

# The Egham Museum Trust

## Safeguarding Policy

### Dates

First Approved: September 2017	Signed (on behalf of TEMT):     Date:
Last Approved: February 2021	
Next Review: January 2024	

### Introduction

The Egham Museum Trust ('TEMT') has developed this policy, based on guidance and advice from [Runnymede Borough Council](#), the [NSPCC](#) website, [Government policy papers](#), the [Charity Commission](#), and other museum sector examples.

This policy applies to all staff and volunteers of TEMT, including Trustees, contracted freelancers, paid staff, volunteers, sessional workers, students or anyone working on behalf of or under the direction of TEMT (together 'Museum workers').

### Definitions

- "Children" includes anyone up to the age of 18
- "Young people" includes anyone aged from 18 to 21
- "Vulnerable Adult" means a person aged 18 or over who:
  - is elderly and frail due to ill health, physical disability or cognitive impairment
  - has a learning disability
  - has a physical disability and / or a sensory impairment
  - has mental health needs including dementia or a personality disorder
  - has a long-term illness / condition misuses substances or alcohol
  - is a carer, where the person meets the definition
  - is unable to demonstrate the capacity to make a decision and is in need of care and support

Types of abuse include:

- domestic violence
- financial or material abuse
- organisational abuse
- sexual abuse
- modern slavery
- neglect
- psychological abuse
- discriminatory abuse
- self-neglect

## **Purpose and Aim**

TEMT believes that a child, young person or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and vulnerable adults and to keep them safe. We are committed to practice in a way that protects them.

The purpose of this policy is:

- To protect children, young people and vulnerable adults who visit The Egham Museum and participate in its services. This includes the children of adults who use our services;
- To provide Museum workers with the overarching principles that guides our approach to safeguarding and child protection.

## **TEMT recognises that:**

- The welfare of children, young people and vulnerable adults is paramount;
- All children, young people and vulnerable adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some children, young people and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting welfare.

## **TEMT seeks to keep children, young people and vulnerable adults safe by:**

- Valuing them, listening to and respecting them;
- Sharing information about safeguarding and good practice with staff and volunteers;
- Creating and maintaining a welcoming and anti-bullying environment;
- Providing a safe physical environment by applying health and safety measures in accordance with the law and regulatory guidance;

- Making sure no staff or volunteer is left unaccompanied with a child or vulnerable adult;
- Ensuring all necessary checks for staff and volunteers are carried out where required;
- Not publishing any photographs taken of children at the Museum without parental consent;
- Ensuring all suspicions and allegations of abuse are reported appropriately;

### **Procedures for ALL Museum workers:**

If a child or vulnerable adult arrives at the Museum unaccompanied, and appears to be in distress:

1. Make every effort to calm and reassure them and be clear you want to help.
2. If you are on your own with the child/vulnerable adult, ensure that you are in a public area where you can be seen and heard.
3. Try to obtain the child/vulnerable adult's name, address, telephone number and age. Call the parent/carer to come and collect them.
4. If the child/vulnerable adult does not know their address or telephone number, make contact with the appropriate organisation listed below.
5. Keep a written record of everything you did (who you spoke to, times, addresses, names).
6. Ensure the parent/social services/police verifies themselves when they collect.

### **Contacts:**

#### Safeguarding children

- If you are concerned about the safety of a child you should call Surrey County Council's Safeguarding Children Team on 0300 200 1006.
- Outside office hours you can call Surrey's emergency duty team on 01483 517898.

#### Reporting adult abuse

- During office hours you can speak to Surrey County Council's Adult Social Care Team on 0300 200 1005.
- Outside office hours you can call Surrey's emergency duty team on 01483 517898.

**In an emergency, you should call Surrey Police on 999. The child/vulnerable adult is your responsibility until you hand them over to another responsible adult.**