

# **Staffordshire Arts and Museums Service Safeguarding Policy 2009**

## **Staffordshire Arts and Museum Service Mission Statement**

Working to create opportunities for people to get involved in and to benefit from the arts and from museums; supporting others involved in developing and promoting museums and the arts in Staffordshire.

## **Policy Statement**

All adults who come into contact with children and vulnerable adults in their work have a duty of care to safeguard and promote their welfare.

Staffordshire Arts and Museum Service (SAMS) are committed to practice which protects children and vulnerable adults from harm. Staff and volunteers in this organisation recognise and accept our responsibilities to develop awareness of the issues which cause children and vulnerable adults harm and act appropriately and effectively.

## **We will endeavour to safeguard children by:**

- Ensuring that the physical and virtual spaces we manage and use are safe and secure and promote enjoyable and positive experiences.
- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers
- Following Staffordshire County Council's procedures for recruitment and selection of staff and volunteers carefully
- Following the Staffordshire Inter-Agency child protection procedures and advice
- Providing effective guidance for staff and volunteers through management, training and support to enable them to follow the correct procedures and guidelines and to understand the issues relating to child protection and safeguarding procedures.
- Referring all suspicions or allegations of abuse to Social Health & Care swiftly and appropriately. Wherever possible we will inform parents/carers – unless staff have significant concerns about the welfare of the children or vulnerable adults.
- Appointing a Designated Person for child protection within SAMS who will take specific responsibility for safeguarding and act as the main point of contact.
- Reviewing the effectiveness of our safeguarding policy annually.

## **Why do we have a Safeguarding Policy?**

SAMS have a legal and moral responsibility to ensure safeguarding. Having a Safeguarding Policy in place means that we all understand what we should be doing to safeguard children, young people and vulnerable adults and the practicalities of doing it. This policy helps SAMS to:

- Plan and implement projects
- Recruit and train staff
- Respond to allegations of abuse

## **What is our confidentiality policy?**

The legal principle that 'the welfare of the child is paramount' means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to over-ride the right of children and vulnerable adults to be protected from harm. However, every effort should be made to ensure that confidentiality

is maintained for all concerned when an allegation has been made and is being investigated.

### **Who does this policy apply to?**

This is a mandatory policy applying to everyone working for Staffordshire Arts and Museum Service, including freelance workers, paid and unpaid staff. It is also operational when SAMS business takes place away from SAMS sites (The Shire Hall Gallery and The County Museum, Shugborough).

The policy relates to all children, young people and vulnerable adults and recognises that those from minority ethnic groups and those who are disabled have a variety of different needs. The policy and procedures apply to all children, young people and vulnerable adults regardless of gender, ethnicity, disability, sexual orientation or religion.

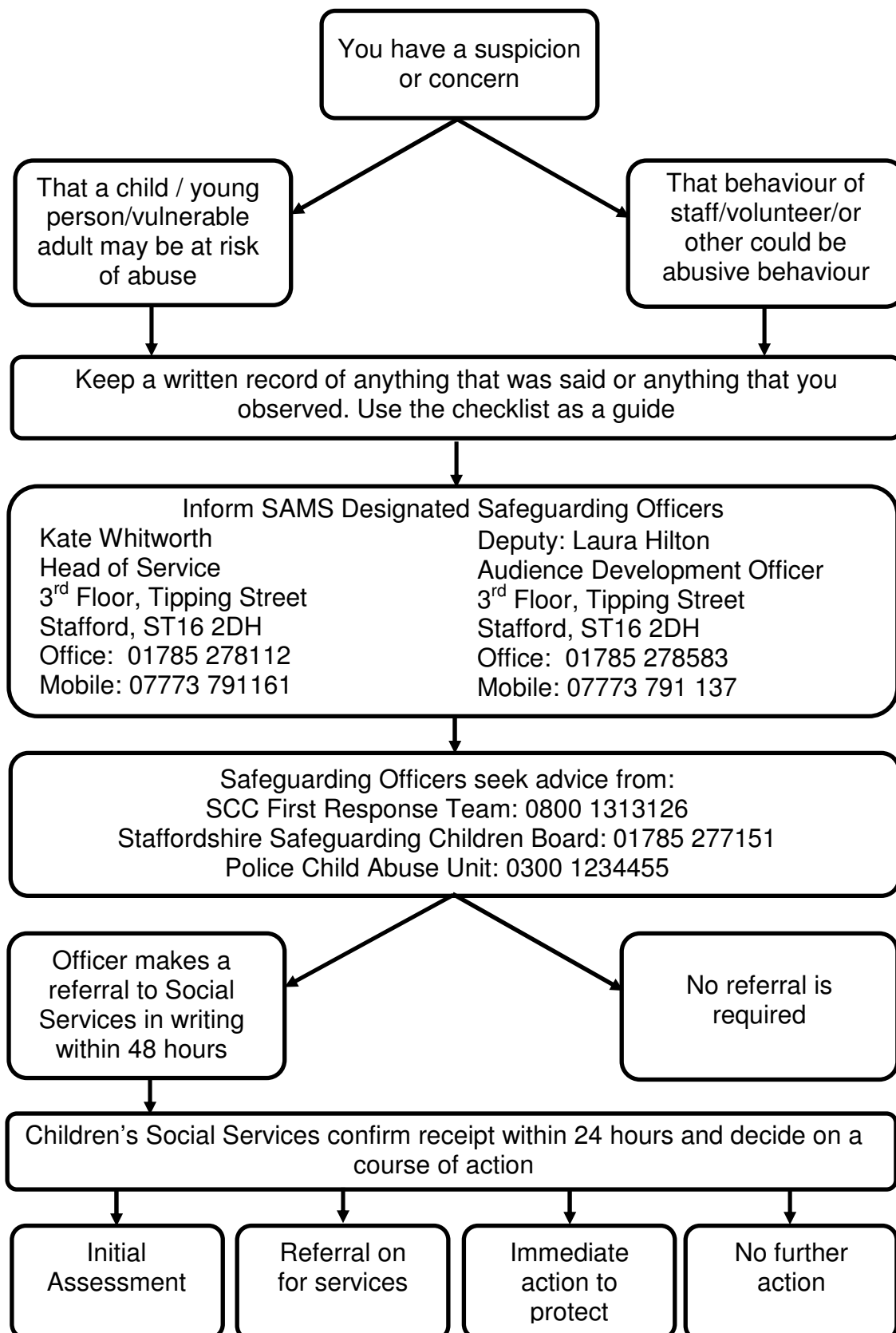
### **How will we inform everyone of our policy?**

The policy will be published on the SAMS website and Intranet pages. A paper copy should also be kept at each venue, along with the Safeguarding Handbook. The Safeguarding Policy and Procedures are part of the standard Health and Safety section of the SAMS induction process. All staff should attend a briefing, receive a Handbook and read and sign this policy as part of their formal induction. Policy changes will be rolled out to all staff in departmental meetings.

### **What national or international legislation underpins this policy?**

- The Children Act (2004) - The intention of the Act is to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm. Museums, libraries and Archives have a statutory responsibility to ensure safeguarding under section 11 of this Act.
- Human Rights Act 1998 and the United Nations Convention on the Rights of the Child (ratified by UK Government in 1991) - This Act includes the identification of the rights of all children, including their right to be protected from harm.
- Criminal Justice and Court Services Act (2000) - This Act relates to the responsibilities of public bodies within child protection and is integral to child protection systems in the UK designed to prevent unsuitable people from working with children.
- The Children's Plan, Department for Children, Schools and Families (2007) - This plan signals the Government's recognition that children cannot enjoy their childhood or achieve their full potential unless they are safe.
- The Staying Safe Action Plan (2008) - This plan makes it clear that safeguarding children is everybody's responsibility. Every organisation and every person within that organisation has a role to play.
- Criminal Records Bureau (2002) - Helps to protect children and vulnerable adults by undertaking standard or enhanced disclosures on people recruited into positions of trust.
- Sexual Offences Act (2003) - An act to prevent sexual offences and protection of children from harm. This act made abuse of trust and 'grooming' criminal offences.
- Safeguarding Vulnerable Groups Act (2006) - An Act to set up the Independent Safeguarding Authority (ISA) to protect children and vulnerable adults
- Police Act (1997) - An Act which made it an offence to an employer not to take sufficient steps to check an employee
- Protection of Children Act (1999) - Required a list to be kept of persons considered unsuitable to work with children.

**How to report your suspicions that a child or vulnerable adult is being abused, or if abuse is disclosed to you**



**Remember:**

- Remain calm and in control
- Listen carefully to what has been said and record it carefully
- Ask questions only for clarification
- Don't give your own view or opinions
- Try not to appear shocked, even if you are
- Don't promise to keep it a secret - say you will need to share with others
- Do not delay: report your concerns to the Safeguarding Officer at the earliest opportunity; certainly within the same working day
- Remember only to share the information on a need-to-know basis
- Reassure the person that they did the right thing
- Make sure that they know what will happen now
- Do not investigate.
- In an emergency, call 999

**The designated person for Safeguarding is:**

Kate Whitworth, Head of the Arts and Museum Service  
3<sup>rd</sup> Floor, Tipping Street, Stafford, ST16 2DH  
Office: 01785 278112  
Mobile: 07773 791161  
Email: kate.whitworth@staffordshire.gov.uk

**The deputy person for Safeguarding is:**

Laura Hilton, Audience Development Officer  
3<sup>rd</sup> Floor, Tipping Street, Stafford, ST16 2DH  
Office: 01782 278583  
Mobile: 07773791137  
Email: laura.hilton@staffordshire.gov.uk

**Related documents and policies**

- Risk Assessments
- Health and Safety Guidelines
- Photographic Consents
- Comments, Compliments and Complaints
- First Aid Certificates
- Public Liability Insurance

**Date of last review:** Summer 2004  
**Date of this review:** Autumn 2009  
**Date of next review:** Autumn 2010

**If you are reading this policy because you are a child, young person or vulnerable adult in need of help or advice, you can contact:**

**NSPCC:** 0808 800 5000  
**Childline:** 0800 1111  
**Crimestoppers:** 0800 555 111