



HERTFORD MUSEUM
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HERTFORD MUSEUM

Safeguarding Policy

I have read and understood this policy:

Name:

Position:

Signature:

Date:

Approved by the Trustees of Hertford Museum
Date: 4th November 2021



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Safeguarding Policy

1. Introduction

The trustees and staff of Hertford Museum are committed to safeguarding as an integral part of the life of the museum. This means that we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others and take steps to mitigate such risks.

2. Scope

The care and protection of children, young people and vulnerable adults involved in museum activities is the responsibility of everyone at Hertford Museum. Trustees, staff, volunteers and members of the public and all who participate in the life of the museum have a role to play in ensuring that the museum is a safe place for all. This document sets out Hertford Museum's policy on safeguarding children, young people and vulnerable adults.

3. Legislation

Safeguarding work is undertaken within a legislative framework supported by government guidance which sets out a range of safeguarding duties, responsibilities and best practice. Hertford Museum fully accepts, endorses and will implement the principle first enshrined in the Children Act 1989.

4. Policy Statement

Hertford Museum's Safeguarding Policy commits to:

- Promote a safer environment and culture
- Safely recruit and support all those with any responsibility related to children, young people and vulnerable adults
- Respond promptly to every safeguarding concern or allegation and respond to those that may pose a present risk to others.

5. Promoting a safer practice

Hertford Museum will strive to create a safe environment, reviewing the training and support for all members of staff and volunteers and ensuring that the correct governance, communication, quality processes are in place.

Hertford Museum commitments:

- To welcome to our premises and treat respectfully all adults and children who participate in our events.
- To safeguard people who may be vulnerable, ensuring their well-being during their time at the museum.
- To promote safe practice by those in positions of trust.
- To promote the inclusion and empowerment of people who may be vulnerable.
- To prevent the physical, emotional, sexual or financial abuse of vulnerable people and to report any such abuse that we discover or suspect.



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- To exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- To support and offer training and regularly review the working practices of those who undertake work amongst people who may be vulnerable.

The Trustees of Hertford Museum will strive to support all members of staff and volunteers to adhere to safer working good practice. To this respect, Hertford Museum has prepared a code of safer working practice for museum workers with which covers the issues most likely to arise, included in Appendix 1. This guidance provides clear advice on appropriate and safe behaviours for all working with children and vulnerable adults in paid or unpaid capacities, in all settings and in all contexts.

6. Safe recruitment and training

The trustees will select and vet all those with any responsibility related to children, young people and vulnerable adults.

The trustees will carefully select all those with any responsibility for children in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes. The trustees will ensure that staff and volunteers are trained and equipped to deliver museum services in line with our safeguarding standards.

Anyone (paid or volunteer) who will be working with children or vulnerable adults, in any capacity MUST attend a safeguarding session and refresh their knowledge at least every four years.

All paid staff and those volunteers working with members of the public are required to read and sign that they have read and understood the Museum's Safeguarding Policy.

Hertford Museum's Recruitment Policy, Hertford Museum's Staff Hand Book and Hertford Museum Volunteer's Policy contain the guidance required to ensure everyone working at Hertford Museum complies with the safer recruitment and training aspects of the Safeguarding Policy.

7. Responding to safeguarding concerns

Anyone who brings any safeguarding concern or allegation of current or non-current abuse will be responded to respectfully and in a timely manner, in line with statutory child and adult safeguarding procedures and Hertford Museum policy and practice guidance.

All safeguarding work will be recorded in line with the museums safeguarding practice guidance.

All suspicions, concerns, knowledge or allegations, that reach the threshold for reporting to the statutory authorities, will be reported via the museum's designated safeguarding officer to the appropriate statutory authorities. This will be done irrespective of the status of the person.

In responding to concerns or allegations of abuse relating to museum's trustees, staff or volunteers, the museum will act in accordance with the requirements of criminal and civil law.

Appendix 2 presents the guidance and advice on the appropriate ways of responding to safeguarding concerns.



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8. Safeguarding Officer

The Trustees will appoint a Safeguarding Officer to act as a first point of contact for all safeguarding matters. The role of the Safeguarding Officer will be included as part of the job specification of the Museum's Learning Officer.

Safeguarding Trustee: Margaret Elder

Safeguarding Officer: Vicky Smith

9. Glossary

Child / children - A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document.

Child abuse and neglect - forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. The different types of child abuse are described in detail in *Working together to safeguard children 2013*, updated in March 2015, the statutory guidance on inter-agency working to safeguard and promote the welfare of children.

Child Protection - The term child protection is used for responding to concerns where it appears that a child may have been harmed.

Safeguarding - The term safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant.

Vulnerable adult - Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

Worker - The term museum worker is used for anyone appointed by or on behalf of the museum to a post or role, whether they are paid or unpaid.



Appendix 1 – Code of Safe Working Practice

At Hertford Museum staff and volunteers work with children and vulnerable adults on a daily basis and in a number of different situations. This code of safer working practice for museum workers covers the issues most likely to arise. This code of practice follows the government guidance document *Guidance for Safer Working Practice for Adults Who Work with Children and Young People* (Department for Children, Schools and Families for Allegations Management Advisers, 2007). This guidance provides clear advice on appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts.

Requirements for working with children and vulnerable adults

This policy applies to all those who are working with children and vulnerable adults. It includes, but is not restricted to, those involved in teaching, training or instruction, care or supervision and includes those who work regularly but infrequently, for example for a few days every summer.

It is the policy of the museum that all those who regularly work with children or who manage or supervise those who work with children, should have enhanced DBS checks where deemed appropriate by Hertfordshire County Council eligibility regulations. Those who work only occasionally and on a voluntary basis will not be asked to apply for DBS but will be asked to attend Hertford Museum's Safeguarding Training for Staff and Volunteers and to ensure that they have read the safeguarding policies and code of practice.

Staff-child ratios

Where a member of staff is required to run a session on full supervisory capacity, the OFSTED prescribed minimum staff-child ratios will be applied. These ratios are advisory and should be seen as minimum standards.

0–2 years	1 person for every 3 children
2–3 years	1 person for every 4 children
3–8 years	1 person for every 8 children
Over 8 years	1 person for the first 8 children and then 1 extra person for every extra 12 children

Staff, volunteers and helpers

Paid staff appointed to work with children and vulnerable adults should be recruited according to the principles of safer recruitment set out in the Safeguarding Policy and the Recruitment Policy. Museum staff should consult the Board of Trustees before embarking on the recruitment process.

Volunteers should also be recruited according to safer recruitment principles, although it will not be necessary to consult the Board of Trustees. Only volunteers who have been formally appointed to an appropriate role may take sole responsibility for children.

Other volunteers may help with children's groups on an occasional basis but must be accountable to an appointed worker. If they are to join the team on a regular basis they must be properly recruited as above.



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Young people aged 16 or 17 may help with groups but must be supervised by an adult worker and cannot be counted as part of the staffing. They will also need to fulfil the same obligations as museum volunteers.

The museum will not accept volunteers or work experience placements for people under the age of 16 as we are unable to provide sufficient supervision. Those aged 16 and 17 do not require the same level of supervision, but should still have an adult in charge. Although the age of 18 marks the legal division between adulthood and childhood, it may be appropriate to require a minimum three-year difference between the age of the young adult worker and the ages of the children he or she supervises.

At no time will a paid member of staff or a volunteer who has not had an enhanced DBS check be in sole charge of children or vulnerable adults. They will never be left unsupervised.

Financial integrity

Museum workers should not seek personal financial gain from their position beyond their salary or recognized allowances.

Museum workers should not be influenced by offers of money either for themselves or for the benefit of the museum.

Museum workers should ensure that museum and personal finances are kept apart and should avoid any conflict of interest.

Money received by the museum should be reported as a museum donation and be handled as such. Any gifts received should be disclosed.

Positions of trust

All those who work with children and vulnerable adults or who have significant contact with them and their families on behalf of the museum are in positions of trust. Staff handbooks, codes of safer working practice and contracts should make clear the importance of accepting the expectations of such work and the possible grounds for disciplinary action if they are not met:

- They will be seen as role models by the children with whom they are in contact at all times, including when they are off duty;
- All museum workers should, therefore, conduct themselves in accordance with the reasonable expectations of someone who represents the museum;
- They should take care to observe appropriate boundaries between their work and their personal life. For example, they should ensure that all communications they may have with or about children are appropriate in their tone;
- They should seek advice immediately if they come across a child who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;
- They should not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or International law.



responsible. A breach of this is likely to be considered as a disciplinary offence. It will be referred to the local authority designated officer (LADO) and in some cases it may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Independent Safeguarding Authority for possible barring.

Charity Commission

Hertford Museum is a registered charity. Guidance from the Charity Commission emphasizes the duty of care that charities have towards those who use their services and the importance of adopting and implementing appropriate policies on safeguarding. The trustees are responsible for compliance with the Charity Commission's requirements.

This includes a duty to report serious cases where reputational or financial risk may occur to the Charity Commission. Guidance on this is on the Charity Commission website. However, it is important to ensure that reporting to the Charity Commission does not prejudice any criminal investigation, which should always be undertaken first. In such circumstances legal advice should be sought. It will usually be appropriate to anonymize the report to the Charity Commission, initially. The Charity Commission may then request further details.

Registration and consent forms

Registration and consent forms are not required for attendance at activities when accompanied by their carers (parent or guardian).

Contact details and special requirements should be noted and registers taken for all who regularly attend other activities such as activities where parent or guardians are not in attendance. Consent should be obtained for all activities.

As appropriate, consent for making and using appropriate images of children should be obtained.

Health and safety

Health and safety should be managed as part of all activities. A First Aid box should be obtained and maintained on site. An accident book should be maintained at all places where children's activities take place.

Buildings should be checked for health and safety regularly, at least once a year, and the results noted and reported in writing to the Board of Trustees.

Risk assessments

Risk assessments of new and existing activities should be made, in order to identify hazards and take action to minimize risk. The same approach should be taken if buildings are hired or let for activities involving children.

Risk assessments should be made covering outside activities. If specialized activities are to be undertaken, appropriate instructors should be engaged and their credentials confirmed. However, even when specialized instructors are involved, the museum retains the duty to supervise the children and vulnerable adults.



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Insurance

Groups working within museum-organized activities will be insured through the Museum's Public Liability Insurance.

Hire of premises

The museum possesses resources which they hire out to community groups and others. Some of these may undertake work with children.

For both one-off and regular hirings, a written hiring agreement should be used.

The hiring body should abide by their own child protection or safeguarding policy if they have one, otherwise by that of the museum.

If the hiring body is required to register with OFSTED then the safeguarding children co-ordinator should ask to see the registration certificate and record that it has been seen.

Record-keeping and data protection

The General Data Protection Regulation, May 2018 contains principles governing the use of personal data.

The museum should retain a separate record of staff and volunteers sufficient to be able to respond to *bona fide* enquiries at any time in the future. This should include start and finish dates, dates of DBS checks all posts held and next post when known, together with a flag on any database if a safeguarding problem occurred, linked with a paper record providing details of the concern and a record of what action was taken. Records should be kept secure and retained even after the people concerned have left the post or the area.

Records of child protection matters should be kept, together with a note of the outcome. These should be retained even if the information received was judged to be malicious, unsubstantiated or unfounded.

Records of known offenders against children should be retained indefinitely, together with a copy of any agreement and reviews.

Nothing in data protection legislation seeks to limit appropriate disclosure in order to protect an individual who either is, or may be, at risk. What matters is that the process of information sharing is reasonable and proportionate.



Appendix 2 – Managing allegations against trustees, staff or volunteers

In the situation when it is alleged that a museum trustee, member of staff or volunteer has behaved in a way that is against the recommendations set in this policy, the Board of Trustees will need to consider whether to handle this by way of advice, supervision and training, to use disciplinary processes, or a combination of these.

Where an allegation involves a police investigation of a possible criminal offence or consideration of disciplinary action in respect of the individual, the allegations must be reported to the local authority designated officer (LADO) who may arrange for an investigation by the statutory authorities who may be in conjunction with a disciplinary investigation. For the purposes of this procedure it makes no difference whether the person is paid or a volunteer.

It may be necessary to suspend a worker, as a precautionary measure, at the appropriate rate of pay for paid staff (usually full pay), pending further investigation and a hearing, if:

- Their presence might impede a proper investigation;
- Their presence might cause an unacceptable risk until the matter has been resolved. This could be related to, for example, inappropriate conduct or a *prima facie* case of violence against a child. This suspension is a neutral act and in no way seeks to pre-empt the investigation and final decision-making.

If the alleged misconduct involves sexual abuse or other allegations of child abuse where there is a risk that the alleged perpetrator may destroy evidence it is essential that the police are consulted *before* the alleged perpetrator is informed about any suspension decision. The police must be given the opportunity to investigate first.

The trustees should consult the LADO; in such cases it is essential that the line manager suspending the museum worker has the appropriate authority to suspend on behalf of the trustees. Permission should be sought from the Chair or Vice Chair before the decision to suspend is implemented. If there is any doubt about the course of action then professional advice should be sought.

Unless the police have requested a delay, as soon as preliminary enquiries indicate that a museum worker may have committed serious misconduct, the allegation should be put to him or her and he or she should normally be suspended while the complaint or allegation is investigated. Failure to deal with the matter promptly and failure to suspend the worker while the investigation is undertaken could make a subsequent dismissal unfair. The reason for this is that summary dismissal for serious misconduct implies that the employer considers the misconduct so serious that it would be impossible to allow the worker to remain in employment. Doubt must be cast on this belief if it takes the employer a long time to put the allegation to a museum worker, or if the employer can take the risk of the worker remaining on the premises while the investigation is undertaken.

When suspending a museum worker, the appropriately authorized manager should put the allegation to him or her. The museum worker may be accompanied by a friend of his or her choice and it is advisable for the manager to be accompanied as well. The allegation should be put in a non-judgemental manner and there should be an explanation of how the matter will be progressed, that is, that the worker will be suspended, if paid on the appropriate rate of pay (normally full pay) while an investigation is carried out; that it may be necessary to speak .



to the museum worker further during the investigation before determining whether a disciplinary hearing is required. It should be emphasized that suspension is not disciplinary action in itself and does not imply guilt, rather it is a precautionary measure that is taken where serious allegations are raised and an appropriate investigation is undertaken. A record of the suspension interview should be kept in case it is necessary to refer to it at a subsequent hearing and the arrangements for suspension should also be confirmed to the worker in writing.

At the time of suspension the museum worker should be asked if he or she undertakes any other paid or voluntary work with children. Where there are other employers (paid or voluntary posts), they should be informed of the allegation, and the worker should be informed that this will happen. He or she should also be asked whether he or she lives in a household with children (who may require protective measures).

Insurance advice

In all cases concerning museum workers where there may be liability issues, the trustees should inform the claims manager of the insurance company as soon as any incident arises that may lead to a claim. Advice should be sought about the insurance position and any steps needed to be taken to safeguard it. The claims manager will also need to keep in touch with developments. Any person accused of abuse where they have the benefit of insurance should also inform their insurance company.

Media enquiries

The Board of Trustees should be informed and should handle all contact with the media. Their advice will help to avoid compromising any future legal proceedings. Where the matters are likely to appear in a criminal court or tribunal the national safeguarding adviser should always be informed.

Criminal proceedings

An investigation may result in various actions. It may be shown that the person has no case to answer or they may be charged with an offence and the Crown Prosecution Service (CPS) asked to consider prosecution. The person may admit the truth of the allegation and accept a police caution.

In order for the CPS to sanction a prosecution they have to believe that there is a reasonable prospect of gaining a conviction and also that it is in the public interest to prosecute.

If it appears likely, or is known, that criminal proceedings will be brought, then normally disciplinary action other than suspension is stayed until the conclusion of those proceedings. However, if the allegation relates to a specific child, consideration must be given to protecting the interests of the child.

Requests to produce file material in court must be referred to the registrar to avoid inappropriate disclosure of personal information which may be protected by the *General Data Protection Regulation*, May 2018 (Regulation (EU) 2016/679).

All museum trustees, staff and volunteers should be aware of the danger of providing a character reference in criminal matters. They should avoid commenting on matters under investigation unless invited by the investigating team at a formal meeting or in a confidential discussion with the safeguarding children adviser or registrar. They



should restrict themselves to known facts and first hand knowledge.

The statutory agencies undertaking the investigation should be asked to provide a report which can be used in disciplinary proceedings, for other decision-making or for future reference. The report, which should be agreed with their legal advisers, should include any statements which parties have agreed can be used for this purpose, a factual account of the investigation and an assessment of any continuing risk.

There are many reasons why a particular case may not come to court or may result in a finding of 'not guilty'. This does not necessarily mean there is no remaining concern. There may remain evidence of inappropriate or misguided behaviour which needs to be addressed. The advice of the statutory agencies should be sought about any continuing risk to children. It may still be appropriate in some circumstances and in accordance with legal advice to continue disciplinary action. If there remain unresolved matters of concern, either untested complaints of serious harm to a child or evidence of inappropriate behaviour by the adult, a professional risk assessment should be carried out to try to ascertain whether it is safe for the person to continue work which brings them into contact with children. Even if a charge cannot be sustained in the criminal court there may nevertheless be well-founded concerns which may mean that the person should not continue in work with children.

Resignations and compromise agreements

The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to co-operate with the process.

Wherever possible, the person should be given a full opportunity to answer the allegation and make representations about it. The process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available, should continue even if the allegation cannot be substantiated or the person does not co-operate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

By the same token, so-called 'compromise agreements' – by which a person agrees to resign, the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference – must not be used in these cases without the benefit of legal advice and consideration of any safeguarding issues. In any event, such an agreement will not prevent a thorough police investigation where appropriate, nor can it override an employer's statutory duty to make a referral to the Independent Safeguarding Authority and the Charity Commission where circumstances require it.



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Record-keeping in the context of allegations

It is important that the trustees keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken, whether by themselves or by statutory agencies, and decisions reached.

These should be kept in a person's confidential personnel file and a copy should be given to the individual, apart from third party information for which permission for disclosure has not been given. Such information should be retained on file indefinitely. The purpose of the record is to enable accurate information to be given in response to *bona fide* enquiries or any future request for a reference. It will provide clarification in cases where a future DBS Disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

For an allegation to be described as false, it is necessary to have evidence that disproves the allegation. This means that the allegation is unfounded.

For an allegation to be described as malicious, it is necessary to have evidence that not only disproves the allegation, but also proves a deliberate intent to deceive.

An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

It is as important to retain records where an allegation proved to be unfounded, malicious or unsubstantiated as in other cases, so that it is on record that the allegation was known and responded to.

At the conclusion of an investigation or proceedings, a summary should be prepared noting the allegation, the enquiries made, and the outcome.

If files are weeded when the person leaves the museum, care should be taken to retain the material noted here.

Charity Commission

As the Museum is registered charity, when a referral is made the Charity Commission should also be informed. Guidance about this is on the Charity Commission website. It will usually be appropriate to anonymize the report to the Charity Commission initially. The Charity Commission may then request further details.

Reinstatement and redeployment

Careful consideration should be given to the future employment or volunteering role of the person involved. In exceptional circumstances, where a person has not been barred (such as following disciplinary action which did not lead to barring), consideration may be given to undertaking a professional risk assessment with a view to the possibility of allowing such a person to be employed or volunteer, with suitable supervision, conditions or precautions. A risk assessment would also be necessary if someone's barring was removed and they wished to participate or volunteer in museum activities with children or vulnerable adults present.



Risk assessments for such purposes should only be undertaken by those with specific qualifications and experience in such work. They will normally be provided by outside organizations which are clearly independent of the museum, have appropriately qualified staff and are provided reports which will withstand scrutiny and legal challenge.

Because of the compulsive nature of child sexual abuse, a person convicted or cautioned for any sexual offences should not work with children or be a volunteer where he or she could come into contact with children.

If the person is on a barred list it would be an offence for him or her to seek such work, or for any employer knowingly to offer it. There may also be a Sexual Offences Prevention Order (SOPO) in force, which further restricts the person's contact with children.

Making referrals

If somebody believes that a child or vulnerable adult may be suffering, or is at risk of suffering, significant harm, that person should always refer the concerns to the relevant local authority. In addition to social care, the police and the NSPCC have powers to intervene in these circumstances. Those making referrals should seek, in general, to discuss any concerns with the family and, where possible, seek their agreement to make referrals. However, this should only be done if and when such discussion and agreement-seeking does not increase the risk of significant harm, or compromise an investigation by the statutory authorities. It will often be better to wait for a strategy discussion, which will include on its agenda how and when parents/guardians should be informed. In urgent cases telephone the police.

A referral should also be made if domestic abuse comes to notice and it is known that there are children or vulnerable adults in the household. Care should be taken not to intervene directly with someone who is alleged to have committed domestic abuse as this may trigger further abuse. Seek advice from the safeguarding officer or telephone the specialist police unit which deals with child abuse.

Children's social care and others have been advised that personal information from referrers who are members of the public should only be disclosed to third parties (including subject families and other agencies) with the consent of the referrer.

Local Safeguarding Children Boards (LSCBs) publish procedures for use by anyone in their area who may find themselves dealing with possible abuse of a child. These procedures are usually available online and on open access. The area each LSCB covers is normally the same as that for each local authority.

The safeguarding officer should always be informed when a referral is made to children's social care. Records should be made and retained confidentially, even when a concern turned out to be unfounded.

The matter may proceed to a strategy discussion, or a case conference, and services may be offered or legal proceedings begun. Trustees and staff members may on occasion be asked to attend meetings, provide statements or give evidence in care proceedings or associated criminal proceedings. They should seek legal advice before doing so. They also need to be clear whether they are attending meetings simply to support someone or to contribute to assessment and planning. They should confine their contribution to what they know or reasonably believe at first hand. They should ensure, as far as they can, that their actions cannot be interpreted as support for one side or



another in a legal dispute. They should not provide character references except in exceptional circumstances which should be discussed with the legal advisors to the museum.

Children in need

Where a child or an adult is judged to be at risk of significant harm and in need of protection, it will normally be necessary to share all relevant information with the statutory agencies.

Government guidance on sharing information about the possible abuse of child is as follows:

- *You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.*
- *You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.*
- *You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgment on the facts of the case, there is sufficient need in the public interest to override that lack of consent.*
- *You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.*
- *You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely*

Whistle blowing

To fulfil their commitment to safeguard and promote the welfare of children and vulnerable adults, all organizations that provide services for, or work with, children should have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

In addition to situations where there is a perceived risk, whistle-blowing may be necessary to highlight more general problems with unacceptable practice, performance or behaviour.

The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalized as a result of publicly disclosing certain serious concerns. While the Act does not provide the same protection for volunteers, the museum will endeavour to adopt the same practice of protecting the whistle-blower that is outlined in the legislation.

Volunteers and members of the public should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of safeguarding officer or a member of the Board of Trustees.

The museum will ensure that any risk has been assessed and is being managed in a safeguarding agreement in accordance with the museum's policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal and civil law.