

# SAFEGUARDING POLICY AND PROCEDURES

## 1. Introduction and Purpose

The National Museum of the Royal Navy's Museum vision is to become the world's most inspiring naval museum and our mission is to inspire learning, enjoyment and engagement with the story of the Royal Navy and its impact in shaping the modern world. The National Museum of the Royal Navy ("the Museum") is committed to providing enjoyable, safe environments and acknowledges the duty of care to safeguard and promote the welfare of vulnerable people.

This purpose of this policy is to ensure the safety of all our visitors, users, staff and volunteers and outlines the Museum's policy on identifying and responding to concerns regarding the safeguarding and protection of children, young people and vulnerable adults. The Museum recognises our responsibility to take all reasonable steps to promote safe practice and to protect vulnerable people from harm, abuse and exploitation.

This procedure, provides guidance for all staff who may come across concerns of this nature within the context of their work for the Museum. It is in place to ensure that the Museum is following the requirements of the Safeguarding Vulnerable Groups Act 2006 and that these are adhered to at all stages of an individual's employment with the Museum, whether paid, contracted or voluntary in capacity.

It is mandatory for everyone working at the Museum to adhere to these safeguarding procedures and guidance. Any staff found not to have followed it may be subject to formal disciplinary action or alternative appropriate action if they are not an employee.

## 2. Scope and Definitions

This policy applies to all staff, including employees irrespective of their status or level, trustees, casual workers, volunteers, agency workers or anyone working on behalf of the Museum (collectively referred to as staff in this policy).

This document is intended to provide a defined procedure and guidelines relating to safeguarding.

For the purposes of this policy, the following definitions apply:

**Child** - A child, as defined in the Children's Acts 1989 and 2004, is anyone *'who has not yet reached their 18th birthday.'* Staff may prefer to use the words 'young person' or 'young people' to describe teenagers, although this definition does not exist in law. Therefore, it is important to be clear that any young person up to their 18<sup>th</sup> birthday is legally regarded as a child.

A large proportion of the work undertaken by the Learning, Engagement, Access and Participation (LEAP) team involves working with children. The Museum also employs children (aged 16 and 17 years) and

may offer work experience and volunteering opportunities to children (teenagers). Children also visit our attractions with their families, schools, uniformed groups, etc.

**Vulnerable Adult** - A vulnerable adult, is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical, mental health or other disability, or someone who is or may be unable to take care of or protect themselves against significant harm or exploitation (including those who have difficulty in communication and may need additional help).

The Museum may employ vulnerable adults and may offer volunteering opportunities to vulnerable adults. Vulnerable adults also visit our attractions and may participate with community outreach activities and within focus groups particularly in relation to projects and exhibitions.

It is very important in terms of disabled and older people's equality and rights not to assume someone is vulnerable just because of who they are.

**Vulnerable People** – Collectively children and vulnerable adults will be described as vulnerable people.

**DSO** – Designated Safeguarding Officer. As part of our safeguarding commitment the Museum has allocated responsibilities to trained Designated Safeguarding Officers (DSO). Their role is to act as a point of contact for everyone working at the Museum who may have safeguarding concerns and to support, advise and provide guidance on safeguarding matters.

### 3. Responsibilities

#### 3.1 Everyone

**Safeguarding is everyone's responsibility: Not responding to a safeguarding concern is not an option.**

The Museum and everyone who works within it endeavours to safeguard vulnerable people by:

- Adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children, young people and vulnerable adults.
- Ensuring that we provide a safe physical environment for everyone by applying Health and Safety measures in accordance with legislation and regulatory guidance.
- Sharing information about the principles of safeguarding and good practice.
- Creating and maintaining an environment that promotes and respects dignity at work.
- Taking allegations seriously and responding fairly, swiftly and appropriately.
- Ensuring any accompanying individuals (parents, guardians, school teachers, etc.) are aware of their own responsibilities in relation to safeguarding.
- Sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate.
- Ensuring that safeguarding risks are considered in all activity risk assessments.

- Reviewing our policy and practice at regular intervals.

Everyone working for the Museum **must** follow the code of conduct for working with Children, Young People and Vulnerable Adults (refer to Appendix 1).

### 3.2 Line Managers and Staff Supervising Volunteers/Contractors

Line managers and staff supervising volunteers and/or contractors endeavours to safeguard vulnerable people by:

- Following robust processes for the recruitment and selection of staff and ensuring individuals who are working with vulnerable people have the appropriate DBS and Access NI checks in place.
- Ensuring staff are informed of safeguarding procedures and know who to contact if they have a safeguarding concern.
- Ensuring individuals working with vulnerable people are fully aware of and trained to follow the Museum's procedures.
- Communicating any changes to the Safeguarding Policy and Procedures.
- Ensuring staff undertake the appropriate safeguarding training.
- Providing effective management for staff through supervision, support and training.
- Supporting individuals after they have shared their safeguarding concerns.
- Designating members of staff to lead on safeguarding issues.
- Using the Museum procedures to manage any allegations against staff appropriately.
- Sharing information about concerns with a Designated Safeguarding Officer.
- Promoting the importance of safeguarding across the Museum.

### 3.3 Designated Safeguarding Officers (DSOs)

Designated Safeguarding Officers will endeavours to safeguard vulnerable people by:

- Acting as a point of contact for anyone who may have safeguarding concerns.
- Offering support to individuals who may have shared safeguarding concerns with them.
- Advising and providing guidance to individuals who may be concerned about a safeguarding issue.
- Sharing information about concerns with agencies who need to know, and involving parents/guardians/carers as appropriate.
- Promoting the importance of safeguarding across the Museum.

Refer to Appendix 2 for DSO contact details.

### 3.4 Trustees and Executive Group

Trustees and the Executive Group will safeguard vulnerable people by:

- Understanding their responsibilities for safeguarding as identified by the Charity Commission (refer to the Charity Commission for England and Wales Annex 1: trustee safeguarding duties explained <https://www.gov.uk/government/organisations/charity-commission> ).
- Assessing and managing risk.
- Ensuring ongoing monitoring and review of arrangements for the protection of vulnerable people to ensure that safeguards are being implemented and controls in place are effective.
- Ensuring that serious safeguarding incidents are reported to the Charity Commission and other appropriate safeguarding and regulatory bodies.
- Promoting the importance of safeguarding across the Museum.

#### 4. Recruitment and Selection

Individuals who have particular roles and responsibilities which involve directly working with vulnerable people carrying out regulated activity will be required to have a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure or an Access NI check and a check to be made against the barring list for children and/or adults, as appropriate.

All employment advertisements or online employment information that relates to roles which are required to work with children, young people and vulnerable adults and undertake regulated activity will include the statement: *'In accordance with Museum safeguarding procedures successful applicants will be subject to a satisfactory Enhanced DBS Disclosure or Access NI check and a check against the barred list for children and/or adults, as appropriate'*.

At interview applicants will be required to account for any gaps in employment and provide a copy of photographic ID. Where candidates will be required to have an enhanced DBS check or Access NI check, interviewees for relevant posts will be asked appropriate questions relating to the fact the role will involve working with vulnerable people.

We recognise that job applicants and our staff and volunteers need to feel confident that information about their convictions will not be disclosed to colleagues unless there is a specific reason for doing so. Those involved in recruitment decisions should ensure that when appointing an individual with a conviction, they are advised as to whom within the Museum will be informed of their conviction and the reasons why the information must be disclosed.

All Museum appointments will also be subject to satisfactory references and a probationary or trial period.

Any staff receiving a criminal allegation or conviction during their employment with the Museum has a duty to inform the Museum immediately. Any failure to do so may be treated as a breach of the employment contract.

## 5. Disclosure and Barring Service (DBS) and Access NI

For each new role created or where there is a change to an individual's role, HR in consultation with the appropriate line manager will determine if a DBS check or Access NI check is required and at which level. Where appropriate, posts will be excluded from the provisions of the Rehabilitation of Offenders Act and applicants will be required to declare all past criminal convictions (and any current or pending investigations) prior to interview.

DBS checks and Access NI checks form an important part of our wider safeguarding policy. The Museum is only legally entitled to carry out an enhanced, or enhanced with barred lists, DBS check if an individual's position is one of those listed in the 'exceptions order' of the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and in the Police Act regulations (for the barred list check) and meets the definition of regulated activity.

For individuals working in regulated activity an enhanced DBS check or Access NI check will be required. Where a DBS check/Access NI check is required, Museum appointments will be conditional on satisfactory checks of the applicant's disclosure and safeguard measures will be put in place.

As part of our safeguarding obligations, we will re-apply for the appropriate types of DBS checks/Access NI checks every 3 years when working for the Museum.

Information provided in a DBS disclosure or Access NI disclosure report will be kept confidential and only on a need-to-know basis. Such information will be handled in accordance with the Museum's Data Protection Policy relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information.

## 6. Learning and Development

The Museum will ensure that staff and the public has access to the Safeguarding policy and an understanding that the Museum has a duty to inform Children's or Vulnerable Adults Services or the Police, other governing bodies and the Charity Commission if there are concerns about abuse. This will be achieved by publicly publishing the policy and procedures on Workplace, CIPHER, the shared drive, in staff rooms and on the Museum's website.

The Museum will ensure that all staff have access to training and/or awareness sessions as appropriate to their role and responsibilities. This will include training on the recognition of abuse and neglect and how to respond to such concerns. HR will keep a central record of training and report on the percentage of staff having undertaken appropriate training.

Line managers will ensure that all new staff, as part of their induction, will be required to read and understand the safeguarding policy and procedures and to complete the appropriate safeguarding training, this will include an explanation of roles and responsibilities of the individual, the Designated Safeguarding Officer and the Lead Designated Safeguarding Officer.

## 7. Working with Work Experience Placements

The Museum supports schools and colleges to develop their work experience programmes and recognises that these placements develop independence, responsibilities and the ability to make decisions and to apply learning. For this reason, some staff and volunteers will, from time to time, be required to work with young people from 14 - 18 years of age.

We recognise that it is not practical, or necessary, for young people undertaking work experience placements to be supervised or accompanied by two or more members of staff at all times. However, no young person undertaking a work experience placement should be left without any supervision.

To enable both staff and the work experience student to have a positive experience, the following guidelines must be followed:

- A full risk assessment must be completed and a plan of work agreed with the school (the risk assessment template is available on the shared drive in the health and safety folder).
- The door to any workspace must be left ajar or there must be a clear view into the room hosting a work experience activity and another member of staff must know the location of the activity.
- Staff must not travel alone in a private vehicle with a work experience student.
- Staff must not give out personal information i.e. personal email, social network site details (e.g. Facebook) or their personal mobile or home phone number to any work experience student.
- Whilst it is important to reassure a young person who may be nervous in a new placement and reliant on a staff member's guidance, staff must avoid being over familiar or close physical proximity or invading "personal space". Being aware of the nature of the conversations they are having and avoid swearing or other behaviour which could be considered a bad example in the presence of a young person.
- Rarely, young people may disclose confidential information to a staff member or a colleague that gives rise to concern for their physical or emotional safety. In such situations the staff member should complete the 'Safeguarding Incident Report form' (refer to Appendix 4).
- At the start of any placement the member of staff should take time to explain the format of the placement, including place and conditions of work and ensure that the young person is comfortable with the proposed arrangements. The member of staff will also be responsible for ensuring relevant health and safety procedures are explained and adhered to.

## 8. Unaccompanied Vulnerable People

The minimum age for a child to visit the Museum's sites unaccompanied by a suitable adult is 16 years.

If staff or other visitors have concerns about an unaccompanied child or vulnerable adult, they must report their concerns to the Duty Manager, Attraction Manager, Operations Manager or General Manager ("operational managers") immediately. If there is a concern about the behaviour or safety of unaccompanied children or vulnerable adults, the operational manager should first seek to establish where their responsible adult is. If the unaccompanied child or vulnerable adult is on their own, staff

should contact the General Manager or, if relevant, the DSO to assess the situation. The operational manager should ask them to improve their behaviour and/or move them to a safe environment.

If at any point the operational manager considers that staff or visitors or the vulnerable person are at risk due to the behaviour of an individual then the police must be called immediately. The 'Safeguarding Incident Report and DSO Action Report forms' (refer to Appendices 4 and 5) should also be completed and kept on record.

## **9. Lost Child or Vulnerable Adult Procedure**

To safeguard a child or vulnerable adult if they become lost, staff must follow the site specific Procedure for Dealing with Missing Children and Vulnerable Adults (which can be located on the shared drive and by contacting a member of the operational management team).

NMRN Hartlepool is part of the "Safe Place Scheme" which has been set up across the Tees Valley. NMRN Hartlepool is one of the places in the community where people can go if they are feeling unsafe or want some help and support. Staff in Hartlepool must complete the 'Lost Person's Log' when an individual comes to NMRN Hartlepool under the Safe Place Scheme.

## **10. Photography/Filming**

The Museum may seek to take photographs and film of children, young people and vulnerable adults who are participating in organised activities for publicity purposes.

Permission must be sought from the supervising adult with parental responsibility or carer for the child/vulnerable adult who will be asked to sign a "Use of Image (photograph/film)" consent form (refer to Appendix 7), in the case of pre-booked groups (e.g. school groups) this will be done in advance of the visit.

Staff will only use Museum devices to obtain images and will refrain at all times from using their personal devices. Images will be stored on a secure drive with restricted access. Where third party photographers are contracted to take photos, they will be asked to sign an agreement to pass copyright of all images to the Museum.

Where general photography is being taken – for example crowds gathered at an event or in an exhibition, signage should be placed alerting the public that photography is taking place.

Any visitor or member of the public who appears to be taking photographs or using video recording in suspicious or inappropriate circumstances should be challenged by a member of staff and asked to delete the photographs/videos containing children or vulnerable adults and it may be appropriate to contact the police.

## **11. Reporting a Safeguarding Concern**

### **11.1 Designated Safeguarding Officers (DSOs)**

Safeguarding is everyone's responsibility and if anyone has a safeguarding concern it is vital that this is reported immediately, so that appropriate action can be taken to safeguard a vulnerable person at risk. Types of abuse are contained within Appendix 3.

The Museum has appointed and appropriately trained DSOs. The contact details for these officers can be found in Appendix 2. The Lead DSO is the Head of Access and Participation.

All safeguarding concerns should be reported immediately to the DSO. If a DSO or Lead DSO is not available, the concern/incident should be reported to the relevant Executive Director. In the case of severe and immediate risk or if no DSO/Executive Director can be contacted then this should be reported directly to the relevant safeguarding agency or police.

In addition to managing the referral process, DSOs will meet on a regular basis to monitor, review and develop the work of the Museum in delivering its duty of care, to keep abreast of good practice initiatives and changes to legislation, and to provide written updates to the Lead DSO and Head of HR and Organisational Development.

### **11.2 Responding to Concerns, Signs or Suspicions of Abuse**

A flowchart has been included as Appendix 6 which shows the stages of reporting a safeguarding concern.

There are 5 R's individuals can use to help safeguard vulnerable people:

- **R**ecognising
- **R**ecording
- **R**esponding
- **R**eferring
- **R**eporting

#### **11.2.1 Recognising**

Regardless of whether an individual directly works, indirectly works or volunteers with children and vulnerable adults, they may still have the opportunity to observe and identify behaviours which could indicate abuse or neglect. Everyone has a responsibility to be alert for signs that a child, young or vulnerable person is being abused or neglected. Types of abuse are contained within Appendix 3.

Safeguarding concerns may also be raised through the NMRN Whistleblowing Policy.

### 11.2.2 Recording

Good record keeping is an important part of safeguarding. If any member of staff, volunteer, agency worker or contractor who has concerns about a child, young person or a vulnerable adult, or who has a concern reported to them by a visitor, must report those concerns immediately to the DSO and an accurate written record of the incident needs to be made as soon as possible so that it can be referred to later. This can be done by completing the Safeguarding Incident Report (refer to Appendix 4).

### 11.2.3 Responding

Very occasionally a child, young person or vulnerable adult might disclose information about abuse they allege to have suffered/are suffering to a member of staff. In this instance, it is very important to remember that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether abuse has occurred.

When responding to an allegation of abuse, all staff MUST:

- stay calm;
- listen carefully to what is said;
- find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others (not promising to keep secrets);
- allow the child, young person or vulnerable adult to discuss the issue at their own pace;
- ask questions for clarification only and avoid leading questions;
- reassure the child, young person or adult at risk that they have done the right thing in telling the staff member;
- tell them what they will do next and with whom the information will be shared;
- record in writing as soon as possible, using the Safeguarding Incident Report form (refer to Appendix 4), but using the child, young person or adult at risk's own words – noting the date, time, any names mentioned, to whom the information was given and ensuring that the record is signed and dated; and
- contact the DSO immediately after a disclosure has been made
- NOT discuss the disclosure with anyone else.

The DSO in conjunction with the Lead DSO will then decide the appropriate course of action.

### 11.2.4 Responding to Allegations of Abuse against Staff

Any member of staff who has concerns about the behaviour of another member of staff should report those concerns directly to the HR Team. The HR team will then contact the Lead DSO regarding the concern and will discuss with them the appropriate action to be taken. If the concern relates to one of the DSO's, then the HR team should contact the Lead DSO and the relevant Executive Director should also be contacted.

The Lead DSO will discuss the issue with the local authority, who will ensure that any necessary action is taken in accordance with the relevant Local Authority's Safeguarding policy and procedures.

All records relating to Safeguarding allegations or disclosures in relation to staff will be recorded by the HR team and stored appropriately and securely in compliance with the General Data Protection Regulations (GDPR).

Concerns about staff will be dealt with in accordance with the Disciplinary Policy and concerns about volunteers will be investigated by the Volunteer Coordinator with support from the Lead DSO in line with the NMRN Volunteer Agreement. Advice may also be sought from the relevant Local Authority Social Care team, adult protection unit or the police.

#### **11.2.4 Referring**

The DSO, once informed of the issue, will determine the necessary action to be taken. An accurate written record of the incident must be completed within 3 working days using the Designated Safeguarding Officer's Action Report (refer to Appendix 5). The DSO should ensure that this is followed up after 3 days, if they have not had any confirmation of action/no action required after making a referral to an external safeguarding agency.

On occasion, the concerns may be so serious that they need to be referred directly and immediately to the police or Local Authority Social Care team. If required the DSO will seek further advice and guidance immediately from the child/adult social care team on the contact numbers contained in section 13. The DSO will immediately inform the Director General or Executive Director of Resources.

When a referral is made, sharing information is essential to safeguarding. Decisions about how much information to share, with whom, and when, are important considerations. Consideration must be given to what might happen if the information is shared against the consequences of not sharing information.

#### **11.2.5 Reporting**

If a safeguarding concern involves a member of staff, a volunteer or a contractor to the National Museum, the HR team must be informed as soon as possible and the Director General or the Executive Director of Resources advised.

The Director General or the Executive Director of Resources will determine when and how any safeguarding concerns are reported to the NMRN Operations Board and the main National Museum of the Royal Navy Board of trustees. All safeguarding concerns shall be reported but discretion will be used as to whether it is most appropriate to report to a Board meeting or if the matter is so significant or sensitive that it should be reported urgently out of committee.

Where a safeguarding incident has resulted in or risks significant harm to beneficiaries and other people who come into contact with the National Museum through its work, or where it may harm the charity's

work or reputation, the Director General or the Executive Director of Resources will make a Serious Incident Report to the Charity Commission on behalf of the Board.

## 12. Confidentiality

The right of a vulnerable person to be protected takes precedence over a parent's/guardians/carer's right to confidentiality.

The Lead DSO will keep all Disclosure of Information Report forms in a secure electronic drive in compliance with GDPR.

## 13. Relevant Contact for Authorities

<b>Children's Services</b>	<b>Adult Services</b>
<b>Portsmouth</b>	
Multi Agency Safeguarding Hub (MASH) during office hours:  Tel: 023 9268 8793 Email: <a href="mailto:pccraduty@portsmouthcc.gcsx.gov.uk">pccraduty@portsmouthcc.gcsx.gov.uk</a> Out-of-hours service Tel: 0300 555 1373  Portsmouth Safeguarding team - child  Tel: 0845 671 0271 Email: <a href="mailto:PSCB@portsmouthcc.gov.uk">PSCB@portsmouthcc.gov.uk</a>	Portsmouth City Council – Adults  Tel: 02392 680810 Email: <a href="mailto:PortsmouthAdultMASH@portsmouthcc.gov.uk">PortsmouthAdultMASH@portsmouthcc.gov.uk</a>
<b>Yeovilton</b>	
Somerset County Council – South West Child Protection  Tel: 0300 123 2224 Email: <a href="mailto:childrens@somerset.gov.uk">childrens@somerset.gov.uk</a>	Somerset County Council – Adult social care team  Tel: 0300 123 2224 Email: <a href="mailto:adults@somerset.gov.uk">adults@somerset.gov.uk</a>
<b>Hartlepool</b>	
The Hartlepool and Stockton-on-Tees Children's services Hub  Tel: 01429 284284 Out of hours Tel: 0870 240 2994	Teeswide Safeguarding Adults Board  Tel: 01429 523 390 Email: <a href="mailto:dutyteam@hartlepool.gcsx.gov.uk">dutyteam@hartlepool.gcsx.gov.uk</a>
<b>Belfast</b>	
Belfast Health and Social Care Trust – Child Gateway Services	Belfast Health and Social Care Trust – Adult Gateway Services

<p>Tel: 028 9050 7000 Out of Hours Tel: 028 9504 9999 Police – Tel 101 or in the event of emergency 999</p>	<p>Tel: 028 9504 1744</p>
<p><b>Additional Advice Lines</b></p>	
<p>ChildLine: 0800 11 11 NSPCC Helpline: 0808 800 5000</p>	

## 12. Associated Policies

The Safeguarding Policy and Procedure should be used in conjunction with the following NMRN policies and procedures which are available on Workplace (Policies and Procedures Group), CIPHER and on the shared drive in the NMRN Policies folder and in the policies folder in the staff room:

- Code of Conduct
- DBS and Access NI checks Policy
- Data Protection Policy
- Data Retention Policy
- Missing Children and Vulnerable Adults Procedure
- Recruitment and Selection Policy and Procedure
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Grievance Policy

## 14. Breach of Policy

A breach of this policy by an employee will be investigated as it is a disciplinary offence. A serious breach of this policy may be considered as gross misconduct which may result in dismissal. A breach of this policy by a casual worker, agency worker, volunteer, freelancer, consultant or contractor may result in exclusion from the National Museum and work will no longer be offered. In certain situations, individuals may be reported externally to a governing or professional body. Where individuals are reported to the police, they may also face criminal and legal proceedings.

Any failure by Trustees to manage safeguarding risks adequately will be of serious regulatory concern to the Charity Commission.

If you are in any doubt as to the interpretation of this policy, advice must be sought from a DSO/Lead DSO, your line manager, Head of Service or the HR team.

## 15. Policy Review

Revision / Review History	
Issue Date:	January 2019
Date of last completed review:	N/A
Date of next scheduled review:	January 2021
Author:	Head of Access and Participation HR and Organisational Development Team
Approved by:	NMRN Operations Board
<p>This policy will be reviewed formally after being in existence for a period of two years or sooner in the event of new legislation or guidance emerging in this connection. Staff and volunteers will be notified of any amendments to it by the HR and OD team including the effective date. This may be by means of Workplace, CIPHER, email and meetings or via the individual's line manager.</p>	

## Appendix 1 – Code of Conduct for working with Children, Young People and Vulnerable Adults

You must ensure the safety and welfare of children, young people and vulnerable adults. If during the course of your work you have direct or indirect contact with children, young people or vulnerable adults, or have access to information about them, you have a responsibility to safeguard and promote the welfare of vulnerable people.

### You must:

- always follow the NMRN's Safeguarding Policy and Procedures;
- approach any child or vulnerable adult apparently in distress and ask if you can help;
- seek assistance from colleagues or other adults in order to minimise the amount of time you are alone with the vulnerable person;
- ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others; the adult present may be a teacher, group leader or parent, guardian, etc.;
- listen to and respect children and vulnerable adults;
- treat children and vulnerable adults fairly and without prejudice;
- value and take the contributions of children and vulnerable adults seriously;
- ensure any physical contact is appropriate and in relation to the nature of the activity (physical contact may be necessary in the case of emergencies but must remain appropriate and kept to a minimum at all times);
- always ensure language is appropriate and not offensive or discriminatory;
- recognise that special caution is required when you are discussing sensitive issues with children and vulnerable adults, and;
- challenge unacceptable behaviour and report all allegations or suspicions of abuse.

### You must not:

- physically restrain a child or vulnerable adult except in exceptional circumstances (e.g. to prevent injury, damage to property or collections, or to prevent theft) and even then be careful to use only the minimal restraint necessary;
- patronise children or vulnerable adults;
- allow allegations or suspicions to go unreported;
- give out personal information, or share email, social network site details, or mobile phone numbers with any child or vulnerable adult;
- 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;
- do things of a personal nature for a child or vulnerable adult that they can do for themselves or that a parent/guardian/carer/group leader can do for them;
- make personal remarks or discuss themes that encourage children or vulnerable adults to share personal information;

- use sarcasm or insensitive comments;
- act in a way that can be perceived as threatening or intrusive;
- make promises to children or vulnerable adults, particularly in relation to confidentiality;
- jump to conclusions about others without checking facts;
- either exaggerate or trivialise safeguarding issues, and;
- be complacent about the potential risks to others and yourself.

## Appendix 2 – Designated Safeguarding Officer (DSO) Contact Details

Name	Job Title	Place of Work	Phone No.	Email
Emelia Regattieri	Learning and Volunteer Coordinator	Belfast	02890 454484 Ext. 2601	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Ruth Osborne	Learning and Community Engagement Manager	Belfast	02890 454484 Ext. 2602	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Richard Davison	Learning Producer	Hartlepool	01429 860077 Ext. 2708	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Claire Hargreaves	Learning Producer	Portsmouth	02392 891370 Ext. 2011	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Daryl Peel	Digital Learning Producer	Portsmouth	02392 891370 Ext. 2086	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Fiona Harvey	Learning Manager (Creative Approaches)	Portsmouth	02392 891370 Ext. 2020	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Gareth Brettell	Learning Producer	Portsmouth Gosport	02392 510354 Ext. 2021	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Jo Valentine	Community Producer (Widening Participation)	Portsmouth	02392 891370 Ext. 2011	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Nikki Sandy	Learning Officer	Portsmouth	02392 891370 Ext. 2117	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Elliott Bailey	Learning Manager (STEM)	Yeovilton	01935 840565 Ext. 2204	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>
Wendy Adams	Learning Producer	Yeovilton	01935 840565 Ext. 2231	<a href="mailto:safeguarding@Museum.org.uk">safeguarding@Museum.org.uk</a>

## Lead Designated Safeguarding Officer Contact Details

Name	Job Title	Place of Work	Phone No.	Email
Trudie Cole	Head of Access And Participation	Portsmouth	02392 891370 Ext. 2112	<a href="mailto:trudie.cole@Museum.org.uk">trudie.cole@Museum.org.uk</a>

## Appendix 3 – Types of Abuse

Many types of abuse are also criminal offences and should be treated as such.

Types of abuse:

- Physical abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Discrimination

A person who is being abused may experience more than one type of abuse. Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive conducts, offending and anti-social conduct.

### 3.1 Physical Abuse

**Types of physical abuse:**

- Assault, hitting, slapping, pushing, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Involuntary isolation or confinement
- Unauthorised restraint, restricting movement

Or otherwise causing physical harm to a child or adult at risk. Physical harm may also be caused when a parent, guardian or carer fabricates the symptoms of, or deliberately induces illness.

### 3.2 Sexual Abuse

**Types of sexual abuse:**

- Forcing or enticing a vulnerable person to take part in abusive sexual activities
- Rape, attempted rape or sexual assault
- Indecent exposure
- Inappropriate touching anywhere
- Physical contact, including assault by penetration (e.g. rape or oral sex)
- Physical contact such as kissing, rubbing or touching outside of clothing
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Encouraging vulnerable people to behave in sexually inappropriate ways
- Indecent exposure

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **3.3 Psychological or Emotional Abuse**

#### **Types of psychological or emotional abuse**

- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful social interaction or activities
- Intimidation, coercion, harassment, use of threats, humiliation, swearing or verbal abuse, including conveying to a vulnerable person that they are worthless or unloved, inadequate, or making fun of what they say or how they communicate
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Bullying including cyber bullying, causing a vulnerable person to feel frightened in danger, or exploited.

Emotional abuse is often the persistent emotional maltreatment of a vulnerable person such as to cause severe and persistent adverse effects on their emotional development.

### **3.4 Financial or Material Abuse**

#### **Types of financial or material abuse**

- Theft of money or possessions
- Being defrauded, scamming
- Undue pressure, duress, threat or undue influence put on the vulnerable person in connection with money, possessions or assets
- Exploitation of a vulnerable person's money or assets

### **3.5 Discrimination**

#### **Types of discriminatory abuse**

- Treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids
- Harassment or deliberate exclusion on the grounds of a protected characteristic

## Appendix 4 - Safeguarding Incident Report Form

Name of child, young person or adult at risk:	Age:
Any disability/support needs:	Language requirements:
Address/contact details:	Name of parent/carer/guardian:
Venue incident took place in:	
Are you reporting your own concerns or passing on those of someone else? Please provide details:	Brief description of what prompted the concerns; include dates, times etc. of any specific incidents:
Any physical, behavioural or indirect signs?	

Have you spoken to the child or vulnerable adult at risk? If so what was said?

Have you spoken to the parent/guardian/carer? If so what was said?

Has anyone alleged to be the abuser? If so provide details

Have you consulted with anyone else? If so provide details

**Please report this safeguarding incident to a Designated Safeguarding Officer**

Name of person reported to:

Your name:

Job title:

Signature:

Date reported:

**Please report this safeguarding incident to the Director General/ Executive Director of Resources**

Name of person reported to:

Your name:

Job title:

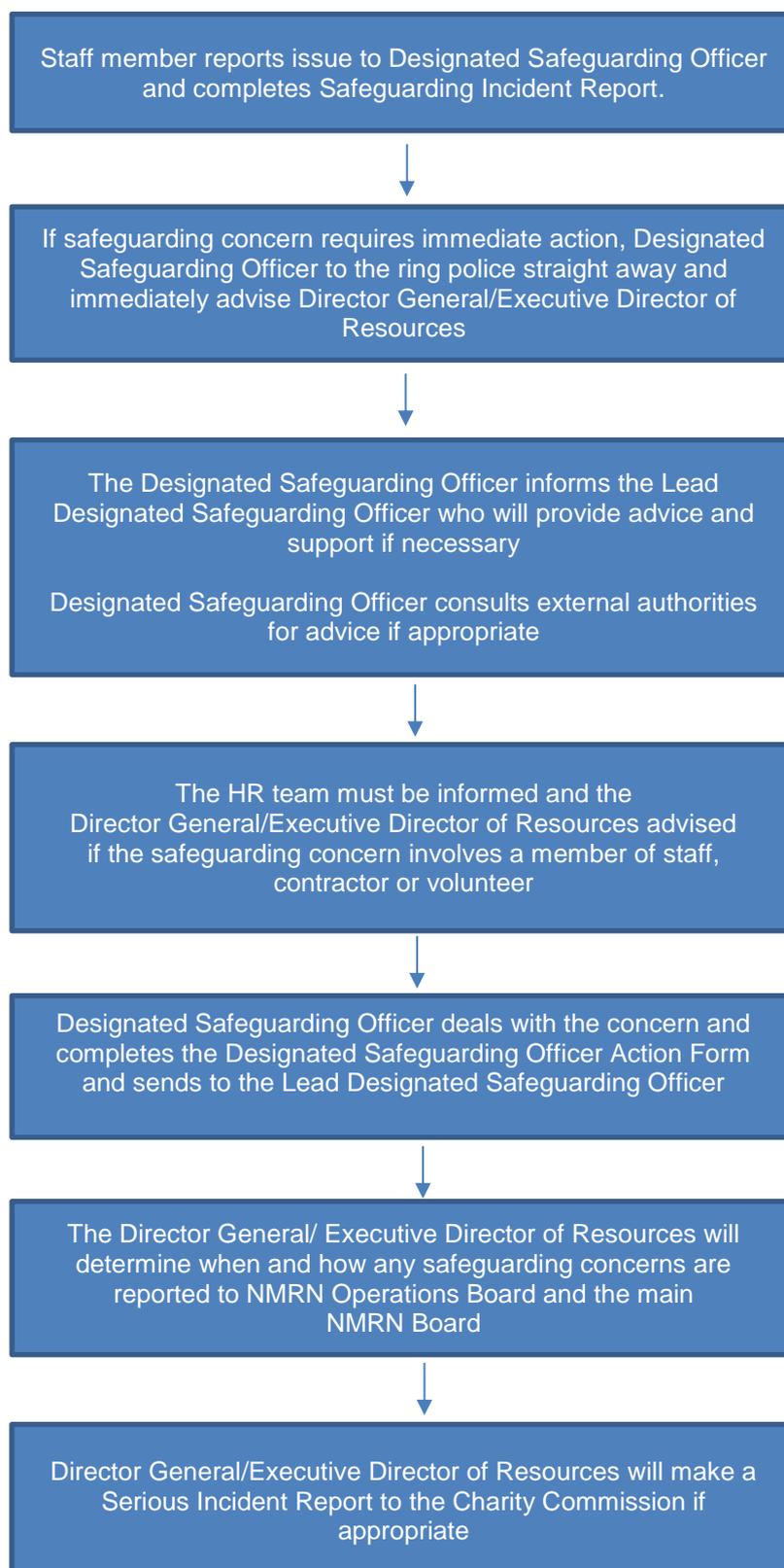
Signature:

Date reported:

## Appendix 5 – Designated Safeguarding Action Report Form

Name of person reporting Incident:	
Date of reported incident:	
Brief summary of the discussion held with the staff member/volunteer reporting the incident:	
Copy of Safeguarding Incident report form obtained? (Yes/No)	Discussed with Lead Designated Safeguarding Officer? (Yes/No)
Please provide details of local authority concern was reported to?	Date reported to local authority?
Please outline all action taken (if no action taken please summarise why):	
Name:	Signature:
Date:	

## Appendix 6 – Reporting a Safeguarding Concern Flow Chart



## Appendix 7 – Responsibilities for Schools and Groups

The National Museum of the Royal Navy (“the Museum”) wishes to ensure that children and vulnerable adults are safeguarded and protected from harm whilst visiting us. In addition to the measures that the Museum has put in place, we ask that teachers and group leaders exercise their own responsibilities in relation to their groups.

Responsibility for a child ultimately lies with the parent or where the parent is not present, whoever is responsible for that child. This is usually a teacher, social worker, carer or guardian, whichever applies. Responsibility for a vulnerable adult ultimately lies with the person undertaking regulated activity relating to that individual.

Children aged 16 and under must be accompanied at all organised events by a responsible adult; at school visits the teacher is *in loco parentis*. These adults are responsible for supervising the children in their care at all times and this is made clear at the point of booking.

In particular, all group leaders and teachers must:

- book in advance of the visit to the Museum;
- ensure that they supervise the children and vulnerable adults in their care at all times;
- in case of an accident, they should contact a member of Museum staff who will follow Museum procedure;
- in the case of a lost child, they should contact a member of Museum staff who will follow Museum procedure;
- not verbally or physically abuse a child or vulnerable adult;
- observe Museum fire evacuation procedures.

**Teachers and group leaders are reminded that the children and vulnerable adults in their care remain their responsibility throughout a visit to Museum.**

We recommend the following minimum ratio of adults to students:

- 5 -6 year olds = 1 adult to every 5 children
- 7 – 16 year olds = 1 adult to every 12 children
- 16 – 18 year olds = 1 adult to every 15 children

## Appendix 8 – Use of Image (Photograph/Video) Consent Form

The National Museum of the Royal Navy (“the Museum”) wants to recognise the achievements and successes of the organisation as a whole. One of the ways we do this is to publish photographs and details of our achievements in our publicity material and press releases, including on our website.

To safeguard everyone, we feel this form of publicity must be carefully monitored to ensure that it is consistent with our Safeguarding Policy and Procedures and Data Protection legislation.

For this reason we have put the following guidelines into place:

- Photographs and videos will only be taken with the permission of the subject(s).
- All photographs and videos will maintain the dignity of the person/people in them.

### I have read the conditions and confirm:

- I have authority to give consent on behalf of those named below.
- I give consent for those named below to be photographed and/or filmed.
- If there is any change to my decision I will inform the Museum.

### Name of person giving consent

.....

### Signature of person giving consent

.....

### Relationship to the person being photographed and/or filmed

.....

### Date:

.....