



THE TANK MUSEUM SAFEGUARDING POLICY

Reviewed July 2023

1. Introduction

'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).

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, detecting and reporting risk of harm to vulnerable adults and children.

A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their 18th birthday. Throughout the Museum's safeguarding documentation, the words 'child' and 'children' are used to mean anyone up to the age of 18.

An adult at risk is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

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

2. Scope and associated policies and procedures

The Tank Museum Safeguarding Policy is used in conjunction with the following policies and procedures:

- Disciplinary procedure
- Whistleblowing procedure
- Volunteer Policy
- Recruitment Policy
- Disclosure and Disclosure Information

3. The Safeguarding Working Group

As a part of its safeguarding commitment the Museum has allocated responsibilities to a safeguarding working group to act as Designated Safeguarding Officers. Their role is to act as a point of contact for everyone working at the Museum and to advise of safeguarding matters. The group consists of Designated Safeguarding Lead, HR Officers, Designated Safeguarding Officers and the Education Advisor. It will be the role of the safeguarding working group to:

- Ensure the policy is up to date.
- Train staff and volunteers in safeguarding matters.
- Ensure 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.
- Ensure staff checks are done in accordance with government guidance advice and regulations.
- That children and vulnerable adults undertake only age/ability appropriate tasks.
- Report to the Board of Trustees any incidents of safeguarding.

The role to the Board of Trustees will be to review and authorise the safeguarding policy.



4. Aims

The Tank Museum aims to:

- Respect the rights of all children and adults at risk.
- Provide an environment which is safe and welcoming for children and adults at risk and which protects them from all forms of abuse.
- Ensure that everyone working at the Museum is aware of the need to protect children and adults at risk and know how to reduce the risks to them.
- Provide procedures, training, and guidance for everyone working at the Museum for their own protection.

5. Commitment

The Tank Museum endeavours to safeguard children and adults at risk by:

- Adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children and adults at risk.
- Ensuring individuals working with children / adults at risk are fully aware of and trained to follow the Museum's policies, procedures and guidance.
- Sharing information about safeguarding and good practice with staff, volunteers, and visitors
- Providing effective management through supervision, support, and training
- Sharing information about concerns with agencies who need to be informed and involving parents/carers as appropriate.
- Following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with children / adults at risk have the appropriate DBS checks in place.
- Informing staff that not adhering to the policy and guidelines may lead to disciplinary action under the Disciplinary Procedure and taking action as required.
- Designating members of staff to lead on safeguarding issues.
- Reviewing our policy, procedure, guidance and practice at regular intervals and updating these in accordance with current Government legislation and best practice.
- Taking all safeguarding concerns seriously and responding fairly, swiftly and appropriately to any incidences reported.
- Ensure all staff and volunteers have access to the Safeguarding Policy and procedures.

6. Disclosure and Barring Service (DBS)

DBS checks form an important part of the Museum's safeguarding procedures. Careful consideration is given to what level of DBS check is required for each role. You are only legally entitled to carry out an enhanced or enhanced with barred lists DBS check if someone's position is one of those listed in the 'exceptions order' of the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 **and** in the Police Act regulations **and** (for the barred list check) meets the definition of regulated activity.

There are two levels of enhanced checks:

Enhanced: To be eligible for an enhanced DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (exceptions) Order 1975 and in Police Act Regulations. If the answer is yes to the two questions below then you are entitled to undertake an enhanced DBS check.



Does the role involve one of the following activities?	Will the work take place regularly?
<ul style="list-style-type: none"> • Teaching • Training • Care • Supervision • Advice • Treatment • Transportation • Being in sole charge 	<p>This is defined as: Frequently – once a week or more</p> <p>Or Intensively - takes place on four or more days in a 30 day period.</p> <p>Or Overnight – defined as between 2am and 6am</p>

Enhanced with adults and or children’s barred lists check(s): To be eligible to request a check of the children’s or adults barred lists the position must meet the DBS definition of ‘regulated activity’- See appendix I for a comprehensive definition of ‘regulated activity’. It is important to understand this definition. It is expected that few museum roles would fall into this category.

Everyone working at the Museum who is eligible is required to undertake an enhanced DBS check, or, if they are involved in a regulated activity must have an enhanced with barred list check. This is a requirement of the Museum as part of their safeguarding responsibilities.

The Museum will accept a certificate previously issued by another organisation provided that the individual is a member of the update service, and the Museum can carry out an instant update check.

Prospective employees

The need for an enhanced DBS, or enhanced DBS check and barred list check, must be made evident by the recruiting manager when requesting approval to recruit.

Once an individual has been selected for a vacancy requiring an enhanced DBS check their status will be checked by Human Resources as part of the recruitment procedure. The individual will not be permitted to commence work until their disclosure has been approved by HR. The individual should show their enhanced DBS certificate to their HR Manager as soon as they have received it. Existing Employees Individuals who are currently employed by the Museum whose roles are deemed by HR to require an enhanced DBS check, or enhanced with barred list check, will be checked every 3 years.

Contractors and Freelancers

The need for an enhanced DBS check, or enhanced with barred list check, must be made evident by the member of staff contracting services from a contractor or freelancer. The staff member needs to consider carefully the question whether they are eligible for either check. The individual will not be permitted to commence work until their disclosure is returned and has been approved by the Contractors Desk.

For contractors employed through a contract for services, the requirement to submit to an enhanced DBS check, or enhanced with barred list check, must be included on the contract. Their status will then be checked by the Contractors Desk as part of their procedure. The individual will not be permitted to commence work until their disclosure has been approved.

Volunteers

The need for an enhanced DBS check, or enhanced with barred list check, must be made evident when the volunteer role is created and to the volunteer before they agree to undertake that role/task.

Volunteers, who are eligible for an enhanced DBS check, or enhanced with barred list check, will be required to undertake one.



Once an individual has been selected for a role requiring either check, their status will be checked by the HR Manager and the relevant paperwork completed where necessary. The individual will not be permitted to commence volunteering until their disclosure has been approved by HR.

7. The Museum's duty to refer information.

By law, the Museum has a duty to refer certain information to the Disclosure and Barring Service. This includes:

- If the Museum has dismissed an individual because he or she has harmed, or may harm, a vulnerable adult or child.
- If an individual has resigned from the Museum in circumstances where there is a suspicion that he or she has harmed, or may harm, a vulnerable adult or child (this will apply where an allegation has been made and they resign before the Museum can take disciplinary action).
- If the Museum has suspended an individual and has reason to think they have engaged in "relevant conduct" or has harmed, or may harm, a vulnerable adult or child, or has received a caution or a conviction for, a relevant offence.

8. Legal Framework

This policy is underpinned by the legal principles listed below:

- Children Act 1989, Children Act 2004 and Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012
- Children and Families Act 2014 and Education Act 2002
- Digital Economy Act 2017
- Adoption and Children Act 2002, Children and Adoption Act 2006 and Children and Young Persons Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Education Act 2011
- A child is defined by the 1989 and 2004 Children Acts as someone under 18 years old.

9. Further Information

In addition to this policy staff and volunteers should refer to the following documents:

- **“Essentials and What To Do”** - **StaffSavvy resources/safeguarding.**
- **Safeguarding Reporting Form** - <https://thetankmuseum.wufoo.com/forms/safeguarding-reporting-form/>
- **“Work Experience Induction”** - **StaffSavvy resources/safeguarding.**

The Government guidance for DBS eligibility can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

The Government overview of the Disclosure and Barring service can be found here:

<https://www.gov.uk/disclosure-barring-service-check/overview>

The Government definition of regulated activity (adults) can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/216900/Regulated-Activity-Adults-Dec-2012.pdf

The Government definition of regulated activity in relation to children can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf