

Dorset Natural History and Archaeological Society Safeguarding Policy – July 2024

Name of Museum: Dorset Museum & Art Gallery

Name of Governing Body: Dorset Natural History and Archaeological Society

Policy approved by the Board of DNHAS: July 2024

Policy review date: July 2027 unless changes to guidance and legislation

1. INTRODUCTION

The purpose of the document is to outline safeguarding procedures to ensure the safety of all children and adults at risk of harm that come into contact with the Dorset Natural History and Archaeological Society (DNHAS) and Dorset Museum & Art Gallery.

It is mandatory for everyone working at the Museum to abide by the Museum's Safeguarding Policy, procedures and to undertake any relevant training appropriate to their role.

2.1 POLICY STATEMENT

DNHAS is committed to creating and maintaining a safe and secure environment for all children and adults at risk of harm involved with the work of the Museum.

We will endeavour to achieve this by:

- Following best practice procedures for recruitment and selection of staff and volunteers and ensure that individuals who are working with children/adults at risk have the appropriate DBS checks in place
- Adopting a safeguarding procedure for all staff, volunteers and Trustees which minimise any opportunity for abuse and establish the appropriate treatment of children and adults at risk
- Ensure that staff, volunteers and Trustees working with children/adults at risk of harm are fully aware of and trained to follow the Museum's Safeguarding Policy, procedures and guidance receive adequate training in regards to safeguarding
- Providing effective management support for staff, volunteers and Trustees
- Informing staff and volunteers that not adhering to the Safeguarding Policy, procedure and guidance may lead to disciplinary action and action taken as required
- Appointing a Designated Safeguarding Lead and Designated Persons for Safeguarding who will co-ordinate all child protection and adult welfare concerns
- Review our Safeguarding Policy, procedure, guidance, and practice at regular intervals and updating these in accordance with current government legislation and good practice
- Taking all safeguarding concerns seriously and responding fairly, swiftly, and appropriately to any incidences reported

Our Designated Persons (DPs) with responsibility for Safeguarding are:

- Claire Dixon, Designated Safeguarding Lead
- Emma Talbot, Designated Safeguarding Officer
- Designated Safeguarding Champion on the Board of Trustees

2.2 Who does this apply to?

The document applies to all staff, volunteers and Trustees whilst working for the DHNAS either on or off-site.

3. DEFINITIONS

What is a child?

The Children Act 1989 and 2004 defines a child as a person under 18.

What is an adult at risk of harm?

An adult at risk of harm is any person who is aged 18 years or over and at risk of abuse or neglect because of their needs for care and/or support. Where someone is over 18 but still receiving children's services and a safeguarding issue is raised, the matter should be dealt with as a matter of course by the adult safeguarding team.

What is abuse?

- Physical abuse: may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm
- Neglect: the persistent failure to meet basic essential needs of a child whether physical, psychological, or emotional, likely to result in the serious impairment of the child's development; may also involve a failure to protect a child from physical harm or danger
- Emotional/psychological abuse: persistent ill treatment of child that causes harm by lack of love and affection, or threats, verbal attacks, taunting or shouting
- Sexual abuse: involves forcing or enticing a child or young person to participate in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate social taboos of family role; includes non-contact activities.
- Domestic abuse: physical, sexual, psychological, or financial abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality.
- Financial abuse: May involve Theft; fraud; exploitation; pressure in connection with wills; property and inheritance; financial transactions; misuse or misappropriation of property, possessions or benefits.
- Discriminatory abuse: Types of harassment or insults because of someone's race, gender, gender identity, age, disability, sexual orientation, or religion.

- Organisational abuse: Neglect and poor standards of care in an institution or care setting, such as a hospital or care home, or if an organisation provides care in someone's home.
- Neglect and self-neglect
- Modern slavery: Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive, and force individuals into a life of abuse, servitude and inhumane treatment.

A child or adult at risk of harm may suffer more than one category of abuse.

4. CODE OF GOOD PRACTICE

Good practice measures are designed to protect children and adults at risk of harm. They are standards that aim to ensure that all children and adults at risk of harm that come into contact with the work of the DNHAS enjoy a safe environment.

Ensuring a safe environment

The DNHAS will ensure that Health and Safety legislation is adhered in order to provide a safe environment for users.

Interpersonal dealings

All children and adults at risk of harm participating in the work of the DNHAS will be treated with respect and dignity. Staff should use appropriate language and tone of voice and consider the effect of body language. Staff should avoid any inappropriate physical contact with children and adults at risk of harm.

Projects

All projects involving all children and adults at risk of harm will be planned in accordance with the procedures in place and risk will be monitored.

5. CHILD PROTECTION PROCEDURES

5.1 Recruitment, Selection and Training

We ensure that everyone working with children is safe to do so. The Disclosure Service is administered in compliance with Disclosure & Barring Service (DBS) Code of Practice. This states that Enhanced Disclosures are required for all employees, volunteers and Trustees where the post has substantial unsupervised access to children and/or adults at risk of harm. Character references are requested for all new employees, volunteers and Trustees.

DBS Disclosures may be considered portable, in that a DBS Disclosure obtained for a position in one organisation and can be later re-used for a position in a new organisation. DNHAS will exercise its discretion to accept such DBS Disclosures on a case by case and risk assessed basis (i.e., in conjunction with other evidence presented).

DNHAS complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. DBS disclosure information is passed only to those who are authorised to receive it in the course of their duties, i.e. Those whose jobs deem it essential. Information disclosed as part of a DBS check will be treated as confidential. It is an offence for information in a Disclosure to be passed to anyone who does not need it in the course of his/her duties. DNHAS maintains a record of those to whom disclosures or disclosure information has been revealed. The photocopying of any Disclosure is strictly forbidden by the DBS.

5.2 School visits

All visiting schools are required to carry out Risk Assessments.

We ensure that children are appropriately supervised by adults. Our recommended ratios for organised group visits are:

Age	2-3 years	1:4
	3-8 years	1:8
	8-11 years	1:10
	11 and over	1:15

School children are accompanied by school staff and/or Museum staff at all times during their visit whether held in a secure space or in the public areas of the Museum.

Guardianship and responsibility for the children remains with the school.

5.3 Museum Events and Activities

All children and adults at risk of harm must be accompanied by an adult while they are in the Museum. Museum activities specify the age group for which they are suitable. All children and adults at risk of harm attending activities must be supervised by a responsible adult at all times.

Children under 16 may not be admitted unsupervised. If in doubt seek guidance from the Designated Officer or Lead.

5.4 Dealing with a lone child

Avoid being alone with a child and do not leave the child alone with anyone else.

Establish whether the child has permission from a parent or carer to visit the museum alone. Ask whether the child is waiting to be collected.

Consider:

- if the child exhibits signs of nervousness
- if the child understands the questions
- if the child seems physically capable
- if the child is clear about where he or she lives
- how far and how safe is the journey

If there is any doubt ask the child for details so that you can contact a parent or carer; alternatively try and contact a family friend or relative. Do not release the child into the care of anyone other than police or social services without the direct permission of the parent or carer.

5.5 WHEN ABUSE IS SUSPECTED OR REPORTED

If a situation gives you cause for concern you should:

Always inform the Designated Person of your concerns. They will speak to the teacher or helper responsible for the school group and discuss what steps need to be taken. If it is felt the child/adult at risk of harm is in imminent danger of significant harm the Designated Person may decide to contact Social Services and/or the Police straight away.

Make a brief written note of any incident, conversation, dates, times, names, and other relevant information. Record later on an incident form – and follow up. This should be passed immediately to the Designated Safeguarding Lead or Officer, who will follow up the matter with the school/contact the relevant authorities.

Where emergency medical attention is necessary then this should, of course, be sought immediately and the Designated Safeguarding Lead or Officer informed.

If a child or adult at risk of harm volunteers information you should:

Listen to what they say. Communicate with them in a way that is appropriate to their age and understanding.

Write brief notes about the incident, conversation, dates, times, names, and other relevant information preferably while they are speaking or as soon as possible afterwards. It doesn't matter if these are rough notes, they will help you remember exactly what was said.

Do not ask leading questions (e.g. 'did he do X to you?') just ask 'what do you want to tell me?' or 'is there anything else you want to say?'

Do not promise to keep what is said a secret or confidential. If you are told about abuse you have a responsibility to contact someone who will take the appropriate action. Inform them that you will act in their best interest and that this may mean having to share the information with others. Explain that you will only tell people who absolutely have to know.

Inform the Designated Person about the incident. They will refer to the teacher or helper responsible for the group, unless they are the subject of the accusation. In this case they will contact the Child Advice and Duty Service (previously Dorset MASH) and/or the Police and discuss the situation with them.

The Designated Person will discuss with the teacher or helper whether any steps need to be taken to protect the child or adult at risk of harm. This may need to be discussed with the child or adult at risk of harm. If it is felt that the child or adult at risk of harm is in imminent danger of significant harm the Children and Families Unit and/or the Police should be contacted straight away.

If the child or adult at risk of harm is not with a group ask them what they want you to do - call the police, contact their social worker, phone their parents. Inform the Designated Safeguarding Lead or Officer. Make sure to keep a record of any incident, noting down any action taken and the reasons for any decisions. Record later on incident form – and follow up. Keep all information confidential.

Allegations against staff and volunteers

If you are concerned about a colleague's inappropriate behaviour with regard to children and adults at risk of harm, the matter must be referred to management immediately. If a member of the Directorial staff team is the subject of staff concerns, the matter should be referred to the Chair of Trustees. Any complaint involving allegations relating to child protection issues or adults at risk of harm will be discussed with Social Services before any investigation takes place. Procedures are in place to protect the confidentiality and integrity of all parties.

If you are subject to an allegation you must inform your manager and the Designated Person immediately. If an allegation is made about you to your manager or another member of staff, you will be informed of this as soon as possible but with due regard to protecting evidence and disclosure of information. An investigation into the allegation will be launched.

Sharing Information

Keeping children and adults at risk of harm safe from harm requires information to be shared about any possible risks to the child or adult at risk of harm. Where there are concerns that a child or adult at risk of harm is, or may be at risk of significant harm, the needs of that child or adult at risk of harm must come first and the overriding objective must be to safeguard the child and adult at risk of harm. The safety of the child or adult at risk of harm takes priority over issues of confidentiality, but the terms of the Data Protection Act still apply.

Record Keeping

It is important to keep detailed records of any incidents or information about child or adult at risk of harm protection issues. This must be done as soon as possible following the report of any incident (using the Incident Report Form in Appendix 3), carefully and keeping in mind confidentiality and data protection issues. The information recorded should use clear and straightforward language and be factually accurate.

6. CONTACTS

Children's Advice and Duty Service (ChAD)

(previously the Dorset Multi-Agency Safeguarding Hub, Dorset MASH)

Opening hours

Monday to Friday: 8am to 10pm

Saturday, Sunday and bank holidays: 9am to 10pm

Tel: 01305 228866

Website: [Worried about a child - Dorset Council](#)

Email: childrensadvicandduty@dorsetcouncil.gov.uk

Dorset Safeguarding Adults Board

Reporting a concern. If you have a concern an adult is being abused or neglected call

Tel: 01305 221016

Website: [Dorset Safeguarding Adults Board - Dorset Council](#)

7. Review

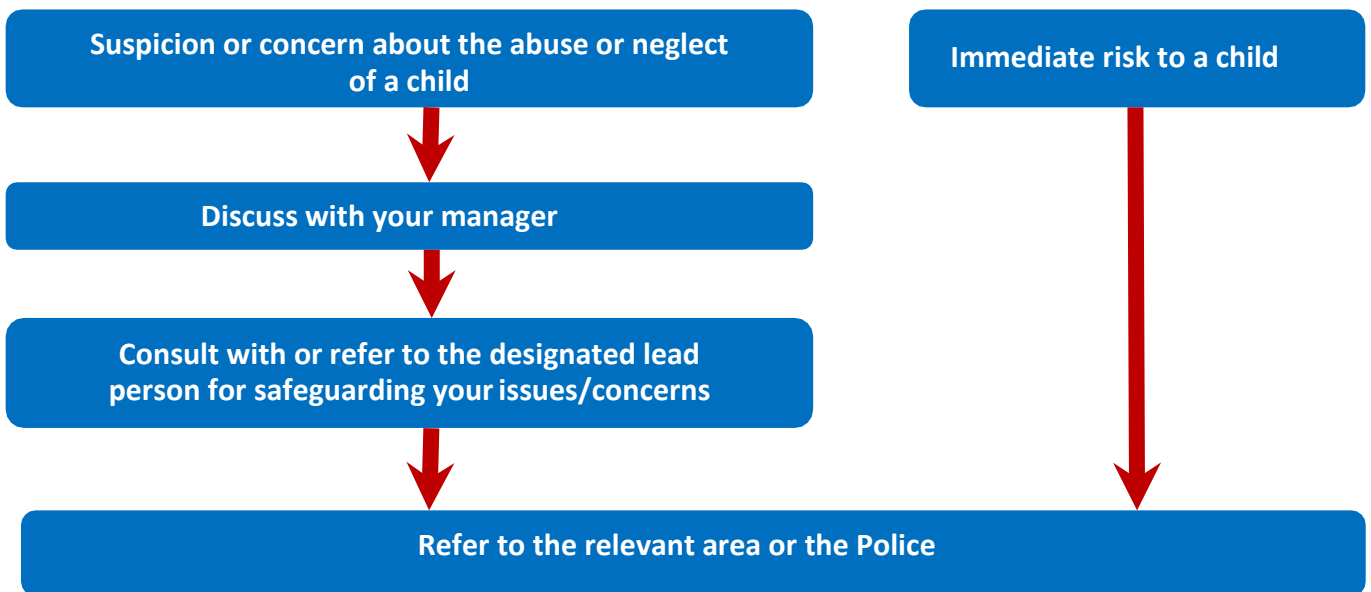
The policy will be monitored and changes in legislation will be acted upon.

Appendix 1 - Child

Pan-Dorset Safeguarding Children Partnership



Reporting a concern about a child



Remember: If you have a suspicion or concern about child abuse you should always consult, seek advice and take action

If the child lives in Dorset contact the Children's Advice and Duty Service (ChAD):

Professional's Telephone Number and On-Call Out of Hours Service 24/7: 01305 228558
Families and Members of the Public Number: 01305 228866

If the child lives in Bournemouth, Christchurch or Poole contact the Children's Services First Response Hub:

Telephone: 01202 735046
Email: childrensfirstresponse@bcpcouncil.gov.uk

Out of Hours Teams on: 01202 738256 or email: childrensOOHS@bcpcouncil.gov.uk

Police Non-Emergency: Call 101
Police Emergency: Call 999

Appendix 2 – Adult at risk of harm

What to do if you are concerned about a vulnerable adult / Adult at Risk of Harm

A vulnerable adult / Adult at risk of harm is a person “who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation”

Is the person at immediate risk of serious harm? – Dial 999

If you feel the person requires help that is not emergency response

- Call Dorset Direct on **01305 221016** if you are a member of the public
- If it is outside of normal office hours, call the out of hours service on **01305 858250**
- Email: DSAB@dorsetcouncil.gov.uk
- Dorset Safeguarding Adults Board
c/o Adult and Community Services
County Hall, Colliton Park, Dorchester
Dorset, DT1 1XJ

You can also tell a health or social worker, social care worker, nurse, doctor or occupational therapist.

If you have concerns that are not an immediate emergency during a session about a person, use the emergency contact supplied.

Report any concerns as quickly as possible and follow up with the Dorset Museum & Art Gallery Designated Safeguarding Lead or Officer.

Appendix 3 – Incident Report Form

**Dorset Museum & Art Gallery
Safeguarding Children and Adults at risk of harm
Incident Report Form**

To be filled out by the person reporting the concern. Please fill out all the information that is known. **Return completed and signed form immediately to the Designated Safeguarding Lead, Designated Safeguarding Officer or in an envelope marked Highly Confidential and placed in designated tray.**

Name of child/adult at risk	
Age/date of birth	
Any additional needs, relevant conditions or known risk factors	
Parent's/carer's/responsible adult's name(s)	
Home address	
Telephone number(s)	
Venue this incident took place in	
Exact location where the incident happened (eg floor, area)	
Description of what has prompted concerns (please include details of any specific incident, dates, times etc) and describe any physical or behavioural indicators which have been observed	
Have you or anyone else spoken with the child/adult at risk and if so what was discussed?	

Have you or anyone else spoken with the parents/carers of the child or adult at risk and what was said?
To whom reported:
Date and time reported:
Your name and position:
Signature:
Date:

Return completed and signed form immediately to the Designated Safeguarding Lead, Designated Safeguarding Officer or in an envelope marked Highly Confidential and placed in designated tray.

Any further action taken?
Copy of form sent to:
Signature:
Name:
Date:

Appendix 4 – Signed Safeguarding Policy Form

To be signed by all staff, volunteers and Trustees annually:

Name:	
Role:	
Date:	
I confirm I have read and understood the Safeguarding Policy	
Signature:	