



# **Safeguarding Policy**

**2nd Edition  
Feb 2018**

The Royal Engineers Museum Library and Archive is committed to ensuring access to its collections for children and adults at risk and that everyone who accesses premises, activities, exhibitions, staff and resources on and off-site should be safe and protected from harm. Trustees, staff and volunteers recognise and accept this responsibility. All children and vulnerable adults, without exception, have the right to protection from abuse regardless of their age, gender reassignment, marriage, pregnancy, sex, sexual orientation, religion, race, or disability.

This policy is in place to ensure that the Museum is following the requirements of the 2006 Safeguarding Vulnerable Groups Act and that these are adhered to at all stages of an individual's employment with the Museum, whether paid, contracted or voluntary in capacity.

**The Museum endeavours to safeguard children and adults at risk by:**

- Encouraging a culture in which children and adults at risk are valued and their right to be safe is upheld.
- Establishing and following up to date **Safeguarding & Safer Recruitment Procedures** based on multi agency and government guidelines for the conduct of its work and for recruitment and selection of staff and volunteers.
- Adopting child protection guidelines through a **code of conduct** for staff and volunteers.
- Using **risk assessment**, to create a safe environment in which children and adults at risk feel comfortable and secure while engaged in activities and events.
- Working together with other organisations that have a responsibility to safeguard and protect children and adults at risk.
- Providing effective management for appropriate staff and volunteers through supervision, support and training.

This policy demonstrates the Museum's commitment to provide an environment (including museum-led activities off-site) which is safe and welcoming for children and adults at risk and which protects them from all forms of abuse and enables them to remain safe & protected. This policy will be reviewed triennially by the Learning Manager and Director or more frequently if circumstances require. It will be approved by Trustees. The Designated Safeguarding Officer is responsible for monitoring and reporting compliance with this policy.

Each member of staff and all volunteers will be given a copy of this policy, the Safeguarding and Safer Recruitment Procedures if they are to participate in any event involving young people. These policies and procedures will be made available on request to group leaders and relevant public authorities. Copies of the policy and procedures will also be available to trustees and to staff via the internal shared drive.

Everyone who works or volunteers for the Royal Engineers Museum has a duty to safeguard and promote children and adults at risk welfare alongside a duty to recognise, respond and share concerns or worries about possible abuse and harm in a timely fashion. Everyone who works or volunteers for the Royal Engineers Museum will be supported to make decisions as to how to proceed in a way that is in the best interests and safety of the child or adult at risk.

All relevant staff and regular volunteers who contribute to events for young people or adults at risk must become STEM Ambassadors which includes a DBS check and basic safeguarding training. The Museums staff and volunteers are rarely in any unsupervised contact with children or adults at risk. The Safer Recruitment Procedures set out further details.

The Safeguarding and Safer Recruitment Procedures set out the requirements for all staff and volunteers to ensure that they are clear about their role, responsibility and expectations to ensure that children and adults at risk are protected from harm. The Procedures include:

1. Responding to a safeguarding or child protection concern;
2. Responding to a safeguarding allegation against a staff member or volunteer;
3. Public Interest Disclosure (whistleblowing);
4. Communicating safeguarding and child protection responsibilities and compliance measures ;
5. Photographs, communication, online safety and social media applications;
6. Carrying out activity & event risk assessments; and
7. Safer recruitment of employed and freelance staff and volunteers

It is mandatory for everyone working at the Museum to abide by the Museum's Safeguarding Policy and Procedures as failure to do so may put a child or vulnerable adult at risk of harm. Any employee found not to have followed them may be subject to disciplinary action or alternative appropriate action if they are not an employee.

<b>Designated Safeguarding Officer::</b>	Amber Cottee - Learning Manager	<a href="mailto:education@re-museum.co.uk">education@re-museum.co.uk</a>
<b>Deputy Designated Safeguarding Officer:</b>	Rebecca Nash - Director	<a href="mailto:R.Nash@re-museum.co.uk">R.Nash@re-museum.co.uk</a>

<b>DATE OF NEXT REVIEW:</b>	1 Feb 2021
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