

**Tiverton Museum of Mid Devon Life
Safeguarding Policy (December 2024)**



Reviewed and approved by the Trustees on: 2nd December 2024 Review due: December 2025

This document should be read carefully by all who need to implement policy, including trustees and staff.

‘Safeguarding is everyone’s responsibility’

This policy should provide all staff and volunteers with clear guidelines regarding safeguarding for Tiverton Museum of Mid Devon Life. This policy will be used to train staff and volunteers, and includes important practical documents within the appendices.

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1. Safeguarding Statement

‘Safeguarding’ means doing all we can to promote the welfare of children and vulnerable adults as well as taking measures to protect them from harm. Safeguarding is everyone’s responsibility (to varying degrees).

All volunteers and trustees have a duty to assist in reducing risk of abuse by complying with the terms of this policy. Tiverton Museum of Mid Devon Life pledges to act on any suspicion or allegation of abuse immediately.

2. Vision and Values

- Everyone has the right to live their life free from violence, fear and abuse, and vulnerable people have the right to be protected from harm and exploitation.
- It is the responsibility of everyone, including all staff and volunteers, to play a part in preventing and reporting risk of harm to vulnerable adults and children. Tiverton Museum of Mid Devon Life works together with the appropriate agencies to protect vulnerable adults and children.

3. Who is covered by this policy?

3.1 An adult at risk of harm also called ‘vulnerable adult’ for the purposes of brevity (over 18, or someone 16 to 18 who is married) who:

- lives in residential accommodation such as a care home, residential special school or sheltered housing and is receiving domiciliary care in their own home (i.e. help with feeding, transport, finances, washing).
- An adult at risk of harm is also defined as a person who, for any reason, may be unable to take care of themselves or protect themselves against significant harm or exploitation. This could be a short or long term condition.

3.2 A child is anyone under the age of 18.

4. Legal Framework

This policy is underpinned by the legal principles listed below:

- Children Acts 1989 & 2004 A child is defined by the 1989 and 2004 Children Acts as someone under 18 years old.
- Education Act 2002
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Adoption and Children Act 2002 & Children and Adoption Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Serious Crime Acts 2007 & 2015
- Children and Young Persons Act 2008
- Borders, Citizenship and Immigration Act 2009
- Apprenticeships, Skills, Children and Learning Act 2009
- Education Act 2011
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- The Care Act 2014

- Children and Social Work Act 2017
- Digital Economy Act 2017
- Voyeurism (Offences) Act 2019
- Working together to Safeguard Children 2023

5. Useful terms

- DSO: Designated Safeguarding Officer.
- DBS: Disclosure & Barring Service. Has taken over the duties of the former Criminal Records Bureau (CRB). DBS Check: formerly known as a CRB check.
- Regulated activity: the term used to describe the types of activity which are prohibited for people barred by the DBS as defined in the Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012. For more information, see **Appendix 5**.

6. Who is responsible for safeguarding?

'Safeguarding is everyone's responsibility' to varying degrees but there are a range of people who are responsible for safeguarding within the Tiverton Museum of Mid Devon Life.

6.1 Trustees

- All trustees should have a safeguarding induction.
- It is the responsibility of the trustees to ensure appropriate action is taken when a disclosure or safeguarding incidents occurs. Trustees should appoint and support the Designated Safeguarding Officers (DSO) to enable incidents and disclosures to be dealt with promptly and properly.
- Trustees must ensure that a review of the effectiveness of the Safeguarding Policy is undertaken annually in accordance with the museum's insurance policy, and ensure that all aspects of the policy are closely followed.
- Trustees must review the policy when activity changes, for example at the start of a project involving young people, or when the organisation changes significantly.
- Susan Eddisford is the trustee responsible for supporting the DSO in safeguarding incidents.
- Trustees should ensure that the DSO receives training to an appropriate standard (e.g. Level 3 Safeguarding with Local Authority or via online provision such as Child Protection Company) and that the DSO is chosen for their suitability (they have adequate experience and maturity to carry out the role).
- Will ensure that training for DSO and others (if required to be knowledgeable about safeguarding) should take place every 3 years (minimum). [Note: Kate Evans undertook Level 3 Safeguarding in July 2023].

6.2 Designated Safeguarding Officer (DSO) – Kate Evans overseen by Pippa Griffith, Museum Director and supported by Susan Eddisford, Trustee.

The Designated Safeguarding Officer will ensure:

- That this policy is up to date.
- All staff and volunteers are aware of the procedures, how to follow them and receive appropriate training especially in regard to working online.
- Specific concerns are discussed and appropriate action is taken.
- A register is kept of who has received safeguarding inductions and training.
- Accurate records relating to individual incidents and disclosures are kept in a secure place (in a locked box in the stationery store).

- Policy updates are undertaken annually.
- Young volunteers and work experience placements are well planned and safe.
- Schools are safe on site.
- It is the DSOs responsibility to monitor volunteer and staff roles, ensuring that checks are done in accordance with government advice and regulations.
- Ensures that children and vulnerable adults only undertake age/ability appropriate tasks.

At the current time all learning activity with children and vulnerable adults is managed by Kate Evans, Learning and Participation Officer and overseen by Pippa Griffith, Museum Director.

6.3 All other staff and volunteers

- All other staff and volunteers will have access to the Safeguarding Policy and procedures.
- It's not the role of staff or volunteers to solve problems by themselves but they must be able to report problems to another (unless a specific learning difficulty or condition (such as dementia) makes this difficult).
- They will have access to **'Safeguarding Information for Volunteers' Appendix 1** which will be kept in the main office, the Education room kitchen, and at the front desk of Tiverton Museum of Mid Devon Life.
- This document provides volunteers with some basic guidelines which should be easy to follow but will also empower everyone to take action with confidence.
- If volunteers are confident and able they can make a referral to the Multi Agency Safeguarding Hub (MASH) on 0345 155 1071 and follow policy guidelines. They can also contact them to discuss concerns before making a referral.

If the matter could result in death or serious injury phone 999.

- *Another way of making a disclosure about a child is to contact the Multi-Agency Safeguarding Hub (MASH) on mashsecure@devon.gov.uk or via <https://devoncountycouncil.outsystemsenterprise.com/MASH/homepage>*

Further guidelines which can be found at <https://www.dcfp.org.uk/training-and-resources/making-a-mash-contact/>

For disclosures relating to vulnerable adults, in the case of immediate danger contact the police on 999, otherwise make a referral to Devon Safeguarding Adults Board (DSAB) through Adult Social Care on 0345 155 1007 or mashsecure@devon.gov.uk

6.4 Young volunteers and/or children undertaking work experience placements

- Young volunteers and work experience students will understand that they have a part to play in safeguarding themselves. They will receive some information on what to expect and who to talk to (in the event of safeguarding concerns) during their induction.
- Details of volunteer/work experience safeguarding inductions can be found in **Appendix 2**.
- This will include information about working online and undertaking social media for the museum safely.

7. Recruitment & Supervision of Staff and Volunteers

- New members of staff/volunteers/trustees will have two references checked by staff or trustee(s).
- Volunteers and/or staff will be required to undergo either a basic or enhanced DBS check if they are working with children or vulnerable adults (see 8 below)
- Each new member of staff or volunteer will have basic safeguarding training during an induction and will have annual updates as well as access to the policy. See **Appendix 4**
- Learning volunteers will receive additional support and further safeguarding training every 3 years (minimum). The individual also plays a part in identifying areas they feel they require training in and may make requests to the trustees.

8. Disclosure Barring Service (DBS) Checks

You will need an umbrella body to get checks done. This may be a local school, local authority or other registered company. The museum currently uses Disclosure Services to carry out the checks. <https://disclosureservices.com/resource-hub/>

There is an obligation for all customers using the DBS service to comply with the DBS Code of Practice. This includes a requirement to have in place two policies:

- Recruitment of ex-offenders – see Appendix 7
- Handling of DBS certificate information – see Appendix 8

Type of DBS check

Basic check: A basic check will contain details of convictions and conditional cautions considered to be 'unspent' under the terms of the Rehabilitation of Offenders Act 1974. Staff or volunteers undertaking Reminiscence work will be required to undertake a basic DBS check, unless they meet the conditions for working with adults.

Enhanced check: Shows spent and unspent convictions and cautions plus any information held by local police that's considered relevant to the role. Staff or volunteers working with schools or family groups will be required to undertake an Enhanced DBS check

See **Appendix 5** for further information.

The Disclosure and Barring Service offers a confidential checking service for transgender applicants (the sensitive applications route) which gives the choice not to have any gender/name information included on their certificate which could reveal their previous gender identity. Applicants wishing to use the sensitive applications route should call or email the dedicated team before starting their application on 0300 106 1452 or sensitive@dbs.gov.uk

Staff and volunteers should where possible sign up for the annual update service on receipt of their DBS check. This has to be done by the individual, but could be refunded by the museum where there is a charge). This service removes the need to renew DBS checks and also means that one DBS check can be used for different roles within the same workplace where the same type and level of criminal record check is required. The service is free for volunteers and currently costs £13 for members of staff. You must register for the update service within 30 days of the certificate being issued. The DSO will be happy to assist with doing this if required.

9. What are the essentials to know? (Note: the use of 'you' within this policy means every member of staff, volunteer and Trustee at Tiverton Museum of Mid Devon Life).

- You need to be alert to and aware of issues of abuse, neglect or exploitation.
- If you have any concerns, you need to know how and when to report them.
- You need to know how to respond if someone tells you about abuse and who to report it to.

9.1 What is abuse?

Abuse is something that is done to another person that harms them in some way. The list below is fairly comprehensive but does not include all types of abuse. For a comprehensive list of abuse types in relation to vulnerable adults please go to:

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1> (section 14.16)

Abuse can include one or more of the following:

- **Neglect** is the failure to provide suitable care or attention to the point where someone's health is affected. This includes leaving young children at home unsupervised (when a potentially life threatening incident might occur).
- **Physical Abuse** includes hitting, pinching, deliberately giving too much medication, or physically restraining someone in an inappropriate way.
- Smacking is illegal in Scotland and Wales and is only legal in England if it's deemed 'reasonable punishment'. If it is used to humiliate a child in public, it is a safeguarding concern.
- Physical abuse includes **Female Genital Mutilation**. This is also known as female circumcision or cutting and is illegal in the UK. It is usually carried out on girls between infancy and the age of 15. For more information about Female Genital Mutilation go to <https://www.nhs.uk/conditions/female-genital-mutilation-fgm/>
- **Sexual Abuse** includes any sexual act to which the vulnerable adult or child has not consented to, cannot consent to, and/or may not understand. A child under 16 cannot consent to sexual acts. Sexual harassment, including upskirting (see below) should also be treated as a safeguarding issue.
- **Upskirting** is where someone takes a picture under a person's clothing without their permission. It is now a specific criminal offence in England and Wales.
- **Psychological Abuse** (mental or emotional cruelty) can happen when someone is isolated, verbally abused or threatened. This includes the new rules around 'Coercive Control'. (See below)
- **Coercive Control** is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
- **Financial Abuse** includes taking another person's money or possessions, or exerting pressure in connection with wills, property or financial transactions.
- **Discriminatory Abuse** includes any type of abuse aimed at a vulnerable person because of e.g. their colour, religion, appearance or sexuality. The museum will not tolerate any forms of racist, sexist or homophobic abuse from any groups or individuals representing the museum. Any incidents of racist, sexist or homophobic abuse will be reported in written form, and this information will then be passed on to the DSO.

- **Bullying** is a pervasive type of aggression, which often occurs in schools and workplaces. As with other types of aggression, the harm that is inflicted – whether physical, emotional or both – is intentional. However, bullying has defining features which set it apart from other aggressive behaviours, in that it is repeated, and that the bully or bullies have greater access to power than their victim(s).’ Bullying can be defined using the acronym Several Times On Purpose (S.T.O.P)
- **Radicalisation** is the process through which a person comes to support or be involved in extremist ideologies and is in itself a form of harm. It can involve being groomed online or in person, exploitation (including sexual exploitation), psychological manipulation and exposure to violent material and often happens gradually.
- **Modern slavery** is the act of exercising control or ownership over another person and using this power to exploit them. Human Trafficking is a form of modern slavery. It is a criminal act that involves the movement of persons with the intent to exploit them.
<https://www.devonsafeguardingadultpartnership.org.uk/exploitation/modern-slavery/>
- Any of the above online, including targeting an individual persistently or with inappropriate or sexualised content. This could include any of the following:
 - cyberbullying
 - grooming
 - sexual abuse
 - child sexual exploitation.

10. Recognising signs of abuse

Some adults and children are more at risk than others.

10.1 Factors which are associated with higher risk for vulnerable adults include:

- Being dependent on others.
- Having mental health needs and/or learning disabilities or dementia.
- Having family carers who suffer from stress, substance abuse or mental illness.

10.2 Factors which are associated with higher risk for children include:

- Disabled children.
- Parental substance abuse or mental health issues
- Children using social media (susceptible to online message abuse).

10.3 What to look out for

Children or vulnerable adults making a clear allegation. This might be about something that has happened to them which has been upsetting or a passing statement such as ‘I’m at home on my own with my little sister this weekend’.

- Has an injury for which there is no explanation, or for which the explanation changes
- Very smelly children who are clearly wearing dirty clothes
- Exhibits significant changes in behaviour, performance or attitude
- Discloses an experience in which he/she or another young person or vulnerable adult may have been significantly harmed

- Uses language of a sexual nature, routinely or in a surprising way. This is especially a concern if children are younger, although we must also be aware that grooming teenage children is a concern and should be reported.
- If an older child (above 7) has overly tactile relationships with professionals
- If a child is seen drinking alcohol or using drugs (including 'legal highs')
- If a child/vulnerable adult undertakes to find sexual images online, or use forums/ blogs not part of their work for the museum
- Evidence of online bullying or abusive content on social media.

The 'gut instinct' of staff as well as factual content will also be considered. Certain situations may lead you to become alarmed. Staff and volunteers should follow safeguarding procedures if any of the circumstances below happen:

- Children and/or vulnerable adults who are hungry, fainting or seem to be suffering from neglect. Neglect may manifest in poor and unclean clothing, or children/vulnerable adults being unaccompanied.
- Children who are punished very severely should be reported. Smacking in England is legal but only if its deemed to be 'reasonable punishment'. Any kind of punishment that is extreme, including swearing, public humiliation or manipulative behaviour should be reported. Repeated smacking or hitting in a public place is unacceptable.
- People accompanying children or young people who seem too familiar or overly tactile. Professionals working with children know that sitting on laps and any prolonged touching is not advisable (certainly with children over 6 years old). If you see this let the school or organisation know, and inform the DSO.
- Significant bruising or unexplained injuries.
- Changes in behaviour that may link to abuse, such as change in mood, temperament and possible physical changes such as incontinence or significant weight change.
- The above list is not conclusive and numerous other signs of abuse/circumstances may be considered safeguarding incidents.
- The items on this list are offered purely as examples – if you have other concerns which are not mentioned here, you should report them in the same way.

11. What to do in the event of a safeguarding incident

This may be about a child visitor, a vulnerable adult, member of the public, a volunteer or member of staff. During a disclosure you will need to remain in a public space.

11.1 Witnessing an incident or receiving a disclosure

- As soon as possible write down details of what you have witnessed.
- If someone is speaking, let them talk. You may ask open questions and some further questions for factual information. Do not attempt to force children or vulnerable adults to speak and don't make threats, or promises to keep the disclosure secret.
- Make sure that your information is set out clearly and in detail. Describe the circumstances and note the setting and anyone else who was there at the time. Where possible use their words rather than your interpretation of what is said.
- In any situation, stay calm and try not to show shock, listen carefully and be supportive. You might say 'I think you're doing the right thing'.
- Speak to the person responsible for the child, or vulnerable adult, telling them that you will need to record the incident as a safeguarding concern. You may seek support from others when you do this.
- It's not up to you to prove that the information about abuse or suspected abuse is true. You must not try to investigate yourself.
- After any incidents or disclosures only divulge information to DSO, social services and/or the police. **Do not discuss details with others.**
- If you are able, complete the **Safeguarding form**, adding as much detail as possible. This can be found at the front desk, on the Volunteer noticeboard in the office, and in the kitchen adjacent to the Education Room. The form is **Appendix 3** of this document. The form should be passed to **Kate Evans** who is the current DSO and can be contacted on **education@tivertonmuseum.org.uk** or **01884 256295**, who will make the referral to the relevant safeguarding board (unless you feel confident to do so yourself).

11.2 Making a referral

- If you are concerned about the safety of a child and want to speak to someone before making a referral, contact the **Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071**
- The referral can be made by email to mashsecure@devon.gov.uk or via the online form at <https://devoncountycouncil.outsystemsenterprise.com/MASH/homepage>
- Where possible, you should get the consent of parents or carers before making a referral, unless to do so would increase the risk of harm to the child.
- Any referral should be made within 24 hours of the incident or disclosure.
- If the concern relates to an adult who works with children it should be referred to the Local Authority Designated Officer (LADO), **within one working day** of it coming to your attention. They will coordinate the safeguarding process. You can do this by completing the notification form <https://services.devon.gov.uk/web/lado/form> or calling 01392 384964. For advice and guidance visit <https://www.devon.gov.uk/educationandfamilies/child-protection/managing-allegations-against-adults-working-with-children/advice-for-organisations/>

- **If the matter could result in death or serious injury phone 999. This could be a lost child, a child who appears to be drugged or you believe has been taken away by someone who isn't their guardian. It could also include children in extreme drowsy states, or who have unexplained illnesses/serious injuries.**
- If you think a child, young person, or vulnerable adult, or the people around them are involved in radicalisation and there is **an immediate risk of harm, call 999 immediately**, otherwise, contact the DSO, who can report to the police anti-terrorism hotline on 0800 789 321.
- For concerns relating to a vulnerable adult, make a referral through Devon Safeguarding Adults Partnership (DSAP) to Adult Social Care on 0345 155 1007 or adultsc.safeguardingadultservices-mailbox@devon.gov.uk With some exceptions, the referral should only take place with the consent of the adult concerned.

11.3 If you have concerns about a member of staff or volunteer

- Complete all steps as above, ensuring that DSO understands the concerns.
- Tiverton Museum of Mid Devon Life recognises that a member of staff, volunteer or visitor may need to report a serious concern of misconduct about a member of staff, paid or unpaid. In this case, Tiverton Museum is clear that an individual can come forward on a confidential basis, without fear of reprisal or victimisation.
- If volunteers believe concerns to be serious and in need of immediate attention they can make a referral **as above**.

11.4 What will happen if you report concerns?

- The Designated Safeguarding Officer will discuss the issue with you, and decide on a suitable course of action.
- They should provide you with support if you find your experience stressful. This might be to recommend a helpline or to report back – bearing in mind that this must be done with police and social services permissions.

11.5 Staff and volunteer rights

- If an accusation is made against a member of staff or volunteer, the member of staff or volunteer will be informed of the accusation in writing.
- They will be given an opportunity to respond to accusation(s) in person but will be asked to remain off site during any investigation.
- The accuser will be able to enter the site and use the services of the museum as normal.
- Tiverton Museum acknowledges that this process may be led by police and/or social services and the museum will comply with all requests or procedures made by those institutions.

11.6 DSO reporting procedure

- As above if completing the reporting form themselves.
- The DSO would be expected to contact the relevant safeguarding board within 24 hours of a report being made (unless urgent in which case it should be done immediately).

12. Confidentiality

- It is crucial that staff and volunteers exercise the highest degree of confidentiality, in order to protect the rights of both the alleged victim and alleged perpetrator. Breaches of confidentiality can compromise any investigations that may take place.
- Personal details of any safeguarding matter should only be discussed with the appropriate agencies: the DSO, Social Services or the Police.
- Trustees, staff and volunteers should not discuss the case with the public or the media and should relay any enquiries to the DSO.
- Confidentiality is a continuing requirement at all times and is also required when staff and volunteers are 'off duty' or no longer working or volunteering for the museum.
- All safeguarding records will be kept securely for 10 years.

13. First Aid

- First Aid for serious injury should be administered with urgency.
- In the event of **serious injury first aid supersedes safeguarding good practice.**
- However, if possible a first aider should be accompanied by a member of school staff, a parent or guardian. If this is not possible volunteers should accompany each other and not be left alone with a child or vulnerable adult.
- First aid for minor injuries should be undertaken with parents/carers/teachers or other similar formal guardians present.

14. Work experience and young volunteers

- The DSO will oversee the timetables of students including those undertaking work experience, qualifications or awards, such as DofE Award. The DSO will also oversee staff and volunteers working with students.
- Children aged 16-18 may work with staff and volunteers, but staff and volunteers must follow this policy closely.
- No DBS check is needed if students are 16 or older. Students will need a 'named contact' who will be the DSO or another suitable person chosen by the trustees.
- Work experience students aged 14-16 may be unaccompanied but staff and volunteers should be especially alert. The DSO should ensure that an 'open door' policy is understood and operated. Students should be given a suitable induction. See **Appendix 2.**
- **Work experience student should be managed by someone with a DBS if under 16, however it may not always be possible. All such placements must be arranged through a school and schools should be fully aware of levels of DBS checks of staff.**

15. Children and vulnerable adults at events and on site

15.1 Unaccompanied children visiting the museum

- Children aged 13-18 may be admitted unsupervised at the discretion of the staff and volunteers. If in doubt seek guidance from the DSO. Children under 16 are safer in groups.

15.2 Finding an unaccompanied child – **not urgent**

- If a child gets parted from their responsible adult s/he can become very distressed. Take the child to the reception. Ask the child for a simple description of the adult.
- Make sure that you remain in public and open spaces when with the child.
- Organise staff/volunteers to sweep the site for the missing adult. Wait with the child in a public space until the responsible adult is found/returns.
- Contact the local police (using 101) if the responsible adults do not reappear after 15 minutes.

15.3 Lost or missing children and vulnerable adults - **urgent**

- After arrival at the museum on a morning, the side door should be locked and should remain locked throughout the day, to prevent children exiting the building unnoticed.
- Gather the following information quickly and calmly if a child or vulnerable adult is reported lost or missing:
 - Name of child
 - Age of child
 - Physical description of child (height, colour of hair, clothing etc.)
 - Where child was last seen and at what time

Report this immediately to all volunteers and staff on site. Involve all staff and volunteers in searching for the child.

If the child or vulnerable adult isn't found after 15 minutes ring the police (999) as an emergency.

16. School Workshops and Family events

- All workshops and activities will ensure that children get regular breaks. No workshop will last longer than 2 hours without sufficient breaks.
- Parents/carers and/or teachers/other guardians will be required to remain with children during activities.
- Unless an emergency arises, children should not be alone with volunteers or staff working on behalf of Tiverton Museum of Mid Devon Life

16.1 Children in organised groups/schools – required ratios

KS1 1 adult: 8 children
KS2 1 adult: 10 children

- The museum will have the right to turn away groups that do not have suitable adult to child ratios. On occasion children will need to have 1:1 support if it is 'normal practice' for the child in question. Any 1:1 support required should be in addition to the above ratios.
- School groups will be required to maintain control and know the whereabouts of their students at all times.

17. Working online and/or remotely

We understand that we need to manage online working carefully and stay alert to a range of types of abuse that are specific to working online.

- Online abuse can have long-lasting effects on children and young people. It can lead to:
 - anxiety
 - self-harm
 - eating disorders
 - suicidal thoughts.
- Some of the effects of online abuse are similar to other abuse types and might include using online platforms or means of communication to abuse 'in person'.
- Young volunteers/vulnerable adults will be given access to museum accounts to enable them to engage in social media on behalf of Tiverton Museum of Mid Devon Life. This ensures that their identity is protected.
- At least once a week (or if there is a specific concern) browsing history, social media content and content of blogs or other similar work online will be checked. Schools and other partner organisations may help with this.
- For more support on how to provide the appropriate logins and share accounts you will need to explore the 'help' facility of the different companies (such as Twitter, Facebook, Instagram).

Remote working might be an important part of future success of the Tiverton Museum of Mid Devon Life

- Volunteers, young people and vulnerable adults must take care when communicating with those remote working. Ensure all are aware of the need to maintain professional standards and boundaries.
- Use office or shared spaces to make calls and undertake any kind of communication.
- If reminiscence volunteers are communicating with care homes via an online platform, meetings should always be arranged via the care home and with their consent.
- Offering online volunteering opportunities may help more people to work and engage with museums. **The following advice will be given to those performing tasks online:**
 - Keep your passwords to yourself
 - Ensure up to date security protections are in place on devices
 - If meeting with museum staff or trustees in an online meeting always dress sensibly and cover all parts of your body properly. It is expected that you will maintain professional standards even when volunteering remotely.
 - Be cautious when using public WIFI – it can be nice to work in a café or similar public space but remember it isn't always secure.
 - Look out for fraudulent emails or online posts – if someone wants you to open a document or press a link, make sure you know them.
 - Be careful using public computers – it might be ok to use a library computer to do research but it could pose a risk if logins are used for social media platforms (as logins can be stored by computers).
 - Safe use of removable devices

- Use a VPN – a virtual private network can be useful
- Install any updates – this is something we can all do. Make sure you know the software you're updating though. Always do the automatic updates recommended when turning your computer on and off.
- Do not add pictures of yourself to posts or via messages that could be misinterpreted or used by others.
- Always undertake online meetings in shared spaces. A kitchen, office space or similar is fine, and if volunteers are under 18 parents/carers should be present.

18. Online Age Recommendations

- It's worth noting that a range of practical and safeguarding issues need to be considered when engaging young people using the below platforms. There are also considerations when arranging work experience placements. Please ensure young people are the correct age for their tasks.

Platform/programme/software	Age
Zoom and Skype	16+
Facebook	13+
Instagram	13+
X (formerly Twitter)	13+
YouTube (account owner)	13+
TikTok	13+
WhatsApp	16+

Sources:

<https://saferinternet.org.uk/blog/age-restrictions-on-social-media-services>

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/social-media/>

<https://saferinternet.org.uk/guide-and-resource/video-conferencing-for-children-safeguarding-and-privacy-overview>

19. Useful Links for Safer Online Working and Other Safeguarding incidents

19.1 If you have work experience students, young volunteers or would just like to know more, the below might be useful:

Online safety advice from NSPCC

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/>

Whether you're an online expert or you're not sure where to start, our tools and advice will help you keep your child safe.

<https://www.ceopeducation.co.uk/> (Need to copy and paste web address)

A website from National Crime Agency's CEOP Command about keeping children and young people safe on the internet.

UK Safer Internet Centre <https://www.saferinternet.org.uk/>

Promoting the safe and responsible use of technology for young people.

20. Photography and Filming

- Parental, guardian or school permission will be sought for all photographs and films of children.
- Adults at risk of harm can provide their own photo permissions but it may be advisable to speak to carers to ensure they are able to understand what photos might be used for. Photos should maintain the dignity of participants.
- If vulnerable adults are unable to give consent, photos should not be taken.
- Visitors are not permitted to photograph or film children or vulnerable adults who are unknown to them, and staff or volunteers should intervene if they see (or suspect) this is happening and ask them to delete the photos or film.

21. Promoting Good Practice

The following guidelines will help to reduce situations where abuse of children and vulnerable adults may occur and protect staff and volunteers by promoting good practice.

21.1 On Site (General)

- Avoid situations when you could be alone with a child or vulnerable adult. Make sure others are nearby.
- Don't communicate with any children or vulnerable adults linked to your work in a personal capacity, e.g. don't become 'friends' on Facebook, or exchange personal mobile phone numbers. This includes work experience students and young volunteers.
- Don't go into toilets with children or vulnerable adults. Enable responsible adults and carers to access the toilets as they require.
- Avoid prolonged physical contact with a child or vulnerable adult. Be aware that a brief touch on the shoulder or arm is acceptable but not on another area of the body. Touching should be relevant, for example when helping with costume. **When handing out stickers, either give them to the child or to the adult with them, for them to put on.**
- Only hold a lost child's hand if offered (by the child) and in order to lead them safely to another public space. Lost children to be brought to the area in front of the front desk (in site of CCTV) and not behind the desk.
- Never leave a child/children under the age of 13 unattended. They may be able to move freely within one room or space but adults should be aware of the whereabouts of the child or group of children.
- Never use any form of physical discipline.
- Do not be overly familiar in your language or behaviour with children or be over-friendly with some at the expense of others.
- Don't take a child alone with you on foot and never invite a child into your car or any other vehicle. This includes work experience students
- Always listen to and respect children and/or vulnerable adults in your charge and act upon any concerns or allegations of abuse.
- All volunteers/staff/work experience students will provide an emergency contact.
- Do not invite children to join WhatsApp chats.
- Consider the risks of inviting a vulnerable adult to WhatsApp group. This will mean a range of people have their contacts. This should be made very clear during their induction.

21.2 On site – Work experience/young volunteers/D of E students

- Give jobs to work experience students or young volunteers that can be done in public, shared or open areas of the museum. They may work in the office but there should be more than one other person present and preferably with the DSO or other designated person having sight of the student(s) once every 30 minutes.
- Try accepting students in pairs so they can support each other during the placement. Children are safer together.
- Work experience students and young volunteers may on occasion have access to small spaces that are shared by a range of different adults. Doors should be kept open so that these spaces are not private.

21.3 Best Practice when young people and/or vulnerable adults are working online

- Children should be 13+ when undertaking social media (see age recommendations above)
- Children should be 16+ when taking part in videoconferencing calls.
- Do not attempt to find out personal information about vulnerable adults or young people by searching for them on social media platforms.
- Stay alert to online and social media activity undertaken by young volunteers, vulnerable adults or work experience students on behalf of your organisation. If you find, during routine checks of the museum activity, conversation threads of content that concerns you, act promptly as a safeguarding matter. For example, you will need to inform the DSO (and complete the reporting form) if students are developing relationships, giving personal information or contacting staff or volunteers inappropriately. *This means that your organisation should know a little about the platforms you are asking others to work on. You will need to be able to monitor work – even if you aren't quite sure how they've done something! You don't need to be an expert, you just need to be aware.*
- Be alert to vulnerable adults interacting with those who request money, support or other kinds of services (such as lifts in a car or meetings). Speak to the vulnerable adult initially but if concerns persist contact an emergency contact, or care home/carer.
- If problems arise always speak to the parent, carer, guardian or school. If a placement has been arranged via school, they may be your first contact but for serious concerns you should also contact parents.
- If you believe a child or young person to be in immediate danger contact the police as an emergency on 999. For example, if a child has arranged to meet someone via an online chat and this is happening imminently.
- Remaining 'public' diminishes these problems. This means that a work experience student might post pictures of the galleries on your public Facebook page using your identifier (also called a 'handle' - A social media handle is your username. Oftentimes, on platforms like Twitter and Instagram, a handle follows an @ symbol, like @Squadhelp.) It is a way for people to identify you and communicate with you)) but should never be asked to send a private message to a visitor.
- This also means that when communicating with vulnerable adults or children 16+ remotely, video or phone calls including 'zoom' calls should be done via parents or carers and in shared spaces with parents/carers present.
- Children and/or vulnerable adults should always be given access to the social media logons and accounts that enable them to remain anonymous.

- Work experience students should not be required to 'post' or upload pictures of themselves during a placement, and should never share personal information.
- Work experience students should wait until their placement is over before posting about it in a capacity that might become 'public'. This might include their own social media accounts.
- These guidelines protect the children and vulnerable people in your care but also protect you. Situations can be misinterpreted and young people can also make false allegations.
- Regularly check search histories, be aware of social media content and ensure that private information is password protected on shared drives.
- Zoom calls should be undertaken in a professional manner. All those participating should wear suitable clothing and should use professional and respectful language.

22. Useful Contacts and Information

If you are concerned about the safety of a child in Devon and want to speak to someone contact the Multi-Agency Safeguarding Hub (MASH) on [0345 155 1071](tel:03451551071) or email mashsecure@devon.gov.uk and give as much information as you can
Other useful sources of information.

Childline UK - 0800 1111

NSPCC - Child Protection Helpline 24 hours, call free 0808 8005000

www.homeoffice.gov.uk/disclosure-and-barring

Useful Government Links : <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance#safeguarding-1>

https://www.ageuk.org.uk/globalassets/age-uk/documents/factsheets/fs78_safeguarding_older_people_from_abuse_fcs.pdf

Appendix 1

Safeguarding Information for Volunteers

1. Safeguarding is everyone's responsibility - If you have any reason for concern, or are aware of any allegation of child or vulnerable adult abuse, report this as soon as possible to the museum DSO (Kate Evans) using education@tivertonmuseum.org.uk or 01884 256295.

If you are able, complete the Safeguarding reporting form **Appendix 3** which should be passed to the DSO for referral to the relevant safeguarding board. Copies can be found at the front desk, the Education kitchen and on the Volunteer noticeboard in the office. If you are confident to make the referral yourself, **please feel supported to do so**. Please keep the DSO informed.

A referral relating to a child can be made to the Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071, email mashsecure@devon.gov.uk, or via the online form at <https://devoncountycouncil.outsystemsenterprise.com/MASH/homepage>

Any referral should be made within 24 hours of the incident or disclosure.

Where possible, you should get the consent of parents or carers before making a referral, unless to do so would increase the risk of harm to the child.

If the concern relates to an adult who works with children it should be referred to the Local Authority Designated Officer (LADO), within one working day of it coming to your attention. They will then coordinate the safeguarding process. You can do this by completing the notification form <https://services.devon.gov.uk/web/lado/form>

For advice and guidance visit <https://www.devon.gov.uk/educationandfamilies/child-protection/managing-allegations-against-adults-working-with-children/advice-for-organisations>

If there is an immediate risk of harm to a young person or vulnerable adult phone 999.

For concerns relating to a vulnerable adult, make a referral to Devon Safeguarding Adults Board (DSAB) through Adult Social Care on 0345 155 1007 (out of hours call the Emergency Duty Service on 0345 6000 388) or adultsc.safeguardingadultservices-mailbox@devon.gov.uk With some exceptions, the referral should only take place with the consent of the adult concerned.

Use the flowchart to help identify what steps to take in the event of a safeguarding incident.

2. Lost children and vulnerable adults (urgent)

Gather this information quickly and calmly if a child or vulnerable adult is reported lost or missing:

- Name of person
- Age of person
- Description of person (height, colour of hair, clothing etc.)
- Where and when the person was last seen

Report this immediately to all volunteers and staff on site and involve them in the search. Remain with the adults searching for the child and keep them as calm as possible.

If the child isn't found after 15 minutes ring the police (999) as an emergency.

3. If you find a child with no parents, this is a non-emergency call to the police (101) if the parents do not reappear after 15 minutes. In the meantime:

- If a child gets parted from their responsible adult they can become very distressed. Take the child to the reception. Ask the child for a simple description of the person accompanying them.

- Make sure that you remain in public and open spaces when with the child.
- Organise staff/volunteers to sweep the site for the missing adult. Wait with the child in a public space until the responsible adult is found/returns.

4. Children aged 13-18 may be admitted unsupervised to Tiverton Museum of Mid Devon Life at the discretion of the staff and volunteers. If unsure seek guidance from the DSO.

If parents leave young children (under 13) at the museum (or any event managed by the museum, regardless of venue) unaccompanied intentionally, please report this to the DSO. Find out names and record the incident on the Reporting form. Children aged 11-12 is a matter for discretion by the front desk and the DSO.

5. Do's

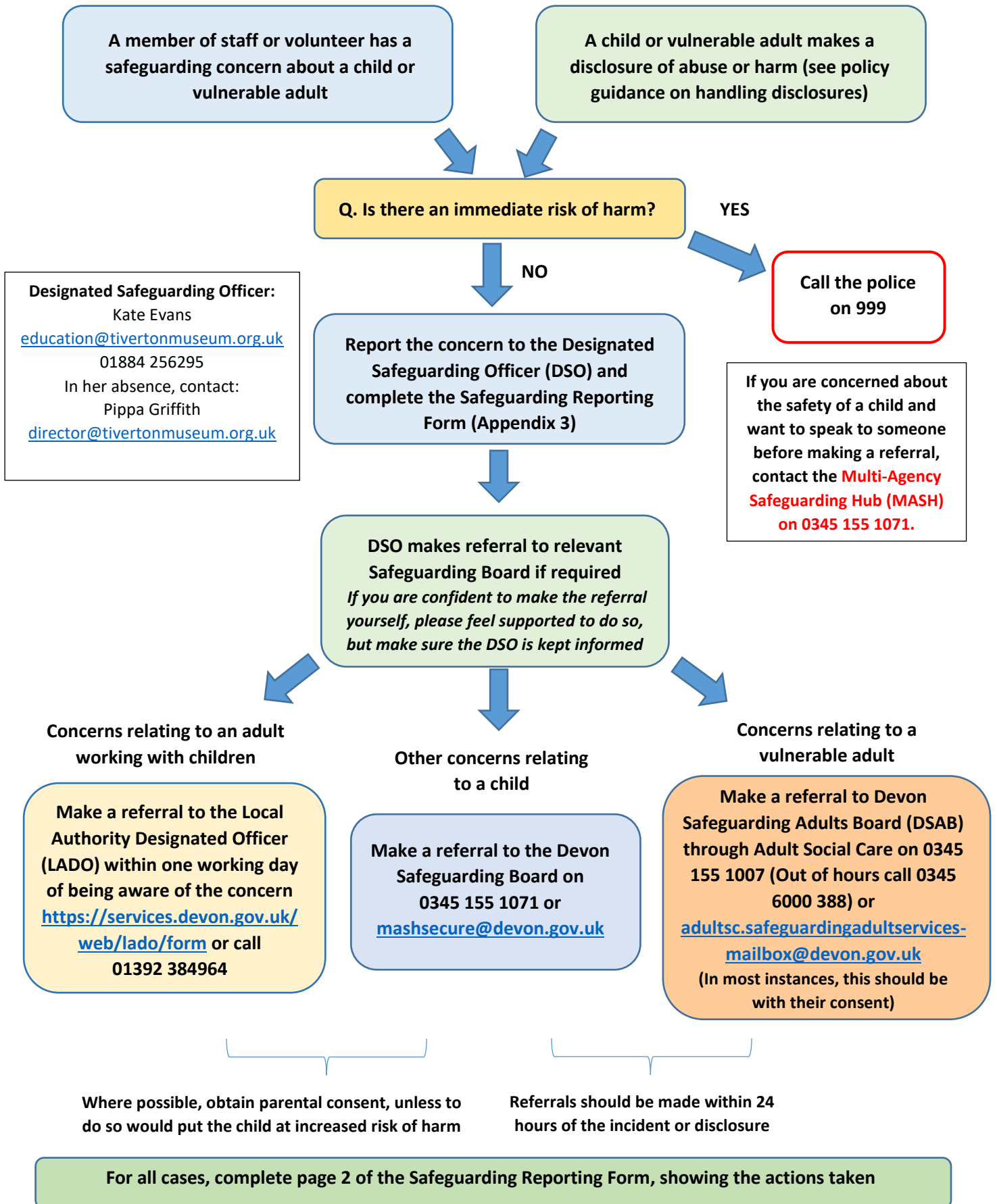
- Familiarise yourself with this policy. Safeguarding guidelines protect the children and vulnerable people in your care but also protect you.
- Always listen to and respect children and/or vulnerable adults and act upon any concerns or allegations of abuse.
- Work experience students and young volunteers aged 14 – 16 will be unaccompanied and will have access to office spaces that are shared by a range of different adults. Doors to all rooms need to be left open so that these spaces are open and as public as possible. Students aged 16-18 may work with staff and volunteers, but staff and volunteers must follow this policy closely.
- Situations can be misinterpreted and young people can also make false allegations. Remaining in public spaces and in groups diminishes these problems.

6. Don'ts - Make sure you:

- Avoid situations when you could be alone with a child or vulnerable adults. Make sure others are nearby.
- Don't communicate with children or vulnerable adults linked to your work in a personal capacity, e.g. don't become 'friends' on Facebook, or exchange mobile numbers.
- Don't go into toilets with children or vulnerable adults. Enable responsible adults and carers to access the toilets as they require.
- Never use any form of physical discipline.
- Don't take a child alone with you on foot or on a car journey.
- Don't take pictures of children without permission.
- Avoid unnecessary physical contact: any contact should be relevant eg. helping a child with costume. Hand stickers to the child or parent to put on.

7. For a more complete list of good practice guidelines see pages 15-17 of the full Safeguarding policy.

Flowchart of procedures for responding to safeguarding concerns



Appendix 2

Young Volunteer/Work Experience/Vulnerable Adults Safeguarding Induction

Notes for 'named contact' or DSO

1. Tell the young person they have the right to feel safe in any work environment. Both the museum and the young people have a role to play in doing this.
 2. Explain who is their named contact throughout their experience so they should find you/that person if they are concerned. They should report any problems or worries to you straight away, or tell their parents/carers and/or anyone else they trust. They can always phone someone if they feel unsafe.
 3. Provide details about the different volunteer and staff roles within the museum, and tell them who they might work with. Explain that only a very few people have a DBS check but everyone at museum has received some form of safeguarding training, so everyone should know the rules. Visitors do not though!
 4. Share **Appendix 1** with the young person. Explain that everyone follows these rules, and as a young volunteer they need to follow them too. Share points **17 & 18** (currently pages 13- 14 in this policy) with young people or vulnerable adults. It is important that they are fully versed in the dangers of online working.
 5. Make sure young people/children understand:
 - They shouldn't accept friendship requests or exchange personal mobile numbers with older volunteers. It's not that you can't be friendly but I'd be on my guard if someone wanted my personal information on a placement.
 - They should always meet with staff and volunteers in public or shared spaces. If it's necessary to have a video or phone call with a member of staff or a volunteer, this should be done with parents/carers present and be pre-arranged. It could also be done via the school.
 6. Having knowledge of a work mobile or number to contact is fine.
 7. Tell the students that if they post about their placement or volunteering they should:
 - Protect personal information by checking who can see their posts
 - Post about their placement when they've finished, rather than during the placement
 - Keep passwords secure
- Don't put personal information online, this includes:
- The times they are doing work experience and how they arrive at the site
 - Personal information alongside pictures of themselves
 - Pictures of themselves that might be misinterpreted or used by others.
8. Remind students to take care when putting opinions and feelings online. Remind them that they are speaking on behalf of the organisation. Any online content should be discussed before sharing online, this includes sharing posts created by others.
 9. Remind them that all sorts of people might visit the museum, and even more access information online. It's important to be aware that not all of them will be safe. They don't need to be scared but do need to be aware, and protect themselves by seeking a safe space and a safe

person if they feel at risk.

10. When undertaking tasks they shouldn't send any private messages to visitors or undertake any kind of 'private' communication. If a question is asked, someone else will be able to answer it.

11. They should also consider carefully what they search for on the internet. Remind them that search histories are looked at and the systems monitored for dangerous/inappropriate content.

12. Also remind them that if they do see anything suspicious, or content that is abusive or inappropriate they should tell someone. They will also be supported and online bullying isn't tolerated.

13. Tell young people/children that they will need to act responsibly. The museum will provide generic details for young people to use when engaging in social media which means that they will be acting on behalf of the organisation.

14. Remind them that it is important that work experience students and all volunteers be 'professional' in their work. Spending lots of time on their phones and communicating with friends via social media at work is not appropriate. They should also make sure that they dress appropriately even when volunteering from home. This might sound silly but if they were taking part in a work 'zoom' meeting we would expect them to have professional approach which comes across in both clothing and actions.

15. Finally when working or volunteering they should be aware of these things:

- Keep your passwords to yourself
- Be cautious when using public WIFI – it can be nice to work in a café or similar public space but remember it isn't always secure.
- Look out for fraudulent emails – if someone wants you to open a document or press a link, make sure you know them.
- Be careful using public computers – it might be ok to use a library computer to do research but it could pose a risk if logins are used for social media platforms on such machines (as logins can be stored).
- Safe use of removable devices
- Use a VPN – a virtual private network can be useful
- Install any updates – this is something we can all do. Make sure you know the software you're updating though. Always do the automatic updates recommended when turning your computer on and off.
- Do not add pictures of yourself that could be misinterpreted or used by others.

Details of actions taken (this may be completed by the DSO):
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To be filled out by Designated Safeguarding Officer

Date received:	
Name of DSO:	
Signature:	

Appendix 4

Staff and volunteer training

Staff and volunteers should be trained regularly and receive updates from the Designated Safeguarding Officer(s). Training should be appropriate to the audience and their role.

Recommendations for how to deliver safeguarding training include the following:

- Staff and volunteers should be able to voice concerns and have an open conversation about safeguarding. Make the room a safe space.
- Misconceptions and inappropriate views should be challenged and discussion used to convey the importance of safeguarding.
- For those with some specific learning difficulties, autism or health conditions, safeguarding can be a difficult subject to understand. Volunteers/staff may feel that they don't have the social skills to recognise when something is wrong. Don't ask people to do something that is beyond their capacity either physically, mentally or socially.
- It is far better to be honest and ensure that volunteers are paired appropriately enabling different people to bring different strengths. You may want to conduct training in mixed ability groups (as necessary).

These training notes are for those with some safeguarding knowledge and experience. You may want to attend external/further training prior to delivering this training. Those who undertake this training should be familiar with principles of 'Every Child Matters' and the key documents below:

What to do if you're worried a child is being abused 2015

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Working together to safeguard children 2023

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Government guidelines on how charities need to protect vulnerable groups including children

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

It's also recommended that trustees and DSOs discuss and 'practice' training sessions prior to delivery. Trainers should be able to answer general enquiries and be able to use the policy to answer questions and complete tasks.

To deliver the training complete these steps:

1. Copy and provide attendees with the handout 'Safeguarding handout for participants'
2. Read the aims of the training out loud. Check everyone is happy with their meanings and has an idea of how these aims will be achieved.
3. Suggest that safeguarding training can, on occasion be a little upsetting (but this is not your intention) and some conversations will need to be confidential. Good practice should be shared however, and most of the discussions in the training will be about the values and policies of the museum (so can be shared and discussed).
4. Remind them that much of what they discuss is backed by laws, government advice and rules set out by the Charity Commission so it's important. National principles that have informed Safeguarding policy like 'Every Child Matters' underpin the sorts of guidance that will be given. In essence the training will help to protect children from maltreatment, ensure they are happy and safe as well as help them fulfil their potential. It will also help to protect vulnerable adults who we come into contact with.
5. Ask the participants to spend 20 minutes discussing the true/false statements. Tell the group that hopefully this will inspire them to think about safeguarding issues. If they have any specific questions that come out of their conversations, they should write them down so we can answer them later. They shouldn't worry if they're not sure of an answer.
 - If you aren't sure about an answer to one of these questions take a moment before the training to understand your own views, and the views of the policy. Your policy agreed by the trustees should help you determine your own safeguarding procedures. Of course some are just true such 'Yes, you must always record safeguarding incidents' and sadly 'yes, children and adults in care are more likely to suffer abuse'. Also 'No, we can't always make sure everyone is safe' – this is why the training is so important.
6. Provide attendees with a copy of the full policy. Ensure that they have a chance to discuss with a partner or read alone (as they prefer).
7. Complete the 'Your policy' tasks. Encourage participants to use the policy to find out the answer to questions provided.
8. Complete the 'What happens if?' Section, encouraging participants to use the policy to gain answers and further information.
9. Ask participants to complete the final sections. You could try seeking other kinds of feedback too.
10. Training should take anything from 60-90 minutes. On occasion I've spent a morning or afternoon completing safeguarding training – depending on the group.

Safeguarding handout for participants:

Aims:

- ▶ To raise awareness of safeguarding and understand that 'safeguarding is everyone's responsibility'.
- ▶ To ensure everyone feels confident in recording safeguarding incidents and following your safeguarding policy.
- ▶ To consider the rights of young people and know how to keep them safe.

General Safeguarding principles

Myths quick quiz – true or false:

1. You should never touch children or vulnerable adults.
2. You always need to write down safeguarding incidents.
3. DBS checks are vital if you work with children and/or vulnerable adults.
4. It's fine to contact work experience students via social media, as long as it's clearly about work, or heritage related.
5. It's best if young people work in quiet rooms away from the general public.
6. We must ensure that everyone entering our sites is safe to be around children and/or vulnerable adults.
7. Adults and children in care are more likely to suffer abuse.
8. When a safeguarding incidents occurs it's important to talk to as many people as possible about it.
9. If it happens outside the museum it isn't our concern.

Your policy

1. Look at the museum safeguarding policy. Try highlighting any terms or sentences you're not sure about. Write any questions down that you have.

2. 'Safeguarding is everyone's responsibility'

What does this mean? Answer the questions below together:

3. Who is responsible for keeping you up to date with the policy and procedures?

4. Where do you report safeguarding incidents? How long after a safeguarding incident should you report it?

5. What kinds of risks are there when you're doing online volunteering?

6. Put these words in order of importance/priority... safeguarding, collections, first aid

What happens if?

Use the Safeguarding policy to determine what to do if...

- You find a child of 6 alone in the museum.
- You have a school group in and a child of 9 sits on their teacher's lap. The children seem very comfortable with him and stroke his bare leg.
- You often see two girls with an older man at the entrance to the museum. They seem to be drinking alcohol but you're not sure.
- You have a young volunteer in the museum for the day but their named contact (and also your Designated Safeguarding Officer) is off sick. What should you do?
- You have given your young volunteer the task of photographing some of the museum displays. You notice that they are messing around and taking lots of selfies. They have their phone out constantly.
- You are working with a vulnerable adult and they ask for your phone number so they can get in touch in case of emergencies.
- A young person of 14 gets in touch wanting to join your volunteer team.

Created by Lizzie Mee 01/02/2021

Things you'd like to bring up in future conversations:

Something you'd like to remember from the day or a key point you've learnt:

Appendix 5

Regulated activity

Individuals meeting the definition of taking part in regulated activity will require an Enhanced DBS check with checks on the adults and/or children's barred lists.

Government advice on regulated activity: <https://www.gov.uk/government/publications/dbs-workforce-guidance>

1. Regulated activity with adults

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/working-with-adults-in-the-charity-sector-and-overseas-aid-organisations>

- Staff and/or volunteers are unlikely to be undertaking regulated activity with adults as this involves dressing, undressing, feeding and taking care of financial matters amongst other 'care' related activities.
- Staff and volunteers who are undertaking reminiscence/oral history interviews with vulnerable adults are not undertaking regulated activity, even if alone with them.
- Staff and volunteers who meet the frequency condition (more than 3 days in a 30 day period or at least once a week on an ongoing basis), for 'work with adults' will be eligible for an enhanced DBS check without a check of the barred list.

2. Regulated activity with children

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/working-with-children-in-the-charity-sector-and-overseas-aid-organisations>

[https://assets.publishing.service.gov.uk/media/5a80bdfbed915d74e33fc265/Regulated activity in relation to children.pdf](https://assets.publishing.service.gov.uk/media/5a80bdfbed915d74e33fc265/Regulated_activity_in_relation_to_children.pdf)

- Activities carried out on more than 3 days in any 30 day period, including teaching, training or instructing children. Contact does not need to be with the same children over this time period.
- Note: If the individual is supervised by someone else who is in regulated activity such as a teacher, they are not regulated themselves, so only eligible for an enhanced DBS check (without a barred list check).
- Where an individual is not in regulated activity, but still has contact with children, they can still be eligible for an Enhanced DBS check without a Children's Barred List check – described as Work with Children. This includes situations where the individual would be in regulated activity, but doesn't do the activity often enough.

<https://www.gov.uk/government/publications/dbs-guidance-leaflets/definition-of-work-with-children>

3. Schools may not allow the museum to provide services in school without each member of the team having a DBS check. These should be shown to the school, along with ID if requested.

4. Services can be provided at the museum by volunteers and staff without checks (for example, new volunteers prior to completion of their full induction) as long as parents/carers/teachers are present. Thus parents should remain with children when visiting (or enjoying any activity devised and delivered by the Tiverton Museum of Mid Devon Life) and school groups should always be accompanied by school staff or representatives.

Appendix 6

Staff DBS checks and training

Please use this page to keep safeguarding records. The information should be saved as a separate document and password protected (if in a place widely available).

Use the below table for anyone who is undertaking regulated activity:

Name	Date of birth	Date of DBS check	Proof of ID check	DBS number	Date of training	Date for next training (max. 3 years' time)

Use the below table for trustees, staff and volunteers:

Name	Date of induction	Date of first training	Date of next training (max. 3 years' time)	Date of next training (max. 3 years' time)

The museum will not keep copies of DBS documents but will keep information and will share it with schools, the police or social services as required. The museum will speak to the relevant person prior to sharing information.

Appendix 7 – Policy on the recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Tiverton Museum of Mid Devon Life (Tiverton Museum) complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- Tiverton Museum undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Tiverton Museum can only ask an individual to provide details of convictions and cautions that Tiverton Museum are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Tiverton Museum can only ask an individual about convictions and cautions that are not protected.
- Tiverton Museum is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Tiverton Museum has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- Tiverton Museum actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Tiverton Museum select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Tiverton Museum will follow the guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

- At interview, or in a separate discussion, Tiverton Museum ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Tiverton Museum makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- Tiverton Museum undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Appendix 8 – Policy on the handling and safekeeping of DBS certificate information

General principles

- As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Tiverton Museum of Mid Devon Life (Tiverton Museum) complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.
- It also complies fully with its obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

- Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

- In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

- Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

- Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or be for the purpose of completing safeguarding audits.
- Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

- Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

- We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.