

SAFEGUARDING AND VULNERABLE PERSONS POLICY

NATIONAL WINDRUSH MUSEUM (NWM)

(This Policy is linked to: The Equality & diversity, Health & Safety & Risk Assessment, Modern Day Slavery, Prevent Statement, ICT & Whistle Blowing policies)

(1) Definitions:

A **child** is any person who is below the minimum school leaving age, i.e. just before or just after their 16th birthday.

A young **person** is defined in the Health and Safety (Young Persons) Regulations 1997 as any person under the age of 18. It also includes unborn children.

A **vulnerable adult** is a person over 18 who is or may be in need of community care services by reason of:

- A learning or physical disability
- A physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs
- A reduction in physical or mental capacity
- Is in the receipt of any form of healthcare
- Is detained in custody
- Is receiving community services because of age, health or disability
- Is living in sheltered or residential care home
- Is unable, for any other reason, to protect him/herself against significant harm or exploitation.

(2) Purpose:

Children, young persons, and vulnerable adults have the right to protection from all forms of abuse, neglect or exploitation and should have the right to express their views on any issues or decisions affecting them. Protection is therefore the responsibility of every adult who has involvement with children, young persons and vulnerable adults. NWM therefore:

- Safeguard and promote the wellbeing of the children/young persons and vulnerable adults with whom we work
- Ensure that all employees and others covered by this policy understand the context within which checking with the Disclosure and Barring Service (DBS) takes place
- Provide all employees with guidance on how they should behave if they suspect that a child/young person or vulnerable adult may be experiencing or be at risk from abuse or harm.
- Guide employees on how to respond to - and report - concerns
- Ensure compatibility with other NWM policies

NWM has a duty to ensure that volunteers and staff are equipped with the skills, necessary information and knowledge to give children, young persons and vulnerable adults the support, guidance and help they need to work with these groups of people. Above all, NWM works together with partners/sub-contractors, community based organisations and other stakeholders to ensure the protection of children, young persons and vulnerable adults.

NWM understands its responsibility to co-operate and work closely with the relevant authorities (Social Services & the Police Service). In the event of any suspected abuse NWM has clear procedures in place to deal with the matter(s).

(3) The purpose of this policy statement is:

- To protect children, young persons, and vulnerable adults who receive NWM's services
- To provide staff and volunteers with overarching principles that guide our approach to child protection and safeguarding

This policy statement applies to anyone working on behalf of NWM including board of trustees, paid staff, volunteers and sessional staff.

(4) Legal Framework:

Everyone has a right to be safeguarded from abuse or neglect. This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young persons and vulnerable adults in England.

We believe that:

- Children, young persons and vulnerable adults should never experience abuse of any kind, this includes Female Genital Mutilation (FGM) which is illegal in England

and Wales under the Female Genital Mutilation Act 2003. It is a form of child abuse and violence against women

- The Counter Terrorism and Security Act 2015 sets out the “need to prevent people from being drawn into terrorism”. NWM's Prevent strategy is part of an overall counter-terrorism strategy, that aims to reduce the threat to

the UK from terrorism. Organisations such as NWM does not have a legal duty to adhere to the Prevent duty but do still have a responsibility to safeguard and promote the welfare of the children/young people and vulnerable adults we work with

- We have the responsibility to promote the welfare of all children, young persons and vulnerable adults, to keep them safe and to practice in a way that protects them.

(5) General Principles:

Safeguarding relates to the action taken to promote the welfare of children/young people and vulnerable adults and to protect them from harm.

All staff should have a basic awareness of safeguarding issues, this includes:

- Being alert to the possibility of abuse and neglect
- Having enough knowledge to recognise an abusive or potentially abusive event or set of circumstances
- Knowing who in the organisation to raise concerns with
- Being competent to take the appropriate immediate or emergency action. If any member of staff has any concerns about a child or vulnerable adult, they must alert their nominated child protection/ safeguarding lead immediately. If the child protection/ safeguarding lead agrees there is grounds for concern, they must take appropriate action to safeguard the child/young person or vulnerable adult. This may include contacting the relevant local authority social care service or the local police child abuse investigation team.
- The above may include concerns about a member of staff, a suspicion that a child/young person or vulnerable adult is being abused or neglected, or a suspicion that an activity is taking place that could place a person at risk. If the concern relates to a member of staff, then their manager should also be informed. This is a general guide. In any situation where there is a suspicion of abuse, the welfare needs of the child/young person or vulnerable adult must come first even where there may be a conflict of interest (e.g. where the suspected perpetrator may be a member of staff)

(6) What Constitutes Abuse?

Abuse is a deliberate act of ill-treatment that can harm or is likely to harm a person's safety, wellbeing and development. Abuse can be physical, sexual or emotional.

Abuse may not, however, fall easily into these categories and staff/associates are not expected to be experts in the field. Neglect also constitutes abuse but can be defined as failing to provide or secure a child or vulnerable adult with the basic needs required for physical safety and wellbeing. NWM will always seek to keep children, young persons and vulnerable adults safe regardless of age, disability, gender, racial heritage, religious belief and sexual orientation or identity. Categories/forms include:

- Abuse of trust
- Sexual exploitation, Sexual Abuse and or Harmful sexual behaviour
- Child Trafficking
- Discriminatory abuse
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Grooming
- Modern slavery
- Neglect including Self-neglect
- Online abuse
- Organisational or institutional abuse
- Physical Abuse including Domestic violence
- Psychological or Emotional abuse
- Radicalisation of children/young people or vulnerable adults

These categories can overlap, and an abused child or adult often suffers more than one type of abuse. Disabled children and young people are particularly vulnerable to abuse in any form. Safeguards for disabled children are essentially the same as for non-disabled children. Staff must maintain high standards of practice, remain vigilant to the possibility of a child being abused and minimise situations of risk. All staff must ensure that the children they work with know how to raise concerns and have access to interpreters/specialist workers and other aids to communication if required. Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the procedures set out in this policy. The same thresholds for action apply. Where concerns are raised about a child who has communication difficulties, appropriate support, interpreting services and communication aids must be secured.

(7) Procedures for safeguarding children/young people and vulnerable adults

Organisation duties and responsibilities:

- Raise awareness of the need to protect children, young people and vulnerable adults to reduce risks to them

- Ensure that staff in contact with children and vulnerable adults have the requisite knowledge, skill and qualifications to carry out their jobs safely and effectively
- Ensure safe practice when working in partnership with other organisations, in particular that they have in place adequate safeguarding arrangements, including appropriate policies, training and mechanisms to provide assurance on compliance
- Maintain an organisation that is safe for all staff, children, young people and vulnerable adults and an environment where poor practice is challenged
- Ensure that all staff, associates, volunteers, young people and Board members who will be working/in contact with children and vulnerable adults consent to vetting through the DBS Scheme
- Ensure that when abuse is suspected or disclosed, it is clear what action must be taken
- Ensure that the Chief Executive Officer, members of staff/volunteers are accountable for the effective implementation of this policy
- Ensure that all staff receive copies of safeguarding policies, are trained in their meaning and application and understand their responsibilities

(7.1) Staff duties and responsibilities

If you suspect a young person/vulnerable adult has been abused/neglected

Any member of the community, member of the management committee, staff and/or volunteer who suspects that a young person/vulnerable adult has been abused in any way must immediately report this to their Manager. No one should keep such suspicions to her/himself;

All should be aware that working together with colleagues and sharing concerns could help. It is not the responsibility of NWM to decide whether or not abuse has taken place. It is the responsibility of staff at NWM to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect the young and/or vulnerable adult. Whenever needed, staff should be prepared to ask for advice or further information from other professionals in the young person/vulnerable adult's life. It should be remembered that these are professionals who are useful sources with helpful and expert advice.

7(.2) Staff and Volunteers must, at all times:

- Acknowledge the age group they work with;
- Never trivialise or exaggerate young persons'/vulnerable adults abuse issues;
- Allow the young person/vulnerable adult time to speak and not interrupt nor make suggestions to them which could impact/impede an investigation;

- Reassure the young person/vulnerable adult that you are glad she or he has told what has happened and that it was right to tell;
- No interrogation or questioning other than to clarify your understanding. If the matter is to be investigated further it will be so done by trained professionals. No matter how well you know the young person/vulnerable adult, spare them having to repeat themselves over and over. Apart from anything else, the young person/vulnerable adult may begin to think that you don't believe them;
- Be honest, tell the young person/vulnerable adult that you cannot keep it a secret, you have to talk to someone else that can help;
- Listen to the young person/vulnerable adult - REALLY LISTEN - take what they say seriously. Tell them that they've done the right thing by telling you;
- As soon as practical write down everything the young person/vulnerable adult told you but remember that this is a confidential matter between you and the young person/vulnerable adult. The only person a staff/volunteer should be discussing it with is the manager/director of NWM who is responsible to act as a monitor for child protection issues.

(7.3) Responsibilities of all line managers

- Being the first point of contact for reports of concerns
- Ensuring that all employees and volunteers in regulated roles are subject to DBS checks where applicable
- Reporting all concerns to a line/senior manager, Designated Safeguarding Officer (DSO) and or trustee
- Working with appropriate agencies to resolve issues

In addition, immediate action should be taken to:

- prevent or minimise any further harm
- report it to the police, if it is suspected that a crime has been committed, and to any other regulators the charity is accountable to Senior staff should plan what to say to staff, volunteers, members, the public and the media
- review what happened and prevent it from happening again - this may include strengthening internal controls and procedures, and/or seeking appropriate help from professional advisers

(8) Confidentiality

Young persons' / vulnerable adults' personal data should always be kept confidential and should not be disclosed to a third party unless required by law and hence approved by the organisation.

However, in the case of any alleged abuse the young person/vulnerable adult's safety should be paramount. For example, some young persons'/vulnerable adults may seek to tell staff or volunteers in confidence, that they have been abused. Staff or volunteers must understand that it is not possible to give young persons'/vulnerable adults absolute guarantees of confidentiality because that could put staff/volunteers in the untenable position of being unable to protect the young person/ vulnerable adult.

It is good general practice to resist being drawn into secretive and collusive relationships with young persons'/vulnerable adults. It is especially important for young persons'/vulnerable adults who may have been abused that the destructive

9.2. Website/online safety

- Any project that provides service users with direct access to the Internet must have protocols in place to ensure safe use. The Internet is a significant tool in the distribution of indecent photographs and some adults use the Internet to try to establish contact with young and/or vulnerable people to "groom" them for inappropriate or abusive relationships. NWM would consider staff involvement in such activities as gross misconduct, which could ultimately lead to dismissal and referral for police investigation.
- Staff should take care when communicating with others online, particularly when identifying themselves as NWM staff members and when in contact with children and vulnerable adults.
- Staff should take care when accessing inappropriate text and images (see also NWM's internet policy)
- Staff members authorised to use the Internet must not download pornographic or other unsuitable material on to NWM computers/machines or distribute such material to others. NWM would consider this gross misconduct which could ultimately lead to dismissal and referral for police investigation. In addition, users must not place any material on to the Internet that would be considered inappropriate, offensive or disrespectful of others.

12. COMPLYING WITH THIS POLICY - Expectations of employees

It is important that staff work to a high standard of professional conduct and act with integrity at all times, in order to minimise any potential risk of abuse from within L. NWM. It is important to create a work environment where the risk of abuse is minimised and children/young persons and vulnerable adults feel comfortable and safe. When incidents of abuse are raised or suspected it is important that staff have the necessary information and support and follow the procedures appropriately. Staff should make sure they have read NWM's safeguarding procedures in full. They should highlight and discuss any issues requiring clarification and any training issues with their line manager. Staff should make sure that they have a working knowledge of the different forms of abuse and possible indicators.