



## **FMH SAFEGUARDING & CHILD PROTECTION POLICY**

The Friends of the Manor House (FMH) is committed to ensuring a safe environment for all participants in its events. We welcome all visitors of all ages and abilities to visit our events and activities. On all these occasions FMH provides an atmosphere of trust and respect and recognises that all visitors to our events have a right to protection.

Most children, young people and vulnerable adults we provide services for will be accompanied by a group leader (teacher or youth worker) or a parent or carer. FMH has this Policy to ensure that we do everything we are able to ensure the safety and protection of all those visiting our events. This policy reflects the equivalent Bradford Museums policy and is intended to integrate with it.

### ***FMH believes that:***

- All visitors have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All people contracted or volunteering for FMH (FMH people) have a responsibility to report concerns to the appropriate officer.

Please note that no people working for FMH are trained to deal with situations of abuse, or have the power to decide if abuse has occurred.

## **1 Policy statement and aims**

### **1.1 Policy Statement**

1.1.1 FMH has a duty of care to safeguard all children & vulnerable adults visiting our events from harm. All have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. FMH people will make certain they do all that they can to ensure the safety and protection of all children & vulnerable adults involved in visiting our events through adherence to this Policy.

### **1.2 Policy Aims**

1.2.1 The aim of this Policy is to provide children and vulnerable adults with appropriate safety and protection whilst visiting FMH events, by providing all FMH people with a supportive framework of clear procedures within which work and develop good practice.

1.2.2 All FMH people should have the knowledge to implement this Policy.

## 2 Code of Conduct

*In order to protect ourselves and the children, young people or vulnerable adults at our events, FMH people should follow the procedures outlined below.*

### 2.1 Promote Good Practice

#### 2.1.1 Good practice means:

- Always putting the welfare of all visitors first.
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children / young people / disabled adults equally, and with respect and dignity.
- In all the drama and role-play workshops volunteers will work with sensitivity and awareness for the children.
- Involving parents/carers and teachers wherever possible.
- Being a good role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults.
- Being aware of any special needs of any child / young person / disabled adult, whether these are due to cultural, religious, physical, emotional or other needs.
- Ensure appropriate supervision of children at all times.
- Deal with a lost child, young person or vulnerable adult within a building following the procedures outlined in Section 3.

2.1.2 The law allows for the use of reasonable force to prevent accidents or injury to themselves, others or damage to collections. If this is necessary it should be noted in the site Accident Book and the names of the people present recorded. If first aid is necessary, this should be administered with another person present and should not be intrusive or disturbing to the child, young person or vulnerable adult.

#### ***In addition***

- ***FMH will always seek appropriate consent for the use of images of children in all forms of publications.***
- ***Appropriate manning levels for good practice group visits to FMH events is 1 Adult :10 children***
- ***Unaccompanied Children are not allowed at FMH events.***

### 2.2 Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Spend excessive amounts of time alone with children away from others
- Make physical contact, unless you are a trained first aider administering first aid
- Take or drop off a child to an event or from an event
- Act in *loco parentis*
- Take on the responsibility for tasks for which you are not appropriately trained.
- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room alone with a child
- Allow or engage in any form of inappropriate touching

- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to one's your home unsupervised
- Use inappropriate language such as swearing or sexually or discriminatory remarks about gender or race

### 3 Procedures

*If you become aware of any of the situations below you must report them to a Manor House trustee who will then take the appropriate action.*

***The most important thing to remember is to make a referral to someone who can begin to deal with the situation.***

#### 3.1 Situations

- Suspicion that a child, young person or vulnerable adult has been, or is at risk of, being abused.
- A child, young person or vulnerable adult has revealed an incident or incidents to you (known as disclosing).
- A complaint from a member of the public relating to child protection issues in the museum.
- A direct allegation made to you, either about yourself or someone else.
- You witness inappropriate behaviour towards a child, young person or vulnerable adult.
- Accidents and injuries – whilst these are not specifically child protection issues all accidents and injuries should be recorded in case an allegation is subsequently made.

#### 3.2 Responding to allegations or suspicions

- 3.2.1 It is not the responsibility of FMH people to decide whether or not child abuse has taken place. However there is a responsibility to pass on any concerns through contact with the appropriate authorities.
- 3.2.2 If an FMH person sees, or suspects abuse of a child, young person or vulnerable adult they should write down their suspicions, sign and date on the standard form Appendix and inform a FMH trustee immediately. If they are not available then they should inform a Manor House steward.
- 3.2.3 A FMH person should not try and investigate the situation or discuss their suspicions with anyone else.

### 3.3 Action if a Child Discloses Information

3.3.1 When a child or young person discloses something that causes concern, it is important to clearly record this information. Any concerns about a child or young person should be recorded regardless of whether or not it will be ultimately passed on to the statutory authorities.

3.3.2 If a child or young person talks about abuse, the FMH person **should**:

- Try to react calmly
- Remember that the child is likely to be frightened or anxious
- Reassure the child but do not promise confidentiality. You should explain that you will have to speak to someone else who can help.
- Pay careful attention to what the child says and as soon as it is apparent that the child's concerns should be passed on, pass them on to an Bradford MDC staff
- Recognise the inherent difficulties interpreting what is said by young children
- Make a written record of what had been said, heard and/or seen as soon as possible, witnessed and dated
- Remember that young or disabled children may not be able to express themselves verbally. Communication differences may mean that it is hard for them to complain or be understood. Sometimes abuse of disabled children has gone unrecognised because behavioural clues were interpreted as part of their disability.

3.3.3 The FMH person **should not**:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions about what has happened
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets.

### 3.4 Action if there are concerns

#### 3.4.1 Responding to suspected abuse

*It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action.*

Social Services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse. If an FMH person has concerns that a child is being abused, they must report their concerns appropriately.

*All concerns regarding child abuse should be treated as a priority and acted upon immediately. Remember to time and date notes.*

### **3.5 Confidentiality**

- 3.5.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.  
Storage of information & the disposal of reports must be handled with appropriate care.

### **4.1 Selection of volunteers**

- 4.1.1 FMH will do its best to ensure that all FMH people involved in leading an education session or an activity likely to engage with the public will:
- have read, understood and agreed to adhere to the FMH Safeguarding and Child Protection Policy
  - Hold a clear DBS disclosure certificate not more than 3 years old.

And that they:

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person or vulnerable adult. Work safely effectively with children.
- Will not leave FMH people who do not hold DBS clearance responsible/alone with children.

Date Agreed by Committee of Society 10.11.2009      Last confirmed 14.2.2018      Next review Feb 2021