



EAST GRINSTEAD MUSEUM

Child Protection and Safeguarding Policy

Date reviewed: March 2021

Approved by Trustees (Signature):

Next review date: 2022 (reviewed Annually)



East Grinstead Museum

Child Protection and Safeguarding policy

The purpose of this policy statement is:

- to protect from harm children and young people who visit or receive services from East Grinstead Museum. This includes the children of adults who use our services
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

The trustees fully recognise their responsibilities for child protection and safeguarding and will ensure that legal and best practise requirements are met.

Scope of the Policy

The policy applies to all trustees, staff, contractors and volunteers working in the Museum.

A child is defined as anyone under the age of 18.

Legal Framework

This policy is based on current legislation, policy and guidance that seeks to protect children in England. A summary of this key legislation is available from: www.nspcc.org.uk/learning

Policy Statement

The trustees recognise that the welfare of children visiting the Museum is paramount and all reasonable measures shall be put in place to provide a secure and safe environment for children to visit.

They also recognise that:

- the welfare of children and an equal right to protection from all types of harm or abuse is paramount in all the work we do and in all the decisions we take; that all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues

Raising Awareness of Child Protection and Safeguarding Issues

The trustees will raise awareness of child protection and safeguarding issues by:

- Ensuring that all staff and volunteers understand their responsibilities for child protection.
- Implementing adequate child protection procedures.

It is Museum policy that:

- That the Museum reserves the right to deny access to children under the age of 11, if unaccompanied by an adult.
- All children attending an organised activity must always be accompanied by a parent/carer.
- All children visiting as part of a pre-arranged visit by a community group/school must be accompanied by group leaders/teachers.
- Volunteers aged less than 18 years must have the prior written consent of their parents or guardians. If there is an issue with an under 18 who has an absent parent or guardian and cannot get their permission to volunteer, the museum will discuss and review the situation with the Under 18, (and others as appropriate – including social workers, other adult relatives or another appropriate adult) and between them decide on a way forward. The only exceptions are children on work experience arranged through local schools and Outset volunteers.
- Staff and those volunteers regularly involved with children will be subject to DBS (Disclosure and Barring Service) checks, formerly CRB checks. The Museum Manager has discretion to decide who should be subject to a check and whether a DBS check carried out by another organisation is acceptable. Checks on individuals will be carried out at least every three years.

Designated Safeguarding Lead

The Trustees will appoint a member of staff as the Designated Safeguarding Lead [DSL], who will be supported by a nominated trustee with lead responsibility for safeguarding.

Child Protection and Safeguarding Guidelines

The associated Child Protection and Safeguarding Guidelines will be regularly monitored and reviewed by the DSL and Lead Trustee, and any recommended changes to be submitted to the Trustee Board for approval

- In accordance with changes in legislation and guidance received on the protection of children and vulnerable adults or any significant changes within the Museum.
- Following any issues or concerns raised about the protection of children or vulnerable adults within the Museum.
- In all other circumstances at least biennially.

Contact details

Designated Safeguarding Lead

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Trustee Lead for safeguarding and child protection

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