

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		Contact numbers updated, minor formatting changes for clarity, moved contact nos to Procedures

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1 INTRODUCTION

The Royal Armouries welcomes many children, young people and vulnerable adults to its sites each year, and others use it via outreach visits, the website www.royalarmouries.org, online learning and publications, etc. As an organisation the Royal Armouries is committed to safeguarding the young and vulnerable people who use its sites, services and facilities and promoting the welfare of children, young people and vulnerable adults.

2 PURPOSE

The Royal Armouries has devised this Policy to safeguard children, young people and the vulnerable. 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 sessions and extends its reach via publications and activities on the internet, including online learning and blogging.

On account of their subject matter etc., young people aged 15 and under are not admitted to our sites unless accompanied by a responsible adult (see Visitor Regulations), and groups of young people should be accompanied by adults in a ratio of not less than one adult to ten.

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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 to safeguard visitors

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:

Recruitment, induction and training

- issuing clear job descriptions and detailing procedures, individual roles and responsibilities (eg RA Education Policy)
- ensuring 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.) and are successfully completed before confirming appointments (see RA Recruitment Policy; RA Employing People with a Criminal Conviction Policy & Procedure; etc.)
- ensuring references are taken up prior to confirmation of the appointment of any staff (see RA Employee Reference Policy)
- whenever activities could allow adults 1:1 access to young or vulnerable people, ensuring that relevant managers check that 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
- providing induction training for all new starters that includes any relevant policies and procedures regarding the safeguarding and welfare of children and vulnerable adults. A similar induction process must be

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undertaken for freelancers, volunteers, secondees, agency staff, interns, contractors, etc.

- ensuring volunteers working for the Royal Armouries will not be left on their own in charge of children without a member of RA staff present who has a DBS Disclosure, and/or without the child/young person/vulnerable adult's teacher, parent or carer present
- ensuring that **all** staff, etc 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
- ensuring that managers apply the principles of the Safeguarding Policy and Procedure to dealing with any Royal Armouries employees aged 16 & 17
- ensuring staff are appropriately supported by their supervisors, managers & the Directors and Board of Trustees
- ensuring staff are aware of the support available to those who may be affected by the content of the safeguarding training
- ensuring training records are kept and refresher training is provided at suitable intervals

Investigation

- supporting, treating fairly and keeping informed any member of staff who has had an allegation made against them
- ensuring that compromise resignation agreements are not reached when child protection is involved.

Reporting structures

- appointing Designated Safeguarding Officers (DSO) and ensuring that they are suitably trained for the role, including the referral of concerns to the police or Children's Services
- ensuring that all staff are aware of the role of the Designated Safeguarding Officers and who they are within the organisation
- ensuring staff at the TOL know how to report concerns about visitors to the Historic Royal Palaces DSO, including the HRP safeguarding report form

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- ensuring that all staff know who to report to if the reported concern is about the DSO themselves or if the DSO is unavailable
- providing mandatory training for staff members who have contact with young & vulnerable people in the implementation of the Procedure 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

Visitor awareness

- making the Safeguarding Policy publicly available to young people and adults via www.royalarmouries.org
- ensuring 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
- 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

Record-keeping and confidentiality

- ensuring that all records on reported concerns and investigations are stored securely and kept confidential
- sharing any reported concern about the safety and welfare of a child only with the local duty child protection teams, as appropriate
- sharing 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]
- keeping 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

Keeping up-to-date

- keeping abreast of local and national good practice in safeguarding children, young people and vulnerable adults by consulting the

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Independent Safeguarding Authority (ISA), Local Safeguarding Children Boards (LSCBs), etc.

- ensuring that the DSOs and Directors of the Royal Armouries will review and update the Safeguarding Policy and Guidelines every two years, and to inform staff when it is changed

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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