

# 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
08	07/03/2024	Head of Learning and Participation		Updates to terminology, addition of definitions

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## 1 INTRODUCTION

At the Royal Armouries we welcome many children and adults at risk of harm 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 children and adults at risk of harm who use our sites, services and facilities; and promoting the welfare of children and adults at risk of harm of harm.

## 2 PURPOSE

We have devised this policy to safeguard children and adults at risk of harm of harm. 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 and adults at risk of harm as equals
- welcomes diversity and difference
- reports suspicions of abuse using the appropriate channels in accordance with government guidelines

## 3 DEFINITIONS

- A child, as defined in the Children's Acts, 1989 and 2004, is anyone, who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document.
- An adult at risk of harm is defined as a person aged 18 and over who is or who 'may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (definition from the Department of Health).
- Regulated Activity with children is defined as an activity that involves frequent, or intensive contact, and is of a specified nature e.g. teaching, training and supervision, or is in a specified place such as schools and childcare premises, that is unsupervised by someone employed in a Regulated Activity.

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- Regulated Activity with adults at risk is also of a specified nature, e.g. health or personal care, or social work, but remains regulated even if is supervised by someone employed in a Regulated Activity.
- The frequent contact test is met if the work takes place once a week or more. The intensive contact test will be met if the work takes place on three days or more in one month, or overnight.

#### 4 SCOPE

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

- as learners in organised educational groups
- as participants in social care settings
- as 'free choice' learners, independently, or with family
- as employees, student placements, etc. between the ages of 16-17

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

Responsibility for a child ultimately lies with the parent or whoever is *in loco parentis* for that child. This is usually a teacher, social worker, carer or guardian, whichever applies. Local authorities have a responsibility for organisations working with children in their boroughs to have their own safeguarding and child protection policies. Employees from schools and other institutions will therefore comply with their own policies and procedures and the Royal Armouries ensures that these responsibilities are always made clear to the organisations it works with. However, whilst primary responsibility rests with such persons named above, we recognise that we have special duties of care towards children and adults at risk of harm that help protect these groups as set out in this policy.

Regulated Activities Responsibility for an adult at risk ultimately lies with the person undertaking Regulated Activity relating to that individual. Considering legislation, guidance and best practice, the Royal Armouries does not consider that it currently undertakes Regulated Activity for children or adults at risk. The Royal Armouries will not undertake any Regulated Activity unless there is an exceptional reason to do so, in which case projects will be risk assessed on a case by case basis and must be referred to a Designated Safeguarding Officer to gain advice. Any Regulated Activity should be

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avoided, and if it is considered essential, must be approved by the Lead Safeguarding Officer.

## 5 WHAT WE RECOGNISE

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 Tower of London which holds primary responsibility for safeguarding visitors at that 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.

## 6 WHAT WE DO

### Visitor awareness and guidelines

- We ensure that all visitors are aware of the RA Safeguarding Policy, and the related visitor guidelines on site, and online
- We ensure that children and adults at risk of harm (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 Procedures Section 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 Procedures Section 11).
- We apply digital safety procedures to digital outreach to schools and youth groups, and apply the same level of scrutiny and vigilance to our

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social media platforms and digital channels as we do to our physical sites and outreach (see [Social Media Policy](#) and Procedures Section 12).

### **Staff, volunteer and contractor recruitment, induction and training**

- We issue clear job descriptions, detailing procedures, individual roles and responsibilities
- All people working for the Royal Armouries, in any capacity, including employees, casual workers, interns, contractors, freelancers and volunteers, who have particular roles and responsibilities which involve working directly with children, young people or adults carrying out regulated activity will be required to have, or to provide evidence of, a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure and a check to be made against the barring list for children and/or adults, as appropriate.
- 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](#))
- We do not employ volunteers, or offer student placements for children aged 15 or under
- We have the necessary risk assessments in place in terms of the employment or work placements for children under the age of 18.
- We provide induction training for all new starters that includes any relevant policies and procedures regarding the safeguarding and welfare of children and adults at risk of harm. All new starters and existing staff are also required to complete the Safeguarding E-Learning module on Children and Adults at risk of harm during their probation period. This training is undertaken annually by all RA Employees.
- RA Managers and Supervisors receive training on RA safeguarding policy and procedures in addition to the E-Learning modules.

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- All RA DSO's attend the NSPCC regulatory training every three years to ensure their knowledge is up to date.
- We provide a proportionate induction process for contractors, freelancers, volunteers, secondees, agency staff, interns, contractors, etc. (See Procedures Section 9)
- 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 adults at risk of harm from harm, abuse, neglect and exploitation; and are aware of safeguarding best practice, policy, procedures and reporting guidelines; and feel confident in their use
- 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 Procedures Section 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 Procedures Section 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 two 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 root 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

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informed at each step of the process by their line manager and provided with the appropriate support.

### **Reporting structures**

- 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 adults at risk of harm 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.

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- 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 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 adults at risk of harm 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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