

**Safeguarding Children and Vulnerable Adults Policy
Version 2 – November 2010**

Revision History:

Date	Draft/Version	Reason
30/10/2009	Version 1	New Document
15/11/2010	Version 2	Annual update and change in government guidance

INTRODUCTION

The British Museum is committed to ensuring access to its collections for children and vulnerable adults and that everyone who accesses premises, exhibitions, staff and resources off-site should be safe and protected from harm.

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.

It is mandatory for all staff and volunteers to abide by all of the Museum's safeguarding policy, procedures and guidance. Anyone found not to have followed it may be subject to disciplinary action.

Step by step safeguarding advice for everyday use is available in the *Keeping Children Safe* document on the Intranet.

These policies and procedures will be made available on request to group leaders and relevant public authorities.

DEFINITIONS

A child, as defined in the Children's Acts 1989 and 2004, is anyone *who has not yet reached their 18th birthday*. 'Children' therefore means 'children and young people' throughout.

A vulnerable adult, is defined as a person over the age of 18 who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help e.g. individuals for whom English is an additional language).

SCOPE AND ASSOCIATED POLICIES AND PROCEDURES

This policy applies to all staff working at the British Museum (including British Museum employees, contractors, temporary workers, volunteers and casual workers).

As part of its safeguarding commitment the Museum has allocated responsibilities to a Safeguarding Working Party to act as Designated Safeguarding Officers. Their role is to act as a point of contact for any staff or volunteers with safeguarding concerns and to advise on safeguarding matters. The group consists of staff from Learning, Volunteers and Audiences; Membership; Visitor Services; Security and Human Resources who have undergone specific training to support this role. An updated list of who the Designated Safeguarding Officers are can be found on the Intranet.

The Safeguarding Children and Vulnerable Adults policy should be used in conjunction with the following policies and procedures:

- Keeping Children Safe, a guide for Museum staff
- Data Protection Code of Practice
- Disciplinary Procedure
- Recruitment and Selection Policy
- Recruitment Vetting Procedure
- Security Clearance Procedure

- Volunteer Policy
- Whistleblowing Procedure

This policy and the associated procedures and guidance will be reviewed at quarterly meetings of the Safeguarding Working Group or sooner if required by changes in legislation or procedure.

AIMS

The British Museum aims to:

- provide an environment which is safe and welcoming for children and vulnerable adults and which protects them from all forms of abuse
- ensure that all staff and volunteers are aware of the need to protect children and vulnerable adults and know how to reduce the risks to them
- respect the rights of all children and vulnerable adults
- provide procedures and guidance for all staff and volunteers for their own protection and to ensure the protection of children and vulnerable adults while at the Museum or while taking part in Museum-led activities off-site

COMMITMENT

The British Museum and everyone who works for it endeavours to safeguard children and vulnerable adults by:

- ensuring individuals working with children / vulnerable adults are fully aware of and follow the Museum's procedures, guidance, process maps and the Code of Practice
- sharing information about the principles of safeguarding and good practice with staff, volunteers and visitors
- adopting safeguarding procedures for all staff and volunteers which minimise any opportunity for abuse and establish appropriate treatment of children and vulnerable adults
- providing effective management for staff and volunteers through supervision, support and training
- ensuring any accompanying individuals (parents, guardians, school teachers etc.) are aware of their own responsibilities in relation to safeguarding
- sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with children / vulnerable adults have the appropriate CRB checks in place
- informing staff that not adhering to the policy and guidelines will lead to formal disciplinary action
- designating members of staff to lead on safeguarding issues
- developing and following a safeguarding action plan and reviewing our policy and practice at regular intervals

CODE OF PRACTICE AND BEHAVIOUR

All members of staff and volunteers at The British Museum have a responsibility to ensure that children and vulnerable adults visiting the Museum are protected from harm. It is your responsibility to ensure that:

- Your behaviour is appropriate at all times
- You observe the rules established for the safety and security of young and/or vulnerable people
- You recognise the position of trust in which you have been placed

If you are involved in an activity with children or vulnerable adults at the Museum you must understand and follow the Museum code of behaviour.

- Always keep other members of staff/volunteers aware of where you are and what you are doing.
- Avoid spending time with children or vulnerable adults unobserved.
- Colleagues should look out for each other to ensure that they are not behaving in ways which could be misinterpreted
- Do not have, or be perceived to have, favourites
- Do not develop social relationships with children or vulnerable adults. If you do come into contact with those you have worked with in a social situation, try to maintain a professional distance
- Do not arrange meetings with children or vulnerable adults outside of working hours
- Be aware of any physical contact.
- Do not engage in inappropriate behaviour or contact.
- Never make suggestive remarks or threats or use any other inappropriate language.
- Do not give gifts of any kind
- Take any allegations or concerns about abuse seriously and refer concerns immediately following the Museum procedures

If an individual has any concerns about any aspects of the procedure, process maps, appropriate checks or the Code of Practice then they should contact one of the Designated Safeguarding Officers.

SAFE RECRUITMENT OF STAFF, VOLUNTEERS AND CONTRACTORS

Although safe working practices are key to the safeguarding of children and vulnerable adults, recruitment is a crucial part of the process and as such is laid out in detail here. The information relating to employees is available in more detail in the Recruitment and Selection Policy and Recruitment Vetting Procedure.

With the formation of a new Government in May 2010, the previous government's plans to replace the CRB disclosure system for people wanting to work with children and vulnerable adults was suspended. At the time of writing, the Independent Safeguarding Authority is still in place, but is maintaining the existing system of CRB.

Prospective employees

The need for a CRB check must be made evident by the Recruiting Manager on the Recruitment Authorisation Form. The Recruiting Manager needs to consider carefully the question of whether the postholder will have regular access to vulnerable adults, children or young people who have not yet reached their 18th birthday.

It is best practice for all staff working directly with children or vulnerable adults to have a CRB check. Anyone who will have *frequent* (i.e. once a month or more) or *intensive* (i.e. 3 or more days in a 30 day period) contact or will be involved in activities which last overnight **MUST** have a check. This is a legal requirement which the Museum can be heavily penalised for if it is not adhered to. If in any doubt at all, Human Resources should be contacted immediately.

Once an individual has been selected for a vacancy requiring a CRB check their status will be checked by Human Resources as part of the Recruitment Vetting Procedure (for further details please see the Recruitment Vetting Procedure). **The individual will not be permitted to commence work until their disclosure is returned and has been approved.**

Existing Employees

Individuals who are currently employed by the Museum whose roles are deemed by HR to require a CRB check will be checked every 3 years. Where an employed individual is about to commence in an activity which is not part of their contracted duties (i.e. supervising a work experience placement or volunteering for a BM Young Friends sleepover) they will also need to **apply for a CRB check and have it cleared before they commence this activity.**

Contractors and Freelancers

The need for a CRB check must be made evident by the member of staff contracting services from a freelancer. The staff member needs to consider carefully the question of whether the contractor/freelancer will have regular access to vulnerable adults, children or young people who have not yet reached their 18th birthday.

For freelancers paid through the payroll, once an individual has been selected for work requiring a CRB check their status will be checked by Human Resources as part of the Recruitment Vetting Procedure (for further details please see the Recruitment Vetting Procedure). **The individual will not be permitted to commence work until their disclosure is returned and has been approved.**

For contractors employed through a contract for services, the requirement to submit to a CRB check must be included on the contract. Their status will then be checked by Human Resources as part of the Recruitment Vetting Procedure (for further details please see the Recruitment Vetting Procedure). **The individual will not be permitted to commence work until their disclosure is returned and has been approved.**

Volunteers

Nb. It is best practice for all individuals, including volunteers, working directly with children or vulnerable adults to have a CRB check: Anyone who will have *frequent* (i.e. once a month or more) or *intensive* (i.e. 3 or more days in a 30 day period) contact or will be involved in activities which last overnight **MUST** have a check. This is a legal requirement which the Museum can be heavily penalised for if it is not adhered to. If in any doubt at all, the Volunteer Office should be contacted immediately.

Creating a new volunteer role - The need for a CRB check must be made evident when the volunteer role is created. The member of staff creating the role needs to consider carefully the question of whether the postholder will have regular access to vulnerable adults and/or children or young people who have not yet reached their 18th birthday.

Volunteers undertaking roles requiring CRB checks - The need for a CRB check for particular volunteer roles must be made evident to the volunteer before they agree to undertake that role/task. Once that individual has been selected for a volunteer role requiring a CRB check their status will be checked by the Volunteer Office and the relevant paperwork completed where necessary. **The individual will not be permitted to commence work until their disclosure is returned and has been approved.**

APPENDIX

Document, Recruitment Authorisation Form

RECRUITMENT/REPLACEMENT AUTHORISATION (v1.5 updated 26/01/09)

This form should only be completed once approval has been granted by the director responsible for your department.

Once completed, the Head of Department should submit the form electronically to Amber Shilcock in Human Resources for consideration by the Administration Committee.

To be completed by the Recruiting Manager

1. Job Title:

2. Department:

3. Name of immediate Line Manager:

4. Is this job replacing someone? YES/NO

If YES please detail the name of the person leaving and the leaving date and proceed to question

If NO please complete the Job Description/Person Specification form and submit with this request. Please specify here the target grade and reasons for your target and provide any other relevant background on the requirement for the job:

5. Unless otherwise agreed prior to interview, the normal salary and/or promotion arrangements for the grade will apply. Are there any circumstances or reasons for seeking any deviation from the normal salary arrangements? Please detail them:

6. Is the job full time or part time? If part time, please give details.

7. Is this job of indefinite duration, or for a fixed term? If for a fixed term, please specify the time period and detail why the work is expected to last for this period.

8. What is the funding for this job – on compliment and in the Museum budget or does special funding exist?

If this job is funded by an external source please detail the source, the sum (or sum remaining), and the duration (if so defined).

Finance will be asked to confirm this information. If there are external funds for this job please be aware that the Museum needs to take account of Pensions costs, Employer's National Insurance costs, provision for annual pay increases, redundancy costs at the end of fixed term appointments over 23 months and any other demands on the funds.

9. Will the chosen candidate for this job require a CRB check? (This is required for those people who have access to children/vulnerable adults)

YES/NO (Please contact your HR Advisor if you are unsure as to this requirement)

10. Will the chosen candidate be required to pack and prepare loans for transportation? (The candidate will require an enhanced reference check to meet the requirements of the Department of Transport rules for Airfreight Consignments)

YES/NO (Please contact your HR Advisor if you are unsure as to this requirement)

11. Any other relevant information about this job e.g. date required

12. Has approval for this recruitment been granted for by the Director responsible for your department?

YES/ NO

Completed by:

Date:

Authorised by:

Head of Department: