



This policy date: June 2022

To be reviewed: June 2024

## **ARUNDEL MUSEUM SOCIETY**

### **CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULT PROTECTION POLICY**

#### **INTRODUCTION**

The Arundel Museum Society has established this policy in consultation with trustees, staff and volunteers

#### **PRINCIPLES**

- Safeguard all trustees, members, visitors, staff and volunteers and to protect children,\* young people\*\* and vulnerable adults\*\*\* who are involved in our activities
- Create a safe, welcoming environment where people can come to learn and enjoy local history. Children and vulnerable adults without exception have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- It is the duty of Arundel Museum staff and volunteers to report any concerns regarding the possible abuse of children.

#### **AIMS**

- To ensure the safety and welfare of children young people and vulnerable adults in all activities / properties administered by the Arundel Museum Society.
- To comply with current regulations concerning the protection of children.
- To set out working procedures for Arundel Museum staff and volunteers which will safeguard the welfare of children and vulnerable young people.
- To provide guidelines regarding the need to report suspicions and allegations of abuse.
- To provide a code of practice to protect Arundel Museum staff and volunteers from the possibility of misplaced allegations regarding child abuse.

\*Children are defined as those under 16 years of age

\*\*Young people are defined as those between 16 & 18 years of age

\*\*\* vulnerable adults (A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or exploitation. Adults may be vulnerable due to old age/frailty, mental health problems, learning or physical disabilities.)

## **POLICY STATEMENT**

- The Arundel Museum Society has selected the Manager and Assistant Manager of the Museum to undertake training in Disclosure and Barring. This individual will oversee the working arrangements where volunteers and staff may have direct contact with children, young people and vulnerable adults.
- Appropriate training regarding child protection policies and procedures will be provided for staff and volunteers.
- All staff and volunteers will be given a copy of the Arundel Museum Good Practice card.
- All staff and volunteers must follow the Arundel Museum Good Practice for working with children, young people, and vulnerable adults.
- Any suspicions or allegations of abuse will be taken seriously and must be reported according to the Guidelines for Reporting Suspicions

## **CODE OF PRACTICE FOR WORKING WITH CHILDREN & VULNERABLE ADULTS**

1. Staff and volunteers will be trained in the use of appropriate techniques, methods and language for working with children and vulnerable adults.
2. a) Full details: (name, home address, date of birth, health details and emergency contact number for parent or responsible adult) should be obtained for all children, young people and vulnerable adults attending Arundel Museum group activities where the parent or guardian is not present. The member of staff or museum volunteer organising the activity is responsible for obtaining this information. The AMS individual trained in Disclosure and Barring will make arrangements for checking as necessary.  
  
b) For school / education groups, this responsibility rests with the teachers accompanying the group. Schools are made aware of this responsibility prior to the educational visit.
2. There should always be more than one adult present when working with any child/vulnerable adult or group of children/vulnerable adults. Where this is not possible, or if working one to one, care should be taken to ensure that the activity takes place in an open area.
3. Inappropriate close physical contact with children or vulnerable adults is not acceptable at any time.
4. The right of children to privacy should be respected, e.g. if a child/vulnerable adults needs to change clothes.
5. It is not the responsibility of staff or volunteers to escort visitors of any kind to the toilet.
6. Gifts should not be given to individual children/young persons or vulnerable adults at any time, and children/young persons or vulnerable adults should not be encouraged to bring gifts for volunteers or staff.
7. Staff and volunteers should not make inappropriate contact with children/young persons/vulnerable adults or their families outside Arundel Museum activities. Where there is suspicion of inappropriate contact taking place, this must be reported according to the Guidelines for Reporting Suspicions.
8. Confidentiality should be respected when information is given "in confidence" unless there is a risk or suspicion of harm to children or vulnerable persons. In such cases this must be referred to the appropriate authorities.
9. Lost children should be accompanied to the entrance desk which is the meeting point.

## **GUIDELINES FOR REPORTING SUSPICIONS / ALLEGATIONS OF ABUSE**

1. Arundel Museum designated and trained Disclosure and Barring Individual (DBI). The Manager or Assistant Manager, is responsible for reporting any incidence to the relevant Authorities.
2. Any incident or allegation of suspected abuse, however minor, should be reported. If the DBI is not available the senior person should be inform who will make contact with the DBI contact the Children's Access Point 01403 229900 [cap@westsussex.gcsx.gov.uk](mailto:cap@westsussex.gcsx.gov.uk) out of hours emergency team phone 0190369422 or ring the police on 999
3. Any allegation regarding the Arundel Museum staff or volunteers will be subject to the same reporting procedures and investigated if necessary. The reporting procedures are the same whether for a member of the public, volunteer, or a member of staff.
4. Staff and volunteers are reminded that in all cases of allegation of suspected abuse they must record all details as they are known to them and to sign and date this record.
5. Any allegation whether substantiated or not will be recorded and records kept with the Arundel Museum confidential records.

## **CODE OF PRACTICE FOR THE STORAGE AND CONFIDENTIALITY OF DISCLOSURE INFORMATION**

The Arundel Museum is aware of the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The Arundel Museum is aware of the requirements of the General Data Protection Regulation and other relevant legislation pertaining to the correct handling of such data.

- 1. Storage and Access** Disclosure information is kept separately from an applicants personnel file in a secure, lockable, non-portable storage container. Access is strictly controlled and limited to those who are entitled to see it as part of their duties.
- 2. Handling** In accordance with section 124 of the Police Act 1997, disclosure information is only passed to those who are authorized to receive it in the course of their duties. A record is maintained of all those to whom disclosures or disclosure information has been revealed and we recognize that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 3. Usage** Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- 4. Retention** Following a recruitment (or other relevant decision) disclosure information is not kept for any longer than is absolutely necessary. In most circumstances this will be a maximum of six months to allow for the resolution of any possible disputes or complaints. In exceptional circumstances where it is deemed advisable to retain disclosure information for longer than six months, this will be done only after consultation with the CRB.
- 5. Disposal** After the retention period, disclosure information will be destroyed using secure means, i.e. shredding, or burning. No photocopies or other image of the original disclosure information will be kept. However, a record may be kept of the following: The date of issue of the disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.
- 6. A criminal record will not necessarily bar anyone from working as a member of staff or volunteer at the Arundel Museum.** In arriving at a recruitment decision, the Arundel Museum Society undertakes to give due consideration both to the nature of the position, its responsibilities and duties, as well as to the circumstances and background of the offences.