

WILTSHIRE ARCHAEOLOGICAL AND NATURAL HISTORY SOCIETY

Wiltshire Museum

SAFEGUARDING CHILDREN AND ADULTS AT RISK

POLICY AND PROCEDURES

This policy should provide all staff and volunteers with clear guidelines regarding safeguarding for Wiltshire Museum*.

This policy will be used to train staff and volunteers, and it includes important practical documents within the appendices.

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*Wiltshire Museum is owned and operated by the Wiltshire Archaeological and Natural History Society (WANHS). WANHS is a registered charity (no 1080096) and Company Limited by Guarantee in England and Wales (3885649)

Registered Office: 41 Long Street, Devizes, SN10 1NS.

www.wiltshiremuseum.org.uk

1. Introduction

Wiltshire Museum is committed to providing, enjoyable, safe and secure environments for children and adults at risk participating in Museum activities.

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

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

2. Purpose and Aims for Writing a Safeguarding Policy

It is the responsibility of everyone, including all staff and volunteers, to play a part in preventing, detecting and reporting risk of harm to vulnerable adults and children. Wiltshire Museum works together with the appropriate agencies to protect vulnerable adults and children.

The Museum aims:

- To ensure all staff, volunteers and contractors are clear about their individual behaviours and responsibilities with particular regard for safeguarding of children and adults at risk.
- To ensure that procedures are in place to ensure that the recruitment of staff and volunteers takes account of safeguarding issues.
- To ensure that all staff and volunteer have access to regular safeguarding training
- To ensure that all suspicions and allegations of abuse will be properly investigated and dealt with appropriately and quickly.
- To ensure that physical spaces within the museum are safe and secure.
- To ensure that access to the web on our premises by Children and adults at risk is safe.
- To ensure safe working practices by staff and volunteers when working off site with children and adults at risk.

3. Who is Covered by this Policy?

CHILDREN. A child is defined in UK legislation as anyone who is under the age of 18.

ADULTS AT RISK. An adult at risk is defined as someone over the age of 18, who has care and support needs, is experiencing, or is at risk of abuse or neglect. As a result of their care and support needs is unable to protect themselves against abuse or the risk of it (Care Act 2014).

4. Legal Framework

This policy is underpinned by the legal principles listed below:

- Children Act 1989, Children Act 2004
- United Nations convention on the Rights of a Child
- Children and Social Work Act 2017
- The Care Act 2014
- Health and Care Act 2022
- Safeguarding Vulnerable Groups Act 2006

It also follows guidance from working Together to Safeguard Children 2023.

5. Useful Terms

DSO: Designated Safeguarding Officer.

Disclosure & Barring Service. Has taken over the duties of the former Criminal Records Bureau (CRB).

Only those with regular contact (more than 3 times a month) can get a full Enhanced DBS (with barred list check).

Regulated activity: the term used to describe the sorts of activity that requires a person to have a DBS check.

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 Wiltshire Museum. Their roles are outlined below.

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 incident occurs.
- Appoint and support the Designated Safeguarding Officers (DSO) to enable incidents and disclosures to be dealt with promptly and properly.
- Ensure that a review of the effectiveness of the Safeguarding Policy is undertaken every three years and ensure that all aspects of the policy are closely followed.
- Review the policy when activity changes, for example with the introduction of a new project involving young people, or when the organisation changes significantly.
- Trustees should ensure that the DSO receives training to an appropriate standard and that the DSO is chosen for their suitability.

There will be a trustee, responsible for supporting the DSO in safeguarding incidents.

Designated Safeguarding Officer (DSO)

The Designated Safeguarding Officer will ensure:

- This policy is up to date.
- All staff and volunteers are aware of the procedures, how to follow them and receive appropriate training.
- Specific concerns are discussed and appropriate action is taken.
- Accurate records relating to individual incidents and disclosures are kept in a secure place.
- Policy updates are undertaken every 3 years.
- 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 only children and adults at risk undertake age/ability appropriate tasks.

The Director will act as an alternative Safeguarding Officer, for when the DSO is not in the Museum.

All other staff and volunteers

Staff and volunteers will have access to the Safeguarding Policy and procedures.

It is 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 makes this demanding).

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.

7. Recruitment & Supervision of Staff and Volunteers

New members of staff/volunteers/trustees will have one reference checked by staff or trustee(s).

Volunteers and/or staff may be required to undergo a DBS check if they are likely to be undertaking regulated activity with children or adults at risk.

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.

Learning volunteers will receive additional support and further safeguarding training.

What are the essentials to know?

- 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.

8. What is Abuse?

Abuse is something that is done to another person that harms them in some way.

Working Together to Safeguard Children 2023 identifies the following categories of abuse:

Physical Abuse includes hitting, pinching, deliberately giving too much medication, or physically restraining someone in an inappropriate way. It also includes Female Genital Mutilation. For more information on FGM - www.nhs.uk/conditions/female-genital-mutilation-fgm/

Emotional Abuse this is the persistent emotional maltreatment of a child. It can be conveying that a child is worthless or unloved, not giving them a chance to express their views, ridiculing them, limiting a child or preventing them from participating in normal social interaction, bullying, which can include cyber bullying.

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.

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).

Other categories of abuse, as identified by the care Act 2014:

Psychological Abuse (mental or emotional cruelty) can happen when someone is isolated, verbally abused or threatened. This includes the new rules around 'Coercive Control'.

Financial Abuse or material abuse includes taking another person's money or possessions, or exerting pressure in connection with wills, property or financial transactions.

Discriminating Abuse includes any type of abuse aimed at a vulnerable person because of e.g. their colour, religion, appearance or sexuality.

Self-Neglect can include someone placing themselves due to lack of self-care, inability to avoid self-harm, neglecting personal hygiene or health, or an inability to manage one's own personal affairs.

This is a fairly comprehensive list, but does not include all types of abuse. For a comprehensive list in relation to adults at risk, please go to:

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

9. Recognising Signs of Abuse

What to look out for:

- Children or 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 any injury for which there is no explanation, or for which the explanation changes or is inconsistent.
- Regularly has unexplained injuries or unexplained injuries which may appear to have a reasonable explanation.
- 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 a child has overly tactile relationships with older people.
- 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 organisation.
- 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 the below happens:

- 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 it’s 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.
- 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.

10. What to do in the Event of a Safeguarding Incident

This may be about a child visitor, member of the public, a volunteer or member of staff. During a disclosure you will need to remain in a public space, but you might want to talk quietly in a place that you can record details of the incident.

Follow the procedure below:

- 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.
- 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.
- In any situation, stay calm and try not to show shock, listen carefully and be supportive.
- 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 Reporting Form (*Appendix 4*), adding as much detail as possible. This can be found in the Employees' Handbook in the Museum's main office. Information should be passed onto the DSO or, if unavailable, the Director (alternative DSO). Information on reporting within the Museum structure can be found in this policy (*Appendix 3*)

At the current time the Designated Safeguarding Officer is: **Ali Rushent (01380 727369)**.

The Director/ alternative DSO is **David Dawson (07931 583354)**

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.**

External Reporting processes and information for Children and Adults are outlined in *Appendix 2*.

There are flow charts outlining safeguarding actions for staff in key places in the Museum as well as in the appendices for this policy document. (*Appendix 5 and Appendix 6*)

If you have concerns about a member of staff or volunteer

Complete all steps as above, ensuring that DSO understands the concerns.

Wiltshire Museum 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, Wiltshire Museum is clear that an individual can come forward on a confidential basis, without fear of reprisal or victimisation.

In the event that there is a concern about the conduct of the DSO, then this should be reported to the Director. If there is a concern about the conduct of the Director, then this should be reported to the Chair of the Society. The concern about conduct may include the failure to follow up on a report.

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.

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 organisation as normal.

The organisation acknowledges that this process may be led by police and/or social services and the organisation will comply with all requests or procedures made by those institutions.

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.

It is important that:

- 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 do not discuss the case with the public or the media and should relay any enquiries to the DSO.
- All safeguarding records are to be kept securely.

11. Promoting Good Practice

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

On-site at the Museum

- Avoid situations when you could be alone with a child or adults at risk.
- Don't communicate with any children or adults at risk 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 adults at risk. Enable responsible adults and carers to access the toilets as they require.
- Avoid prolonged physical contact with a child or adults at risk. Touching should be relevant, for example, when helping with costume
- Only hold a lost child's hand if offered (by the child) and in order to lead them safely to another public space.
- The Museum requires those under the age of 18 to be accompanied by an adult, unless attending an organised Museum activity or club.
- Children under the age of 8 must be accompanied by an adult for all on-site Museum activities.
- Children under the age of 13 must not be left 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.
- Give jobs to work experience students or young volunteers that can be done in public, shared or open areas of the Museum.
- 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.
- 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 will provide an emergency contact.
- Do not invite children to join WhatsApp chats.

Best Practice when children and/or adults at risk are working online

- Children should be 13+ when undertaking social media
- Children should be 16+ when taking part in videoconferencing calls. If they are under this age, then a parent or guardian must be present.
- 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, work experience students, or adults at risk on behalf of your organisation. If you find, during routine checks of the organisation 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.
- Be alert to adults at risk 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.
- 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.

Further information regarding digital engagement and working online can be found in our information sheet:

'Digital Engagement – Keeping Safe' which can be found in the Employee Handbook.

12. Safeguarding Procedures for Events and Activities

Unaccompanied children visiting the Museum

Those under the age of 18 are not to be admitted to the Museum unsupervised unless attending work experience or an organised activity where we have parent's emergency contact details.

If you find an unaccompanied child

- 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.
- Contact the local police (using 101) if the responsible adults do not reappear after 15 minutes.

Lost or missing children and adults at risk

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

- Name of child (ensure this cannot be overheard by a member of the public)
- Physical description (age, height, colour of hair, clothing etc)
- Where last seen
- The time last seen.

Report this immediately to all volunteers and staff on site – DO NOT announce the child's name / details publicly, as this information could be used to coerce a child.

Involve all staff and volunteers in searching for the child (without publicly announcing the name of the child).

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

Work Experience and Young volunteers

- 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 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 must be given a suitable induction.

Children in organised groups/schools

Age group Ratios*

0-2 years	1 adult: 3 children
2-3 years	1 adult: 4 children
4-8 years	1 adult: 6 children
9-12 years	1 adult: 8 children
13-18 years	1 adult: 10 children

(* These ratios are recommended by Ofsted).

School groups will be required to maintain control and know the whereabouts of their students at all times.

Photography and filming

- Parental, guardian or school permission will be sought for all photographs and films of children.
- Visitors are not permitted to photograph or film children who are unknown to them, and staff or volunteers should intervene if they see (or suspect) this is happening.
- You should ask visitors to delete photos and/or film of children (as appropriate).
- Staff should not use personal devices to photograph children or members of the public.

Family events and activities

- Parents/carers will be required to remain with children under 8s during all activities.
- Those over the age of 8 can be left without parent/carer supervision, as long as the relevant parental permission forms are signed and contact details are left with reception.
- Unless an emergency arises, children should not be alone with volunteers or staff working on behalf of Wiltshire Museum. Children will work in groups with staff and volunteers.

Sleepovers

- Museum sleepovers are only run for children in uniformed groups and schools. These organisations have a duty of care for the group, and their own safeguarding procedures and risk assessments for carrying out the activity. They will be responsible for supervising their groups at all times.
- All group leaders will have DBS checks, as is a requirement of their organisations.
- All Museum staff present for sleepovers will have enhanced DBS checks.
- During a visit group leaders will be allocated walkie-talkieD to ensure they can make contact with Museum staff at all times.
- Group leaders will be advised of the location of CCTV cameras. Cameras in areas for sleeping and changing will have physical covers so that they are not operational at the time of the sleepover.

- Museum staff will sleep in a different area of the building from the group.
- Separate areas will be provided for the children and adults of the group for sleeping.
- Museum staff will leave the group when museum-led evening activities are completed and return after the group has changed in the morning.
- Museum staff will take particular care to ensure they are not on their own with children or adults at risk at any point.
- Museum staff will use separate washroom facilities during the night.

Safeguarding Policy: September 2024

Author: Ali Rushent

Approved by Board of Trustees: 26 September 2024

Review Date: 2027

Appendix 1: Contacts

Designated Safeguarding Officer (Museum Number)	Ali Rushent - 01380 727369
Museum Director (Alternative)	David Dawson – 07931 583354
Trustee with responsibility for safeguarding	Ruth Kerr

For Child Safeguarding Concern:

Multi-agency Safeguarding Hub	0300 456 0108
Out of hours Emergency Duty Service	0300 456 0100

For Adult Safeguarding Concern:

Wiltshire Social Care Team	0300 456 0111
Out of hours advice	0845 607 0888

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Registered Office: 41 Long Street, Devizes, SN10 1NS.

www.wiltshiremuseum.org.uk

Appendix 2: Wiltshire Museum – External Reporting Processes and Information for Children & Adults

Please follow the procedures below when reporting an incident or disclosure about an adult at risk or child that required immediate advice or action.

CHILDREN

This information is taken from <http://www.wiltshire.gov.uk/children-young-people-protection>

If you think a child or young person is at risk of significant harm, or is injured, contact the Multi-Agency Safeguarding Hub (MASH)

On **0300 4560108, 8.45am-5pm, Monday-Thursday** and **8.45am-4pm Friday**;

out of hours **0300 456 0100**.

Or if there is immediate danger, phone the police or emergency services on 999. For less urgent enquiries, email mash@wiltshire.gov.uk.

Children are protected from child abuse or neglect by agencies working together to assess the risk, and helping to prevent further abuse occurring.

How the process works

- When the MASH receives a contact, the MASH information officers will screen the referrals with oversight from a social worker. They will understand the nature of the call and gather information to be able to appropriately signpost to the most appropriate service.
- If there is an allocated social worker, they are considered to be the best person to support the child, so the case will be referred directly to them.
- If there is no social worker, then the MASH information officers and social workers will assess the level of risk and decide on the course of action to be taken. It may be that further information is required from agencies to inform whether the referral relates to a child in need or child protection concern.
- The MASH manager will use the collected information to decide the best response to meet the child's needs. This may be:
 - A strategy discussion, as there is reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm
 - A child in need assessment is required through a single assessment
 - A recommendation for a Common Assessment Framework to be completed by a lead professional
 - Advice and information provided

The referrer will be informed of the outcome of their referral.

ADULTS

This information is taken from <http://www.wiltshiresab.org.uk/getting-support/>

In an emergency you should always dial 999.

If you have concerns, or need advice, and it's not appropriate to contact emergency services please contact the Social Care Help Desk at Wiltshire Council or the Wiltshire Police Safeguarding Adults Investigation Team.

If you have concerns about a vulnerable adult, please contact the social care team:

Telephone: 0300 456 0111

Textphone: 01225 712501

Email: AdviceandContact@wiltshire.gov.uk

Monday to Thursday: 08:30 – 17:20

Friday: 08:30 – 16:20

If you need urgent help or advice outside of these hours, you can call 0845 607 0888

Our local public agencies work to ensure the safety and wellbeing of vulnerable people who are at risk living in Wiltshire. The Local Authority has a responsibility to work with adults at risk to help them achieve the outcome from a safeguarding investigation that is important to them.

An 'adult at risk' is anybody over 18 years old who is receiving community care or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation'.

The Safeguarding Adults Team (SAT) are a countywide team that work to protect adults at risk. You should contact the Social Care Help Desk with any concerns about an adult at risk. A member of the SAT team will be able to help and advise you.

Members of the Wiltshire Safeguarding Adults Board (WSAB) operate a policy of zero tolerance to abuse of vulnerable people. Wiltshire Safeguarding Adults Board's agreed policy and procedures are in place to help and explain how Board members safeguard adults at risk in our county. Our policy and procedures are available for you to read or download below.

What will happen when you report the abuse of an Adult at Risk?

Your concern will always be taken seriously. The team will ask questions to find out if the adult in question has care or support needs, is at risk of or experiencing abuse or neglect and, because of their needs are unable to protect themselves. The team will then either arrange a meeting where professionals, with the adult at risk, will develop a plan to safeguard them, or you will be given advice on how to get more appropriate support.

SAT provide support to members of the public, care staff and other professionals, volunteers and anyone else with a concern about someone over the age of 18. Contact 0300 456 0111.

If you wish to report a crime contact Wiltshire Police by calling 101

In an emergency always dial 999

Appendix 3: Wiltshire Museum - Reporting within the Museum Structure

If any incident (including disclosures or accusations) has been made that is relevant to this policy and our work with Children or Adults at Risk please follow the procedure below

1. Document the incident using the reporting form (*Appendix 4* to this document)
2. Inform the Museum DSO at the earliest possible time:
 - a. Ali Rushent, 01380 727 369, with an email following the call with the incident report form attached - ali.rushent@wiltshiremuseum.org.uk
3. If Ali is unavailable report to David Dawson (Director)
 - a. Tel: 01380 727369 or 07931 583354, with an email following the call confirming the details of the reporting - david.dawson@wiltshiremuseum.org.uk and copy also to the DSO - ali.rushent@wiltshiremuseum.org.uk
4. Ensure that any staff member assuming responsibility for children or adults at risk are briefed on any relevant risk or safeguarding impacts related to this incident you are reporting. In doing so, take into account the sensitivity of any information related to it and share only information that is relevant to them continuing to deliver work in the safest possible way. Do not share names unless those staff are directly involved in either the incident or in the safeguarding reporting processes
5. The DSO will then share the incident information with the senior leadership of Wiltshire Museum.

If the DSO or Director is unavailable:

- and you have concerns for the immediate safety of a person or persons
- **dial 999**
- and you feel that the incident requires immediate attention from statutory authorities

Call the relevant Child or Adult safeguarding teams as outlined in *Appendix 3*

Appendix 4: Wiltshire Museum - Safeguarding Children and Adults at Risk Incident Report Form

**To be filled out by the person reporting the concern.
Please fill out all the information that is known.**

Name of Child/ Adult at Risk		
Age/Date of Birth		
Any additional needs, relevant conditions or known risk factors		
Parent's/Carer's/ Responsible Adult's Name(s)		
Home Address	Telephone number(s)	
	Home: Mobile:	
Venue this incident took place in		
Exact location where the incident happened (e.g., floor, area)		

Description of what has prompted concerns (please include details of any specific incident, dates, times etc.) and describe any physical or behavioural indicators which have been observed. *Complete on separate sheet if necessary*

--

Have you or anyone else spoken with the child/adult at risk and if so what was discussed? *Complete on separate sheet if necessary*

--

Have you or anyone else spoken with the parents/carers of the child or adult at risk, and if so, what was said? *Complete on separate sheet if necessary*

--

To whom reported		Date and time reported	
Your name and position			
Signature		Date	

Return immediately to the DSO or the Director (See Appendix 3 of the Safeguarding Policy) by email or in an envelope marked **Highly Confidential**

Always follow the reporting Procedure in Appendix 3

This section to be completed by the DSO or Museum Director

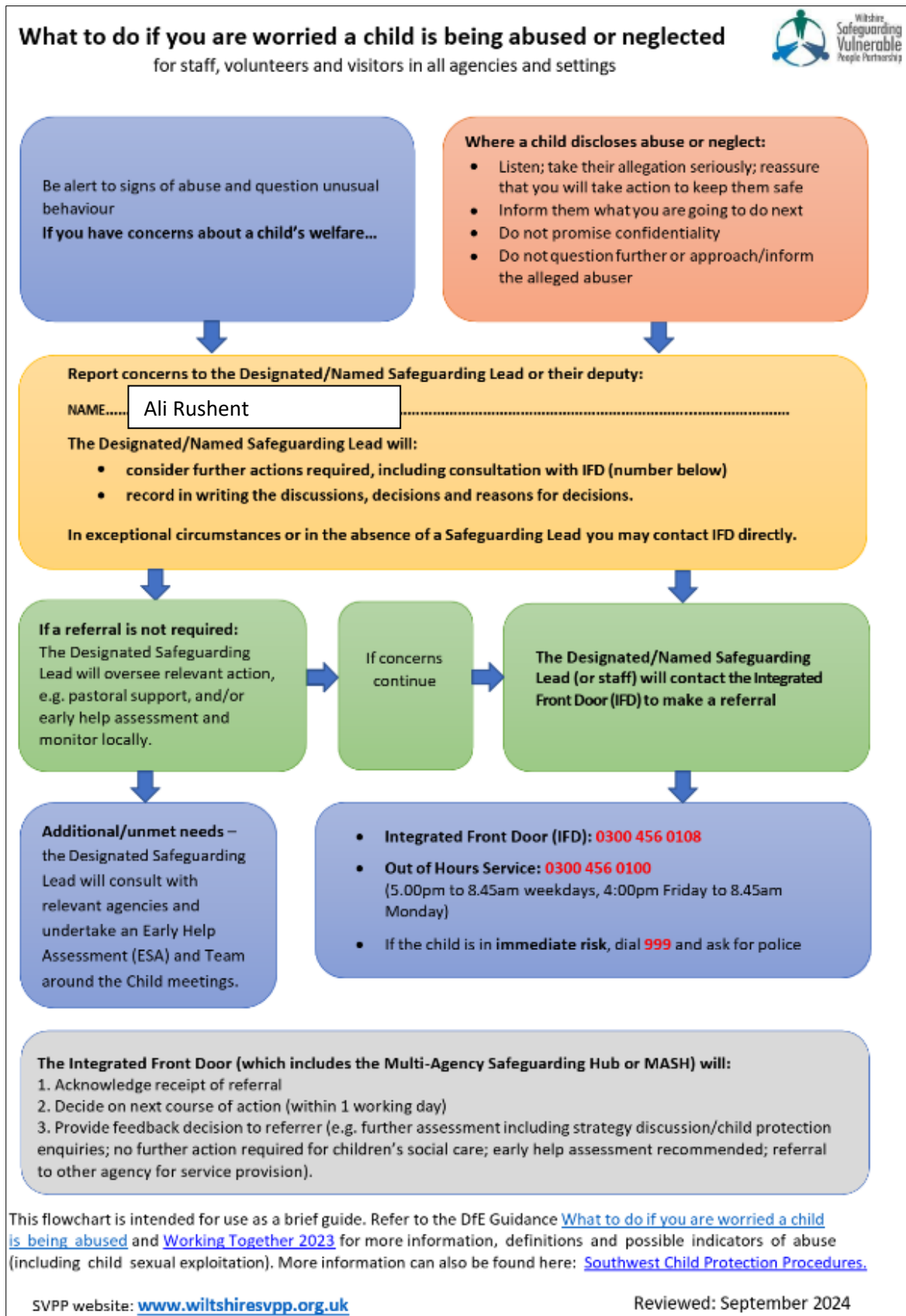
Any further action taken?

Copy of form sent to: DSO

Director

Signature		Name		Date	
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Appendix 5: Safeguarding Vulnerable People Partnership: Child



Appendix 6: Safeguarding Vulnerable People Partnership: Adults who work with children



Allegations against adults who work with children

If you become aware that a member of staff/volunteer may have:

- behaved in a way that **has harmed** a child, or **may have harmed** a child;
- possibly committed a **criminal offence** against or related to a child or
- behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.



Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser



Report immediately to your /a senior manager/safeguarding lead.

Unless there is clear evidence to prove that the allegation is incorrect **the manager/safeguarding lead must:**



Report the allegation within one working day to the Local Authority Designated Officer (LADO):

- Contact the Integrated Front Door (IFD): **0300 456 0108** and Select Option 3 then Option 4
- Or email lado@wiltshire.gov.uk
- Out of Hours Emergency Duty Service (5.00pm to 9.45am Weekdays, 4:00pm Friday to 8:45am Monday): **0300 456 0100**



The Designated Officer will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.



If the allegation threshold is **NOT met**, the Designated Officer will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).



If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.