

SAFEGUARDING POLICY

The Science Museum Group (SMG) is committed to being open for all children and vulnerable adults and to ensuring that everyone who accesses our premises, exhibitions, colleagues and resources should be safe and protected from harm.

This policy is in place to ensure that SMG is following the requirements of the 2006 Safeguarding Vulnerable Groups Act.

It is mandatory for everyone working at SMG to abide by the safeguarding policy, framework and guidance. Any employee found not to have followed it may be subject to disciplinary action or alternative appropriate action if they are not an employee.

These documents will be made available on request to group leaders and relevant public authorities.

TERMS

Safeguarding is about protecting vulnerable people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

A vulnerable person is someone that, because of their age, illness, physical or learning disability, is unable to take care of or protect themselves against harm or exploitation. Vulnerability can be temporary due to illness or for other reasons. The term vulnerable people includes all children under 18.

A responsible adult is a person over the age of 18 who has responsibility for the vulnerable people in their care (e.g. parents, teachers, carers and group leaders).

Colleague is used to mean all types of employees, workers and volunteers, including casual and temporary employees, contractors, freelancers, researchers, students and Trustees. SMG safeguarding policy and procedures must also be made clear to those working for partner organisations, such as those delivering at SMG events and festival activities.

SCOPE AND ASSOCIATED POLICIES AND PROCEDURES

This policy applies to all SMG colleagues as defined above.

The SMG Director of Learning is the organisation's Designated Safeguarding Officer (DSO). On a day-to-day basis, safeguarding responsibilities are allocated to a

Safeguarding Committee at each museum site. Their role is to act as a point of contact on safeguarding concerns for everyone working at the museum and to advise on safeguarding matters. The membership of the committee at each site includes a range of employees from different departments including Learning, Operations and HR, all of whom have undergone safeguarding training.

The Safeguarding Policy should be used in conjunction with the following SMG policies and procedures:

- SMG Safeguarding Framework
- SMG Guidelines for Working in a Museum – Safeguarding
- Specific standard operating procedures for each museum
- Procedures for work placements and volunteering for each museum
- Social Media and the Science Museum Group
- Data protection procedures
- Vetting and security clearance procedures
- Whistleblowing Policy

This policy and associated documents will be reviewed every three years or sooner if required by changes in legislation or procedure or as the result of a post-incident investigation.

OUR AIMS

The Science Museum Group aims to:

- respect the rights of all children and vulnerable adults
- provide an environment (including museum-led activities off-site) which is safe and welcoming for children and vulnerable adults and which protects them from all forms of abuse
- ensure that everyone working at and for SMG is aware of the need to protect children and vulnerable adults and know how to reduce the risks to them
- provide procedures and guidance for everyone working at SMG for their own protection.

OUR COMMITMENT

The Science Museum Group and everyone who works within it endeavours to safeguard children and vulnerable adults by:

- adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children and vulnerable adults

- ensuring individuals working with children / vulnerable adults are fully aware of and trained to follow the Museum's procedures and guidance
- sharing information about the principles of safeguarding and good practice with colleagues and visitors
- providing effective management through supervision, support and training
- ensuring that responsible adults such as parents, guardians and teachers are aware of their own responsibilities in relation to safeguarding
- sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate
- following robust procedures for the recruitment and selection of employees and volunteers and ensuring colleagues have the appropriate DBS checks in place
- designating colleagues to lead on safeguarding issues
- reviewing our policy and practice at regular intervals
- ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice
- taking allegations seriously and responding fairly, swiftly and appropriately.

If an individual has any concerns about any aspects of this policy or other safeguarding documents or procedures, they should contact the Designated Safeguarding Officer.

OUR CONDUCT AND BEHAVIOUR

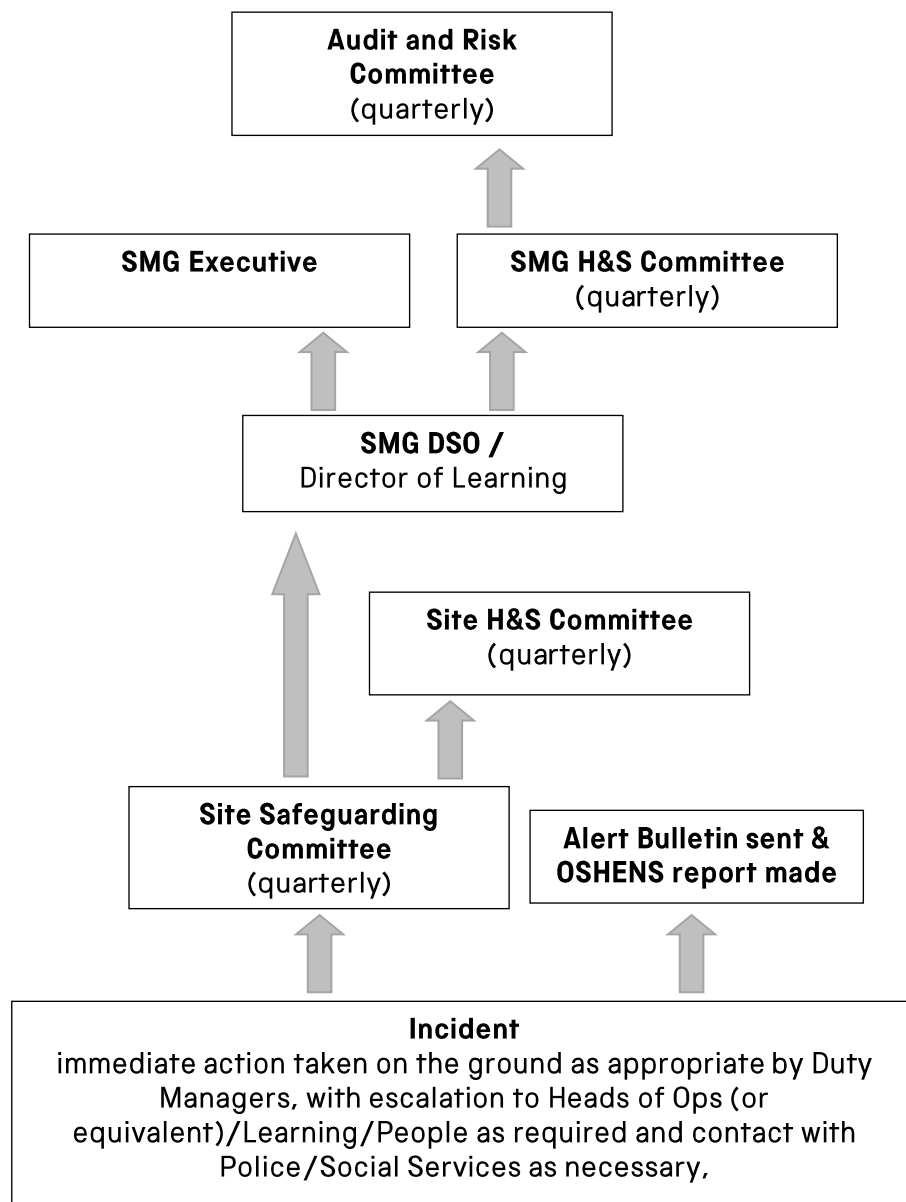
We all play a part in helping keep vulnerable people from harm and ensuring that our own behaviour and conduct is appropriate, professional and above reproach. We can do this by:

- valuing each visitor as an individual by listening to and respecting them
- remaining in clear sight wherever possible when interacting with the public by staying in open spaces, in the presence of responsible adults and/or colleagues
- talking with anyone, visitors or colleagues, in a friendly but not overfamiliar manner, ensuring our conversations avoid any topic that might be regarded as inappropriate in nature, including conversations via radio
- remaining professional at all times. Even if we meet visitors in a social setting, we are always the face of the museum to them
- remembering that if friends or family are visiting the museum when we are on duty, we are still on view to everyone
- not initiating or encouraging physical contact
- gently moving back when a visitor initiates physical contact and then engaging in conversation

- asking a visitor's permission and letting them know what we are about to do if we need touch them to help them, for example, someone who has fallen who is visiting on their own.

SAFEGUARDING REPORTING STRUCTURE

The diagram below shows the flow of information through the organisation following the report of any safeguarding incident. Whilst it is vital that this information is shared, the confidential nature of personal details must not be overlooked.



SUMMARY OF TRAINING REQUIREMENTS PER ROLE

In addition to the roles below, the Designated Safeguarding Officer for the Group, the Director of Learning, is also required to have a full Designated Safeguarding Officer certificate.

	NSPCC course (every 2 years)	SMG training for operational managers (delivered by champions)	Team specific SMG safeguarding training (delivered by operational managers)	SMG safeguarding guidelines (NB -document not training)
Safeguarding Committee members	✓			✓
Safeguarding champions ¹	✓	✓		✓
Duty Managers / Officers	✓	✓		✓
Operational and Team managers		✓		✓
FoH teams ²			✓	✓
Contractors / Delivery partners			✓ ³	✓
Volunteers			✓	✓
All colleagues				✓

¹ Safeguarding champions are colleagues, usually from operational departments, who have volunteered to roll out training to their local site-based teams. They may also be members of their local safeguarding committees, but this is not a requirement.

² Including those who occasionally work front of house for special events

³ Only those working front of house – see SMG Safeguarding Framework for more details

APPENDIX 1: DISCLOSURE AND BARRING SERVICE

DBS checks form an important part of our wider safeguarding policy. Careful consideration will be given to whether a 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.

SMG colleagues will be asked to complete either a basic or enhanced disclosure check:

Basic

All employees, regardless of role, complete a basic criminal record check when they join SMG unless they are in one of the roles listed below.

Enhanced:

SMG have determined that the following roles require an enhanced disclosure:

- Explainers
- Outreach
- Astronights (overnight shift)
- Audience Research Team
- Anyone supervising a work experience or volunteering placement for a child or vulnerable adult

To be eligible for an enhanced DBS check the position must be included in the Rehabilitation of Offenders Act (ROA) 174 (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 2 for a comprehensive definition of 'regulated

activity'. It is important to understand this definition. It is expected that extremely few museum roles would fall into this category.

Prospective employees

The need for an enhanced DBS is detailed on a job description, or the Vacancy Information Pack at the point of recruitment.

Once an individual has been selected for a role requiring an enhanced DBS check their status will be checked by HR. The individual will be supervised if they start work before their disclosure has been approved.

Existing Employees

Once in a role requiring an enhanced check, individuals will be checked every 3 years.

Where an employed individual is about to commence in an activity which is not part of their regular duties (i.e. supervising a work experience placement or volunteering for a sleepover) they will also need to apply for an enhanced DBS check, and have it cleared before they commence this activity.

Contractors and Freelancers

When contracting freelancers, we will consider the need for a basic or enhanced check and if an enhanced check is required, this will be made clear to the individual prior to engagement and must be approved prior to any lone working on site.

For contractors employed through a contract for services the requirement to submit to an enhanced DBS check must be included on the contract. The individual will not be permitted to commence work until their disclosure has been approved.

Volunteers

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

Once an individual has been selected for a volunteer role requiring an enhanced check, the individual will not be permitted to commence volunteering until their disclosure has been approved.

Update service

Checks carried out by other organisations can now be accepted in certain circumstances, using the update service. The update service enables organisations to carry out an instant online check on an individual's enhanced DBS certificate, providing that the individual is registered with this service.

SMG will seek to use the online update service wherever possible. If the postholder is eligible for an enhanced DBS check, they will be asked if they are a member of the update service and in addition asked for their permission to allow SMG to check their enhanced DBS certificate. If the answer is yes to both questions, SMG will check their enhanced DBS certificate using the online update service. SMG takes the refusal of permission very seriously as this may impact on the ability of the postholder to carry out the role.

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

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

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

The Government guidance for DBS eligibility can be found here:

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

APPENDIX 2: REGULATED ACTIVITY

What is 'regulated activity'?

Regulated activity is work that a barred person must not do.

There are different definitions of regulated activity depending on whether you are working with a child or a vulnerable adult.

Activities that place a postholder in Regulated Activity with children are:

1. Unsupervised activities: teach, train, instruct, care or supervise children, or provide advice guidance on well-being, or drive a vehicle only for children;
2. Work for a limited range of establishments ('specified places') with opportunity for contact: for example, schools, children's homes, childcare premises.

SMG does not come under the list of 'specified places' and therefore only the first point above is relevant. If the activities in point 1 are being conducted under the reasonable day to day supervision of another person engaging in regulated activity, then it is not regulated activity. It is up to the organisation to define what 'reasonable day to day supervision' means.

Illustrative example: An Explainer is regularly (as defined on page 6) teaching groups of school children at the Museum. This is **not** considered regulated activity as it is always supervised by someone in regulated activity (i.e. a teacher is always present).

Points to note:

The activity must be for children. If it is merely incidental to activity with adults, then it is not considered regulated activity. For example, if a child comes to a training event put on for adults then the trainer would not be engaging in regulated activity.

Activities that place a postholder in regulated activity with an adult (a person aged 18+) are:

1. Healthcare for adults provided by, or under the direction or supervision of a regulated health care professional (members of peer support groups and first-aiders are excluded)
2. Personal care for adults involving hand-on physical assistance with washing and dressing, eating, drinking and toileting, oral care or care of the skin, hair or nails (excluding only hair-cutting); prompting and supervising an adult with any of these tasks because of their age, illness or disability; or teaching someone to do one of these tasks
3. Social work - provision by a social care worker of social work which is required in connection with any health services or social services
4. Assistance with and managing an adult's cash, paying an adult's bills or shopping because of their age, illness or disability
5. Assisting in the conduct of an adult's own affairs under a formal appointment
6. Conveying adults for reasons of age, illness or disability to, from, or between places, where they receive healthcare, personal care or social work

Points to note:

- For vulnerable adults these remain regulated activities even if they are conducted under the supervision of someone in a regulated activity.
- An adult is considered vulnerable at the point of receiving any of the activities outlined above. The setting in which the activities take place and the characteristics of the adult receiving them are not relevant in deciding whether an adult is vulnerable.
- A person whose role involves the day to day management or supervision of any person engaging in regulated activity, should check with HR to assess if their role is classed as a regulated activity.

APPENDIX 3: EMPLOYING UNDER 18s

Children between their [Statutory school leaving age](#) and 18 may be employed by SMG. However, legislation provides some specific rules around employing under 18s which line managers should be aware of:

- they can work up to 8 hours a day
- they can work up to 20 hours a week during term time as long as their education is not adversely affected or 40 hours a week during school holidays⁴.
- they must have a daily rest period of 12 hours in each 24-hour period
- they must have a weekly rest period of 48 consecutive hours in each 7-day period
- they cannot work before 6am or after 10pm
- they must have a break of 30 minutes if their shift is greater than 4.5 hours. (managers must ensure they are taking their contractual breaks)
- If they have not achieved a certain standard in their education, they may be entitled to paid time off for studying or training. Line managers should discuss such requests with the HR team.

At the point of recruiting someone under 18, the HR team will notify the line manager of their age and refer them to this policy and guidance notes on the line-management of under 18s.

Line managers should refer to the Employing Young workers procedures and ensure all requirements are complete.

Employees who are under 18, or for whom this is their first paid job, will have a lack of direct work experience that may mean they require particular support, supervision and instruction particularly during their probationary period.

⁴ There is no option to average the hours worked and no opt-out available. In practice this restricts the number of additional hours or TOIL they can work on a daily and weekly basis.