



Safeguarding Policy

Introduction: The West House & Heath Robinson Museum Trust and The William Heath Robinson Trust (the Trusts) are committed to ensuring the safety of anyone working, volunteering or visiting the Heath Robinson Museum or engaging with its collections.

The Trusts take the wellbeing of its staff and volunteers very seriously.

The Trusts are also committed to ensuring access to the premises and the museum collections for everyone including children and vulnerable adults and that whilst undertaking activities, everyone should be safe and protected from harm. The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse.

This Policy is based on the following principles:

- With regards to staff and volunteers, their welfare is the primary concern. The Trusts are committed to ensuring that all volunteering experiences are enjoyable, rewarding and above all safe. It is everyone's responsibility to report any concerns they may have regarding abuse of staff or volunteers.
- With regards to children and vulnerable adults, their welfare is the primary concern. Safeguarding children and vulnerable adults means protecting them from physical, emotional and/or sexual abuse. It is everyone's responsibility to report any concerns they may have regarding abuse of children or vulnerable adults.
- All staff, volunteers, children and vulnerable adults, whatever their age, gender, colour, race, nationality, ethnic or national origin, disability, religion, sexual orientation, marital or civil partner status or gender reassignment have the right to protection from abuse.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 2018.

Safeguarding Responsibilities: The Trusts will:

- Ensure all people working or volunteering for the Trusts will endeavour to keep their behaviour appropriate and that they recognise the position of trust in which they have been placed.
- Ensure all people working or volunteering for the Trusts, will wherever possible; look out for each other to ensure that they are not behaving in ways which could be misinterpreted.
- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to safely take part in the museum's activities.
- Promote and implement appropriate procedures to safeguard the well-being of staff, volunteers, children and vulnerable adults and protect them from abuse.

- Recruit, train, support and supervise all staff and volunteers to adopt best practice to safeguard and protect all individuals from abuse and to minimise risk to themselves.
- Require all staff and volunteers to adopt and abide by this Policy, the *Code of Conduct for the Protection of Children and Vulnerable Adults* and the *Safeguarding All Procedure*.
- Respond to any allegations of misconduct or abuse of staff, volunteers children and vulnerable adults in line with this Policy and following the *Safeguarding All Procedure*.
- Review and evaluate this Policy and accompanying procedures on a regular basis.

Recruitment and Employment of Staff and Volunteers: All reasonable steps will be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. When an employee or volunteer joins the Trusts they will be briefed on this Policy and asked to sign that they have read it and agree to implement it while they are doing the Trust's work.

Review: This Code will be regularly monitored and reviewed at least every two years. It will also additionally be reviewed after any serious incident.

Date on which this policy was approved by governing body: 14/05/2021

Date at which this policy is due for review: 14/05/2023