and may need extra help.

3. Aims

Malton Museum aims to:

- provide an environment (including activities off site) which is safe and welcoming for children and vulnerable adults and which protects them from all forms of abuse.
- ensure everyone working at or for the Museum is aware of the need to protect children and vulnerable adults and knows how to reduce the risks to them.
- respect the rights of all children and vulnerable adults
- provide procedures and guidance for everyone working at or for the Museum for their own protection.

4. Commitment

Malton Museum will endeavour to safeguard children and vulnerable adults by:

- adopting sensible safeguarding procedures which will minimise any opportunity for abuse and will establish appropriate treatment for children and vulnerable adults
- following robust procedures for the recruitment and selection of volunteers and ensuring individuals who may be working with children or vulnerable adults have the appropriate DBS check in place where necessary. This is only required by law if they are to be alone with children and so is not a prerequisite for joining the team. All members of the learning team who may frequently work with children or vulnerable adults, for example in schools or with supported groups of adults, are selected with care and references will be checked.
- ensuring all members of the front of house and learning teams are made aware of and trained to work within the safeguarding Policy and Code of Practice at the stage of induction.
- providing effective management through supervision, support and training.
- ensuring any accompanying child carer (parent, guardian or teacher) are aware of their own responsibilities in relation to safeguarding. Children under the age of 14 will not normally be allowed in to the museum without an adult carer in attendance, for example at a Family Workshop.
- ensuring a designated member of the Board of Trustees will be responsible for checking that child protection issues are taken seriously and any incidents are thoroughly investigated fairly, swiftly and appropriate action taken.
- ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice.
- obtaining permission by parents, guardians or carers in writing before taking any photographs or videos of children to be used for publicity purposes.
- first aid treatment whenever possible should be carried out with more than one adult present, unless in a severe case when to delay action would endanger life.

5. CODE OF PRACTICE AND BEHAVIOUR

To be given, together with the policy above, to all staff, trustees and volunteers who might come in to contact with children and vulnerable adults.

Everyone working at the museum has a responsibility to ensure that children and vulnerable adults visiting the museum are safe and protected from abuse.

It is your responsibility to ensure that:

- You recognise the position of trust in which you have been placed and seek to protect yourself and others. If you are involved in an activity with children or vulnerable adults either on or off site, you must understand and follow this Code of Practice.
- Your behaviour must be appropriate at all times.
- You observe the guidelines set out below, which are established for the safety and security of young people and/or vulnerable people and understand the consequences of not adhering to these rules.
- You take any allegations or concerns about abuse seriously and refer concerns immediately following museum procedures.

You should not

- spend time with children or vulnerable adults, unobserved or on a one to one basis
- develop social relationships with children or vulnerable adults. If you do come into contact with those you have worked with in a social situation, try to maintain a professional distance
- arrange meetings or contact or communicate in person or via social media with children or vulnerable adults outside of working hours
- engage in inappropriate behaviour or contact
- do things of a personal nature which a child or vulnerable adult could do for themselves
- take photos or film any child or vulnerable adult for personal use, or for museum use without previous written permission from parent/carer.
- give personal gifts of any kind and report any gifts you may receive. Any gift from the museum should only be by prior arrangement, and with parent/carer awareness.
- use physical restraint, other than to prevent danger to the child or others, damage to property, or anti-social behaviour. Always consider proportionality of response to any given situation.
- behave in any way which could be misinterpreted. Never make suggestive remarks or threats, or use inappropriate language.

We are committed to reviewing our Policy and Code of Practice **annually**
The policy has been produced with reference to
NSPCC, NYC and the Kids in Museums website

This policy was reviewed on – Date November 29 2023

Signed

(Safeguarding lead or most senior person on board of trustees)