



Quaker  
Tapestry

## **POLICY FOR THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

### **Date and arrangements for reviewing the policy**

The policy will be reviewed annually. If new legislation is reviewed before the next annual review the policy shall be updated accordingly.

**Date of this policy: February 2022**

**Date this policy is to be reviewed: February 2023**

**Signed: .....David Ditcham.....**

**Print Name: .....**

**Position: .....Clerk to Trustees.....**

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## **1. Purpose**

This policy defines how the Quaker Tapestry Museum operates to safeguard children, young people and vulnerable adults. The Quaker Tapestry Museum acknowledges the rights of children, young people and vulnerable adults to feel safe and secure. It is fully committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who visit the Quaker Tapestry Museum and take part in activities on and off site. In so doing it recognises its responsibility to take all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation in accordance with legislation and government guidance. The Quaker Tapestry Museum acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. We also want to protect and support our staff who work or come into contact with these groups

This policy, and the procedures herein, will be adhered to at all times by all members of staff, including the Board of Trustees, contracted staff, volunteers, freelance/agency staff and anyone working on behalf of the Quaker Tapestry Museum.

This policy applies to any child, young person or vulnerable adult visiting the Quaker Tapestry Museum, Kendal for any purpose, and any child, young person or vulnerable adult participating in a Quaker Tapestry Museum programme at an external site.

The Quaker Tapestry Museum will ensure that all children, young people, and vulnerable adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have a right to equal protection from all types of harm and abuse.

This policy for the safeguarding of children, young people and vulnerable adults works in conjunction with and not separately from the Quaker Tapestry Museum's Health and Safety policies, including all risk assessments, the organisation's Staff Handbook and employment procedures.

## **2. Introduction**

This policy and the procedures herein have been designed to protect the welfare of any child, young person or vulnerable adult who accesses the services provided by the Quaker Tapestry Museum. The procedures recognise that safeguarding can be an emotive subject and acknowledge that some workers may find it a challenging area. However, it is important that all staff respond appropriately to a safeguarding incident and are aware of their responsibilities. The Quaker Tapestry Museum is committed to the belief that protecting children, young people and vulnerable adults is everybody's responsibility and that these guidelines will enable all workers and volunteers to act appropriately if any concerns arise in respect of a child, young person or vulnerable adult.

For the purposes of this policy, the term vulnerable adult refers to someone over the age of 18 who may have a physical, learning or sensory disability, a mental health problem, a serious illness, or may be an older person. Children and young people are defined as those persons under 18 years old.

## **3. Policy statement**

We believe that:

- The welfare of the child, young person or vulnerable adult is paramount
- All children, young people and vulnerable adults have the right to protection from abuse
- All suspicions and allegations of abuse must be dealt with swiftly and appropriately in accordance with the procedures in this policy
- Staff, contractors and volunteers must be clear on appropriate behaviour and responses. Where appropriate, failure by staff to maintain standards may be dealt with

using Quaker Tapestry Museum's disciplinary and gross misconduct procedures. Contractors and volunteers may be asked to leave the premises.

In implementing this safeguarding policy the Quaker Tapestry Museum will:

- Ensure that all workers understand their legal and moral responsibility to protect children, young people and vulnerable adults from harm, abuse and exploitation
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's child, young person and vulnerable adult protection procedures and work at all times towards maintaining high standards of practice
- Ensure that all workers understand their duty to report concerns that arise about a child, young person or vulnerable adult or a worker's conduct towards a child/young person/vulnerable adult, to the organisation's Designated Safeguarding Officer(s)
- Ensure that the Designated Safeguarding Officer(s) understands his/her/their responsibility to refer any concerns to the statutory child/young adult/vulnerable adult protection agencies
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner
- Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children, young people and vulnerable adults
- Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children, young people and vulnerable adults

#### **4. Legal context**

The legal framework that informs this policy is set out in the following legislation and government guidance:

Children Act 1989 and 2004, Every Child Matters green paper 2004, The Children's Plan (2007), Staying Safe Action Plan (2008) along with the following main legislation that offers children rights to protection and safety: The UN Convention on the Rights of the Child (1989); Human Rights Act (1998); Education Act (2002); Adoption and Children Act (2002), Sex offenders Act (1997); Protection of Children Act (1999); Sexual Offences Act (2003); Female Genital Mutilation Act (2003); Domestic Violence, Crime and Victims Act (2004); Guidance on Offences Against Children (2005); The Serious Organised Crime and Police Act (2005); Safeguarding Vulnerable Groups Act (2006); Protection of Freedoms Act 2012; Children and Families Act (2014), SEND Code of Practice (2014), Serious Crime Act (2015); Working Together to Safeguard Children (2015). For the purposes of this policy, the same principles that can be applied to children and young people should be used to ensure appropriate action is taken to protect vulnerable adults

#### **5. Designated Safeguarding Officer(s)**

Quaker Tapestry Museum will always have at least one appropriately trained Designated Safeguarding Officer (DSO). Designated Safeguarding Officers have overall responsibility for ensuring that the Quaker Tapestry Museum operates in line with this policy, and for dealing with any Child Protection issues, should they arise.

The role and responsibilities of the Designated Safeguarding Officer(s) include:

- Ensuring that all staff are aware of their responsibilities in relation to child protection; what they should do and who they should go to if they are concerned that a child/young person may be subject to, or at risk of, abuse or neglect
- Ensuring that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and followed up to ensure the issues are addressed

- Securely and confidentially recording and reporting incidents in relation to a child/young person or breach of Child Protection policies and procedures

The Designated Safeguarding Officer(s) for Child Protection for the Quaker Tapestry Museum are:

<b>Designated Safeguarding Officer</b>	<b>Naomi Garnett</b>
Work telephone number	01539 814860
Mobile number	0770 284 7972
Emergency contact no	0770 284 7972

<b>Deputy Designated Safeguarding Officer</b>	<b>Lisa Moore</b>
Work telephone number	01539 722975
Mobile number	07917 113 864
Emergency contact no	07917 113 864

## 6. Duty to Report Child Protection Concerns

### All child protection concerns must be reported to a Designated Safeguarding Officer.

All staff must therefore ensure that the contact details of the Designated Safeguarding Officer(s) are easily accessible.

Mobile contact numbers of the Designated Safeguarding Officers are included and may be used in instances when they are not onsite at their usual place of work, or in emergency situations when they are absent from work.

If it is not possible to contact the Designated Safeguarding Officer, any child protection concerns should be referred to Lisa Moore, Operations Manager (07917 113 864). Should this not be possible, concerns should be reported to David Ditcham, Clerk to the Trustees (07792 479 921)

If a member of staff is suspicious of abuse to a child, young person or vulnerable adult, or an individual confides in a member of staff in relation to an alleged abuse, that member of staff must refer the claim or suspicion to a Designated Safeguarding Officer at the earliest opportunity; and **no later than within a 24 hour period.**

The duty to report in this section relates to all activities managed and delivered by the Quaker Tapestry Museum that take place either at any of its sites, or offsite as outlined above.

## 7. Responding to child, young person or vulnerable adult protection concerns and disclosures

All allegations of any type of abuse must be taken seriously. If a child, young person or vulnerable adult makes a disclosure to a member of staff the member of staff must:

- Listen carefully and let the individual explain what happened at their own pace, only asking questions for clarification
- Remain calm and caring and avoid interrupting the individual

- Never promise to keep it a 'secret' - make it clear to the child, young person or vulnerable adult that details of their disclosure will need to be passed onto another adult and possibly the local Children's Board
- Not conduct an inquiry into what has happened. It is not appropriate to investigate the truth of an individual's statement
- Avoid cross-questioning or leading questions
- Avoid reacting strongly or dramatically
- Reassure the individual that they did the right thing in telling you
- If the individual is in immediate danger or requires urgent medical attention, call 999

## 8. Recording child, young person or vulnerable adult protection concerns

If a member of staff has concerns that a child, young person or vulnerable adult may be at risk of, or subject to, abuse, or an individual has made a disclosure to that effect, a written record must be produced. In addition to making a contemporaneous note of the concern/disclosure, a Child/young person/vulnerable adult Protection Incident Sheet must be completed. In the event of a concern or disclosure staff must follow the procedure outlined below:

1. Make a written note of what indicators were observed and/or was said, using the person's own words, as soon as possible after the disclosing conversation and sign and date your record
2. Pass details of the disclosure to the Designated Safeguarding Officer immediately, or as soon as possible thereafter
3. Complete the Child/young person/vulnerable adult Protection Incident Sheet (found in the appendices of this policy) – all relevant sections of the form must be completed and carefully recorded
4. Once the first part has been completed the Incident Sheet must be passed to the Designated Safeguarding Officer **within 24 hours** for them to complete the second part of the Incident Sheet
5. If there is still a concern the Designated Safeguarding Officer may make a referral to the local safeguarding board initially via a telephone conversation and followed up in writing within 48 hours
6. The local safeguarding board should confirm receipt within another 24 hours of receipt. If no such confirmation is received from the authorities the Designated Safeguarding Officer should contact the local safeguarding board within three working days to check the information has been received
7. Whenever possible, before the Designated Safeguarding Officer shares their concerns with another agency they need to inform one parent or carer with parental responsibility and/or the young person if they have the ability to understand choices and consequences
8. However, the Designated Safeguarding Officer(s) can share their concerns with another agency without informing one or both persons listed above when the concern is well-founded and it is necessary to:
  - a. Safeguard a child, young person or vulnerable adult in general;
  - b. avoid interfering with a criminal investigation; and/or
  - c. prevent harm to staff

All written records of child/young people/vulnerable adult protection concerns and disclosures should contain as much of the following information as is possible to gather at the time of the concern/disclosure:

- The reason for the referral including the nature of the alleged or suspected abuse (using the clear abuse categories)
- Date and frequency of the abuse (if known)
- Name of the individual

- Age/date of birth of the individual
- Gender of the individual
- Preferred language
- Address of the individual or current whereabouts
- Ethnic origin of the individual
- Nationality of the individual
- Disability/special needs of the individual
- Names and addresses of parents/carers
- Brothers and sisters in the family / other household members
- The individual's appearance
- The individual's attitude
- Family situation and any contact with parents/carers about your concerns
- The individual's relationship with any other museum staff
- Any agencies or professionals you know to be involved with the individual or their family
- Name and address of educational establishment attended (where appropriate)
- Name of GP
- How long you have known the individual
- Whether you have spoken to the parents/carer (if they are not suspected of the abuse or fear the reaction to the news)

## 9. Confidentiality and Consent

The right of a child, young person or vulnerable adult to protection takes precedence over his/her (or parents') right to confidentiality. If a member of staff believes an individual has been abused they should report it.

The legal principle that the welfare of the individual is paramount, means that confidentiality, which might apply to other situations in the organisation, should not be allowed to override the right of children, young people and vulnerable adults to be protected from harm.

However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated. If a member of staff has reported a concern to a Designated Safeguarding Officer it is appropriate for them to be informed of the steps that have been taken and/or outcome of that particular incident. Details of any child, young person or vulnerable adult about whom a concern has been raised, and/or a child, young person or vulnerable adult who has made a disclosure, should not be shared with anyone other than the Designated Safeguarding Officers, unless completely necessary for the protection of the individual.

## 10. Management of allegations

Quaker Tapestry Museum will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures. In the event of an allegation against a member of staff:

- Staff must ensure that the child, young person or vulnerable adult is safe and away from the person against whom the allegation is made
- A Designated Safeguarding Officer should be informed immediately. In the case of an allegation involving the Designated Safeguarding Officer, a member of the organisation's Senior Leadership Team or Clerk to the Trustees should be informed
- **In all cases involving an allegation against a staff member, whether substantiated or not, the Designated Safeguarding Officer (or Senior Leader as outlined above) must contact the Local Authority Designated Officer (LADO) for advice on how to proceed.** Outside of working hours the Emergency Duty Team can give advice

- If a member of staff believes that another member of staff has committed a criminal offence, or is an immediate danger to children, young people or vulnerable adults, they should call the police
- The individual who first received/witnessed the concern should make a full written report of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description.
- The Designated Safeguarding Officer (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be available on request from either the police and/or local safeguarding board.

Regardless of whether a police and/or local safeguarding board investigation follows, an internal investigation will always take place and consideration is given to the operation of disciplinary procedures. This may involve suspension and/or ultimate dismissal dependant of the nature of the incident.

## **11. Responsibility of teachers on school visits**

It is important to note that teachers organising and taking part in school visits off-site are responsible for the care and welfare of pupils, and they act in loco parentis. All teaching staff then have a responsibility to take appropriate action, working with services as needed. Any individual delivering a learning session to a school/college group should also raise their concern with the teacher in charge of the group.

When a school booking is confirmed, bookings staff will send out the Code of Conduct for Educational Visits, which clearly explains teacher responsibilities whilst the school is taking part in a Quaker Tapestry Museum learning activity.

## **12. Arrangements for recruitment**

In line with Quaker Tapestry Museum's Recruitment policies (contained in the Staff Handbook) all new staff will undergo the following checks:

### **1. Application**

All staff will be required to complete an application (either a form or through alternative means such as providing a CV and/or covering letter) detailing their qualifications and competencies for the proposed role. They will be required to declare that the information they provide is correct. This is particularly important with regards to their personal details and the previous convictions declaration.

### **2. Interview**

Interviews will take place with at least two members of Quaker Tapestry Museum staff present. If at any point in the interview there are concerns that the candidate is unsuitable or staff are alerted to any reasons why the candidate should not work with children, young people and vulnerable young adults the interview will be paused until both staff feel they can either continue with confidence or it should be terminated.

Copies of qualifications should be taken, which will be kept in the employee's records. All evidence taken from unsuccessful candidates should be destroyed after the successful postholder has accepted the role.

### **3. References**

All new members of staff must provide details of at least two referees. References will be requested from candidates before an offer of employment is made. Any references that are proven to be false or from which important information is deliberately omitted will be investigated and an offer of employment will not be made. Two satisfactory references should be provided by the successful applicant before employment commences.

#### **4. Confirmation of Identity and Right to Work**

All Line Managers are responsible for confirming the identity of any new employee and their right to work in the UK. Two forms of ID (at least one photographic) must be provided and certified by the new staff member's Line Manager. Records should be stored confidentially on the staff member's personnel file.

#### **5. Disclosure and Barring Service Check (formerly CRB)**

Members of staff whose work involves regular engagement with children, young people or vulnerable adults will be required to successfully complete a Disclosure and Barring Service (DBS) check. Once all convictions have been disclosed, only convictions that pose a danger to the safety and security of children, young people and vulnerable young adults will affect an offer of employment or volunteer placement. Please see the Quaker Tapestry Museum DBS Policy (Appendix A). All DBS checks must be recorded, including staff name, DBS number, date of issue and date for renewal. It should be noted that the DBS check will be sent to the individual, not the organisation and that the organisation cannot take copies of and store the DBS document itself. The DSO in each area should ensure that all DBS checks are renewed in good time (recommendation every 3 years)

#### **6. Induction**

As part of their induction, all new members of staff will be given a child, young people and vulnerable adult protection Induction by a Designated Safeguarding Officer. They will be given a copy of the child, young people and vulnerable adult protection policy to read and familiarise themselves with. There will be an initial probation period (the time period is dependant on the role) where the member of staff will be closely monitored by their Line Manager.

#### **7. Staff records**

Each employee will have a staff record which will include all the information from interview (as above) plus interview questions and score sheet, contract, job description, person specification and references. Ongoing staff records should also include evidence of 1:1 meetings, PDRs, disciplinary actions, sickness record, DBS number and date issued (where appropriate).

Volunteers should be treated in the same way as a new member of staff, so far as is necessary. Notwithstanding the procedures above, volunteers will not usually be required to prove their right to work in the UK, nor will they be required to have a DBS check, **so long as they will never be left unsupervised with children.**

### **13. Child, young people and vulnerable adult protection support and training**

Quaker Tapestry Museum is committed to the appropriate management and supervision of staff and/or volunteers working with children and/or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

The Designated Safeguarding Officers are responsible for ensuring that:

- All new members of staff receive a child, young people and vulnerable adult protection induction
- All staff are updated with any developments in child, young people or vulnerable adult protection legislation
- Line Managers are confident ensuring that this policy is adhered to by members of their team
- All staff receive child, young people and vulnerable adult protection refresher training session regularly, and no less than annually

- Keeping a record of all child, young people and vulnerable adult protection training that has been undertaken by staff members

## **14. Quaker Tapestry Museum's Code of Conduct – guidance to staff**

All staff are required to follow the guidance set out in this Code of Conduct. The guidance below is designed to ensure that staff are protected from allegations, and carry out their duties within the spirit of this child, young people and vulnerable adult protection policy.

All staff are required to adhere to the following guidance whilst at work:

- Avoid private one-to-one situations with children, young people and vulnerable adults. If individual attention is required another adult should be within calling distance and their presence known to the individual
- Treat all children, young people and vulnerable adults with dignity and respect even when disciplining them. Be conscious of your body language, tone of voice and where you place your body
- Do not make 'suggestive' comments or innuendo, including jokes to or about a child, young person or vulnerable adult
- Do not scapegoat, ridicule or reject a child, young person or vulnerable adult at any time
- Do not allow children, young people or vulnerable adults to involve you in any attention seeking behaviour that is overtly sexual or physical in nature
- You must not invite a child/children, young person/young people or vulnerable adult(s) into your home, nor should they know your address
- Do not give lifts to children, young people or vulnerable adults on their own unless absolutely necessary. If they are alone ask them to sit in the rear seat. You should also always be accompanied by another adult
- Special care must be taken by workers with pre-school children who may need help with toileting. Soiling accidents should be dealt with by the parent if available, if not by an appointed person such as a teacher
- In the event of any injury to a child, young person or vulnerable adult, ensure that it is recorded in the accident book. The record should be signed and dated. The account should also be signed by a witness to the account in the book
- Keep records of any complaints a child, young person or vulnerable adult makes against you. This should include everything from 'you are always picking on me' to 'you hit me' or comments such as 'don't touch me'. Make sure you include dates and times
- If a child, young person or vulnerable adult touches you in an inappropriate place, explain that this is not appropriate. Record what happened and ensure that a Designated Safeguarding Officer is informed
- Take care to have an appropriate staff ratio to young people in groups and ensure that staff work as a team
- You can also adopt good practice that will support and protect each other. If you see another volunteer/staff acting in a way that may be misconstrued, be prepared to speak to them or their Line Manager about your concerns
- Avoid physical contact other than in emergencies
- Do not, in any circumstances, interact with children, young people or vulnerable adults on social media

## 15. Useful Contacts

### **Cumbria Safeguarding Hub**

PO Box 233  
Penrith  
CA11 1BZ

Tel: 0333 240 1727  
LADO: 03003 033892  
Out of Hours: 0333 240 1727  
Email: [safeguardinghub.fax@cumbria.gov.uk](mailto:safeguardinghub.fax@cumbria.gov.uk)

Website: <https://www.cumbria.gov.uk/childrensservices/childrenandfamilies/intervention.asp>

### **Cumbria Police**

Cumbria Constabulary Headquarters  
Carleton Hall  
Penrith  
Cumbria  
CA10 2AU

Tel: 0300 124 0111

### **OTHER**

**NSPCC** Tel: 0808 800 500 Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Childline** Tel: 0800 1111 Website: [www.childline.org.uk](http://www.childline.org.uk)

## APPENDIX A: Quaker Tapestry Museum DBS Policy

Every member of staff working with children, young people or vulnerable adults employed by Quaker Tapestry Museum will be required to successfully complete an enhanced Disclosure and Barring Service check amongst other vigorous checks as set out in the Child, Young Person and Vulnerable Adult Protection Policy. Regular training and supervision, including spot checks, will be made throughout the contract of employment or service agreement. Within the Quaker Tapestry Museum Child, Young People and Vulnerable Adults Protection Policy there are procedures in place for people to raise any concerns regarding staff or volunteers during their contract or placement. The DBS check is one way of reducing the risk of recruiting staff and volunteers who may be unsuitable to work with children, young people or other vulnerable adults.

All DBS disclosures are carried out through a local Umbrella Bodies. Line Managers are responsible for registering with the local Umbrella Body and carrying out a DBS check for all new employees.

### *Enhanced Disclosure*

This is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced disclosures contain the same information as the Standard Disclosure but with the addition of any relevant and proportionate information held by the local police forces.

The Quaker Tapestry Museum accepts and adheres to the DBS Code of Practice, including its policy statement on recruitment of ex-offenders and its policy statement on secure storage, handling, use, retention and disposal of disclosures and disclosure information.

Under the Rehabilitation of Offenders Act, ex-offenders normally have the right not to reveal spent (old) convictions. However, as Quaker Tapestry Museum's work involves contact with children, young people and vulnerable young adults, all applicants of paid and unpaid work must declare spent convictions.

Once all convictions have been disclosed, only convictions that pose a danger to the safety and security of children, young people and vulnerable adults will affect an offer of employment or volunteer placement. Under the Protection of Children Act 1999 and Court Services Act 2000, it is an offence to knowingly employ anyone with a conviction for murder, manslaughter, rape, GBH and a number of sexual offences, to work with people under 18 or vulnerable adults. Aside from these, the Quaker Tapestry Museum follows the list of 'considerations' the DBS issued to take into account when offering paid or unpaid employment to an ex-offender:

- whether the conviction is relevant to the position
- the seriousness of the offence
- the length of time since the offence occurred
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed
- the circumstances surrounding the offence and explanation offered by the applicant.

## APPENDIX B: Lost or Unaccompanied Children Policy

Children are the legal responsibility of their parents and they should always accompany young children ***under the age of twelve*** to a museum. A notice of this effect should be displayed prominently in the museum to remind parents of their responsibility.

### **If a member of staff discovers an unaccompanied young child:**

- ***Approach the child with a colleague***
- Try to find out if their parents know they are in the museum unaccompanied and if they know how to get home.
- Use your judgement in deciding if it is reasonable to expect the child to find his / her own way home. Ask yourself:
  1. Does the child seem capable of finding its own way home?
  2. Does the child appear to know clearly where he or she lives?
  3. Are there any busy roads on route?
  4. What is the child's age and understanding?
    - If you are not sure, encourage the child to remain in the museum until the parent / carer can be contacted
    - Contact the Designated Safeguarding Officer for advice
    - If attempts to contact a parent/carer fail, you should contact the Local Safeguarding Children's Board (LSCB) or the police

### **What to do at closing time:**

- Inform the Designated Safeguarding Officer
- ***Two members of staff should approach the child*** to find out if they are waiting for a parent /carer to collect them
- Call the child's home to clarify the situation, if possible
- Two members of staff should wait for the parent/carer to arrive
- If you cannot contact the parent/carer call the LSCB or the local police and both members of staff should wait with the child until they arrive

### ***If a child is reported lost or missing inform the Designated Safeguarding Officer immediately*** with the following information, giving as full details as possible:

- Name of child
- Age of child
- Address / name of school
- Physical description of child (height, colour of hair, clothing etc)
- Where child was last seen
- The time the child was last seen

Once a sufficient check is made, if the child is not found, the Designated Safeguarding Officer will inform the police. The member of staff who took the initial report should reassure the parent that action is being taken to locate the child and explain that contact will be maintained with them until the child is found.

### **If a member of staff is approached by a child who is lost they should:**

- Reassure the child
- Seek to establish identifying details – name, age, school etc.
- ***Contact the Designated Safeguarding Officer*** with identifying details and other information that might help reunite the child with its carer (physical description, where child was found)
- In the unlikely event that the child is not claimed the Designated Safeguarding Officer should contact the police
- Check the identity of the person to whom the child is handed over to

## **APPENDIX C: Signs of abuse**

All Quaker Tapestry Museum staff have a duty to be familiar with the forms of abuse detailed below and must be able to recognise the typical indicators of abuse.

Children, young people and vulnerable adults may be abused in a family or institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by people of all ages.

There are four main types of abuse, as categorised by the Department of Health:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

### **1. Physical Abuse**

Physical abuse may involve deliberately hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to an individual. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in an individual (for example, sufferers of Munchausen's Syndrome by Proxy make up stories that a child is ill when they are not).

### **2. Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to an individual that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people or vulnerable adults. These may include interactions that are beyond an individual's developmental capacity, as well as overprotection and limitation or exploration and learning, or preventing the person participating in normal social interaction. It may involve seeing or hearing the abuse of another. It may involve serious bullying causing children, young people or vulnerable adults frequently to feel frightened or in danger, or the exploitation or corrupting of these groups. Some level of emotional abuse is involved in all types of maltreatment of a child, young person or vulnerable adult though it may occur alone.

### **3. Sexual Abuse**

Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether or not the child, young person or vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children, young people or vulnerable adults in looking at, or in the production of, sexual images or other material, or watching sexual activities, or encouraging children, young people or vulnerable adults to behave in sexually inappropriate ways. It may also include grooming a child, young person or vulnerable adult in preparation for abuse, including via the internet.

### **4. Neglect**

Neglect is the persistent failure to meet an individual's basic physical and/or psychological and emotional needs, likely to result in the serious impairment of their health or development. It may include not providing sufficient food, clothing or a safe home for the individual. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also

include neglect of, or unresponsiveness to, a child's, young person's or vulnerable adult's basic emotional needs.

## THE IMPACTS OF ABUSE

### 1. Impact of Physical Abuse

Physical abuse can lead directly to:

- Pain
- Injury
- Neurological damage
- Disability
- Death

Harm may be caused both by the abuse itself and by its taking place in the context of conflict and aggression. In addition to injuries, physical abuse has been linked to aggressive behaviour in children, young people and vulnerable adults and to emotional, behavioural and educational difficulties. If the individual is disabled, injuries or behaviour symptoms may mistakenly be attributed to their disability rather than the abuse.

### 2. Impact of Emotional Abuse

Children, young people and vulnerable adults who are being emotionally abused are prone to risk-taking behaviours such as stealing, bullying and running away from home. Emotional abuse also increases the risk of developing mental health problems, eating disorders and can lead to self-harming. Individuals who suffer emotional abuse may feel worthless, experience self-confidence and anger problems and may find it difficult to control or express their emotions.

### 3. Impact of Sexual Abuse

The following disturbed behaviours have all been linked to sexual abuse:

- Self-harm, and even suicide
- Inappropriate sexualised behaviour
- Sadness, feelings of shame and guilt
- Depression and/or loss of self esteem
- Physical injuries caused by sexual abuse
- In disabled children, young people and vulnerable adults, these behaviours have sometimes mistakenly been attributed to their disability

### 4. Impact of Neglect

Children, young people and vulnerable adults who are neglected can suffer short-term and long-term effects that can last throughout their life. They may find it difficult to maintain positive and loving relationships, including with any children they may have. They are also more likely experience mental health problems such as depression, post-traumatic stress disorder and ADHD. Children, young people and vulnerable adults who are neglected are more likely to take unnecessary risks such as running away from home, breaking the law and substance abuse. Even moderate forms of neglect can have a serious impact on a child's brain development as well as their physical development (e.g. slow growth).

## INDICATORS OF ABUSE

Indicators of abuse are usually **visual**, **verbal** and/or **behavioural**. All Quaker Tapestry Museum staff have a duty to be familiar with, and able to recognise, indicators of the four categories of abuse. Other common indicators of each category are listed below.

### **1. Indicators of Physical Abuse:**

- Bruising, commonly on the head, ear, neck or soft areas, abdomen, back and buttocks
- Defensive wounds (forearm, upper arm, back of legs, hands and feet)
- Burns, scalds or bite marks
- Fractures or broken bones
- Other injuries such as scarring, poisoning, respiratory problems from suffocation

### **2. Indicators of Emotional Abuse:**

- Being overly-affectionate towards strangers or people they haven't known very long
- Lack of confidence, anxiety or aggression towards other children and/or animals
- Use of language or behaving in a way, or knowing about things you wouldn't expect them to know for their age
- Struggling to control emotions or extreme and sudden outbursts
- Lack of social skills or have few, if any, friends

### **3. Indicators of Sexual Abuse:**

- Avoiding being alone with people such as family members or friends
- Becoming sexually active or promiscuous beyond age or stage of development
- Using sexualised language that you would not expect at their age or developmental stage, or behaving in a sexualised manner
- Physical symptoms of sexual activity such as sexually transmitted diseases or pregnancy

### **4. Indicators of Neglect:**

- Poor appearance and/or hygiene such as smelly, dirty, unwashed or inadequate clothing
- Children or young adults seeming hungry or attending school without having had breakfast and no lunch money
- Frequent untreated nappy rash in infants
- Untreated injuries, recurring illnesses or infections, rashes, sores and repeated accidental injuries resulting from lack of supervision
- Faltering weight or growth, poor muscle tone or prominent joints
- Poor language, communication or social skills
- A child, young person or vulnerable adult who is left alone for long periods of time or living in an unsuitable home environment

## **ADDITIONAL VULNERABILITIES**

In accordance with legislation and government guidance, it is important that Quaker Tapestry Museum continues to recognise that children, young people and vulnerable adults may be subject to additional vulnerabilities and/or forms of abuse outside of, or in addition to, the four main categories detailed above. Therefore, all Quaker Tapestry Museum staff must also be familiar with, and able to recognise the indicators of these additional. These are:

### **1. Female Genital Mutilation (FGM)**

Female Genital Mutilation is a form of abuse involving the partial or total removal of external female genitalia for non-medical reasons. It can have devastating physical and psychological consequences for young girls and women. FGM is sometimes referred to as female circumcision or female genital cutting, and in practicing local communities by terms such as 'tahor' or 'sunna.' It is a criminal offence to carry out FGM in the UK, or for a UK national or permanent resident to take a child to another country to have an FGM procedure carried out. The Home Office has identified that young girls from Somali, Kenyan, Sudanese, Sierra Leonean, Egyptian, Nigerian, Eritrean, Yemeni, Kurdish and Indonesian communities are most at risk.

## **2. Radicalisation**

Radicalisation refers to the process by which a person comes to support terrorism and/or extremist ideologies associated with terrorist groups. Children and young people are most vulnerable to radicalisation or extremist views during their adolescence or early teen years when they are exposed to new influences and potentially risky behaviour and exploring their own identity and vulnerable adults may be influenced by peers, social pressure and social media. As set out in the Governments 'Prevent' programme (part of their wider Counter-terrorism Strategy (CONTEST)) suspicions that any individual has been, or is likely to become, radicalised, must be referred to the police by calling **0800 789 321** or **101**.

## **3. Child Sexual Exploitation (CSE)**

Child Sexual Exploitation (CSE) is a type of sexual abuse in which children or young people are sexually exploited in return money, power or status. This can involve them being tricked into thinking that they are in loving, consensual relationships, being given drugs and/or alcohol to subdue their inhibitions and being groomed online. CSE can occur through the use of technology without any physical interaction (e.g. being persuaded to post sexual images online or send them to a third party.) Children and young people are becoming increasingly likely to be subject to CSE not only from adults, but also from their peers. Although 16 and 17 year olds can legally consent to sex, they can still be subject to CSE. Many children and young people will not necessarily realise that they have been subject to CSE, often trusting their abuser.

### **Indicators:**

#### **1. Indicators of FGM**

- A family arranging a long break in their country of origin (usually at the start of the summer holidays)
- Spending unusually long periods of time in the bathroom
- A girl talking about a planned visit to her country of origin who mentions a special occasion where she will 'become a woman' or get ready for marriage
- Family members who have been subject to FGM

#### **2. Indicators of Radicalisation**

- A child isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use

#### **3. Indicators of CSE**

- Bruising/injuries consistent with Physical or Sexual abuse
- Relationships with older boyfriends or girlfriends
- Being contacted or collected by unknown adults
- Spending long periods of time online in 'chatrooms' or looking at inappropriate websites
- Low self-esteem/self-worth and/or self-harming
- Acquisition of money or possessions with no plausible explanation
- Spending time at places of concern such as hotels or known brothels

## **APPENDIX D: Definitions**

### **Convictions, spent**

A person convicted of all but the most serious criminal offences and who receives a sentence of more than two and a half years in prison benefits from the Rehabilitation of Offenders Act (ROA) 1974 if they are not convicted again during a specified rehabilitation period. Once a rehabilitation period has ended and no further offending has taken place, a conviction is spent. There are some exceptions though. When recruiting for a position of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not, particularly to protect children and other vulnerable groups (Rehabilitation of Offenders Act 1974).

### **Convictions, unspent**

A conviction is described as unspent if the rehabilitation period associated with it has not yet lapsed. A rehabilitation period is a set length of time from the date of conviction, according to the sentence imposed.

### **Disclosure and Barring Service (DBS)**

An agency of the Home Office which helps organisations recruit safely through its Disclosure service

### **Disclosure (official)**

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with children.

### **Disclosure service**

The Disclosure service offers a regulated 'one-stop' service that provides access to records held by the police, together with those held by the Department for Health (DH) and Department for Children, Schools and Families (DCSF). It enables organisations to make thorough recruitment checks, particularly for posts involving regular contact with children.

### **In loco parentis**

In loco parentis ('in place of a parent') refers to a person who has been given explicit permission to assume parental responsibility for a child (or children) by his or her parents or legal guardian. Acting in loco parentis should not be confused with having a duty of care. You have a duty of care towards the children and young people that you work with, which means you should ensure they are safe in your care.

### **Local Safeguarding Children Boards (LSCBs)**

Local Safeguarding Children Boards are inter-agency bodies that are made up of the main organisations responsible for safeguarding children from abuse and neglect. *Working Together to Safeguard Children* sets out the guidance for LSCBs including their membership which should include Local Authorities, health bodies, the police and others. Museums, libraries and archives should contact their Local Safeguarding Children Board to ensure the policies and procedures they have developed reflect an authority-wide approach.

### **Umbrella body**

An umbrella body is a registered body that acts on behalf of other organisations, enabling them to access the Disclosure service. For more information visit: [www.DBS.gov.uk](http://www.DBS.gov.uk).

### **Safeguarding**

Safeguarding and promoting the welfare of children is defined in *Working Together to Safeguard Children* (1.18) as:

- Protecting children from maltreatment.
- Preventing impairment of children's health and development.

- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role so as to enable those children to have optimum life chances and to enter childhood successfully.

## **APPENDIX E: Child/Young Adult/Vulnerable Adult Protection Incident Sheet**

*To be completed by the member of staff reporting the incident:*

Date of Incident:

Name of Staff reporting incident:

Name of child/young person/vulnerable adult:

The reason for the referral including the nature of the alleged or suspected abuse (using the clear abuse categories):

Date and frequency of the abuse (if known):

*To be completed by the Designated Safeguarding Officer:*

Name of the child/young person/vulnerable adult:

Age/date of birth of the child/young person/vulnerable adult:

Address of the child/young person/vulnerable adult or current whereabouts:

Ethnic origin of the child/young person/vulnerable adult:

Disability/special needs of the child/young person/vulnerable adult:

Names and addresses of parents/carers:

Brothers and sisters in the family:

Name and address of school/provision attended:

Name of GP:

How long you have known the child/young person/vulnerable adult:

Have you spoken to the parents/carers (if they are not suspected of the abuse or fear the reaction to the news)?:

Designated Safeguarding Officer:

Signed: Date