

# SAFEGUARDING POLICY

Revision	Revision Date	Owner	Reference	Comment
01	01/09/2014	Head of Education & Education Officer (FN)	ED-POL-003	Updating
02	03/12/14	Head of Education & Education Officer (FN)		PE Director's & other amends
03	22/01/16	Head of Education & Education Officer (FN)		Contact numbers on Pg 3 updated
04	17/02/2017	Head of Education		Contact numbers on Pg 3 updated
05	07/01/2019	Head of Education & Events		Contact numbers updated, minor formatting changes for clarity, moved contact nos to Procedures
06	16/03/2020	Head of Education		Update to adult/child ratios (p1-2); update to some terminology (p4 and p7); update to regional contact numbers in procedures
07	16/06/2021	Head of Education		Redraft to include digital safeguarding, re-formatting throughout

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## 1 INTRODUCTION

At the Royal Armouries we welcome many children, young people and vulnerable adults to our physical and digital sites, channels and social media platforms each year; and we engage others through physical and digital outreach, and publications, etc. As an organisation we are committed to safeguarding the young and vulnerable people who use our sites, services and facilities; and promoting the welfare of children, young people and vulnerable adults.

## 2 PURPOSE

We have devised this Policy to safeguard children, young people and vulnerable adults. This document provides a framework to enable the museum to fulfil its duties, to minimise the risks from its staff, services and products, to respond appropriately to any allegations and suspicions of abuse and to assist in the development of a culture that:

- respects the rights of children, young people and vulnerable adults as equals
- welcomes diversity and difference
- reports suspicions of abuse using the appropriate channels in accordance with government guidelines

## 3 SCOPE

The Royal Armouries is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. It encourages them to visit its sites and use its facilities, programmes and services:

- as young learners taking part in activities
- as students in educational groups
- as leisure learners
- with family or friends
- as employees, student placements, etc. between the ages of 16-18

The museum also works off-site through outreach events and extends its reach via publications and digital activity on the RA website, RA YouTube channels, and various social media platforms, as well as live streaming,

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The Royal Armouries acknowledges its responsibilities to take reasonable steps to:

- promote and implement safe practices and procedures
- protect children and vulnerable people from harm, abuse and exploitation
- make the safeguarding of young and vulnerable people using its sites and services paramount
- to work closely with Historic Royal Palaces at the TOL which holds primary responsibility for safeguarding visitors on site

The Royal Armouries recognises its duty to respond appropriately to allegations and suspicions of abuse. All staff (paid, voluntary, freelance, seconded, placement, agency, interns, contractors, etc.) will work to develop a culture in which allegations and suspicions of abuse are reported using the appropriate channels.

The Royal Armouries will implement this policy to safeguard children, young people and vulnerable adults by:

- Ensuring that all visitors are aware of the RA Safeguarding Policy, and the related visitor guidelines on site, and online
- Applying best practice to recruitment, induction and training of all staff, contractors, internships, placements and volunteers
- As part of that training, ensuring that all staff, contractors, internships, placements and volunteers are aware of their legal and moral responsibility (individually and professionally) to safeguard children, young people and vulnerable adults from harm, abuse, neglect and exploitation; and are aware of safeguarding best practice, policy, procedures and reporting guidelines; and feel confident in their use
- Monitoring and moderating online channels and social media platforms, and escalating issues where required
- Investigating allegations swiftly, and escalating them appropriately
- Keeping abreast of sectoral best practice, and reviewing and updating policy and procedures on a regular basis
- Keeping appropriate records, confidentially where necessary and in compliance with GDPR legislation.

### **Visitor awareness and guidelines**

- We make [Visitor Behaviour Guidance](#) and the [Safeguarding Policy](#) publicly available to young people and adults on our website.

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- We ensure that children, young people and vulnerable adults (and their parents/carers) can express their opinions, which will be taken as seriously as the views expressed by other individuals, and can make use of a similar complaints process as other users (see Appendix 6).
- We do not admit children aged 15 or under unless accompanied by a responsible adult (see [Visitor Behaviour Guidance](#)).
- We do not admit school or youth groups unless they fulfil our age appropriate child:adult ratios (see Appendix 10).
- We apply digital safety procedures to digital outreach to schools and youth groups, and apply the same level of scrutiny and vigilance to our social media platforms and digital channels as we do to our physical sites and outreach (see [Social Media Policy](#) and Appendix 11).

### **Recruitment, induction and training**

- We issue clear job descriptions, detailing procedures, individual roles and responsibilities (eg [RA Recruitment Policy](#)).
- We ensure that appropriate methods are used in identifying and filling all posts whose duties or responsibilities require that recruitment and selection checks (Disclosure & Barring Service [DBS] Disclosures, etc.) are successfully completed before confirming appointments (see [RA Recruitment Policy](#); [RA Employing People with a Criminal Conviction Policy & Procedure](#); etc.).
- We ensure that references are taken up prior to confirmation of the appointment of any staff (see [RA Employee Reference Policy](#)).
- Our visitor guidelines stipulate that parents and carers retain duty of care for children and vulnerable adults for the majority of our public programmes; where activities could allow adult suppliers and service providers 1:1 access to young or vulnerable people, we ensure that relevant managers provide adequate levels of supervision, and that contractors, freelance, volunteer and agency staff provide evidence of up-to-date DBS Disclosures, references, etc before being permitted to provide services at or on behalf of the Royal Armouries (see [Visitor Behaviour Guidance](#) and Appendix 9).

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- We provide induction training for all new starters that includes any relevant policies and procedures regarding the safeguarding and welfare of children and vulnerable adults. All new starters are also required to complete the Safeguarding E-Learning module on Children and Vulnerable Adults during their probation period. A similar induction process must be undertaken for contractors, freelancers, volunteers, secondees, agency staff, interns, contractors, etc. (See Appendix 8 and 9)
- We provide enhanced, mandatory training for staff members who have regular, frequent contact with young & vulnerable people in their work for the Royal Armouries, including recognition of signs of abuse, etc and the method of reporting of their concerns to a Designated Safeguarding Officer (see Appendix 4, 5, 7, 8 and 10).
- We ensure that managers apply the principles of the Safeguarding Policy and relevant procedures to dealing with any Royal Armouries employees aged 16 & 17 (see Appendix 14).
- We ensure that staff are aware of the support available to those who may be affected by the content of the safeguarding training.
- We ensure that training records are kept and refresher training is provided at suitable intervals.

### **Investigation**

- Where an incident or allegation has been made between 2 members of Museum staff, or about a member of Museum staff, the matter will be Investigated in line with the Museum's normal disciplinary process to establish the facts. Any investigation will be conducted fairly and impartially to get to the route of the problem, and if proved the case will be referred to the Museum's disciplinary process (see Disciplinary Policy).
- Where an allegation is made by a member of staff against a 3<sup>rd</sup> party visitor or contractor, we will ensure that the staff member is appropriately informed at each step of the process by their line manager and provided with the appropriate support.
- We ensure that compromise agreements are not reached when child protection is involved.

### **Reporting structures**

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- We appoint Designated Safeguarding Officers (DSO) and ensure that they are suitably trained for the role, including the referral of concerns to the police or Children's Services.
- We ensure that all staff are aware of the role of the Designated Safeguarding Officers and who they are within the organisation (induction, training, RA intranet, office noticeboards).
- We ensure that staff at the Tower of London (TOL) know how to report concerns about visitors to the Historic Royal Palaces DSO, including the HRP safeguarding report form (as above).
- We ensure that all staff know who to report to if the reported concern is about the DSO themselves or if the DSO is unavailable (as above).

### **Keeping up-to-date**

- We meet every two months with key internal stakeholders to review policy, procedures, and areas of concern.
- Our DSOs keep abreast of local and national good practice in safeguarding children, young people and vulnerable adults by consulting the Local Safeguarding Children Partnerships (LSCPs), the National Society for the Prevention of Cruelty to Children and the Disclosure and Barring Service, sharing it with key internal stakeholders, and updating policy, procedures and training as required.
- We ensure that the DSOs and Directors of the Royal Armouries will review and update the Safeguarding Policy and Guidelines every two years, and will inform staff when it is changed.

### **Record-keeping and confidentiality**

- We ensure that all records on reported concerns and investigations are stored securely and kept confidential.
- We share any reported concern about the safety and welfare of a child only with the local child protection teams, as appropriate (see Procedures Appendix I).
- We share relevant information about members of staff only with the Local Authority Designated Officer, and other investigative bodies like the police

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and local children's services child protection, as appropriate (subject to changes introduced by legislation].

- We keep records on reported allegations against a member of staff or volunteer for 10 years or until that individual's retirement, including individuals who no longer work or volunteer for the Royal Armouries, in accordance with government guidelines.
- ensuring that the acquisition, storage and use of information and images of children, young people and vulnerable adults comply with the Royal Armouries Photography and Video Policy & Procedure.

#### **4 RISK**

The associated risk of non-compliance of this policy is:

Impact of non-compliance: HIGH  
Likelihood of non-compliance: MEDIUM

Risk will be mitigated by staff monitoring. The risk associated with non-compliance of this policy will be included on the risk register.

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