

## Safeguarding Policy

**Version: 2.1**

<b>Summary:</b>	A document looking at ways to protect children, young people and vulnerable adults who attend Winchester Science Centre (WSC).
<b>Policy Owner:</b>	Graeme Pick, Director of Operations
<b>Author:</b>	Ben Ward, CEO
<b>Target Audience:</b>	All Staff
<b>Approved &amp; Ratified by:</b>	Audit Committee
<b>Date of meeting:</b>	6 September 2019
<b>Date issued:</b>	September 2019
<b>Next review date:</b>	Refer to policy review schedule.

### Version Control

#### Change record:

Date	Author	Version	Page	Reason for change
07/12/2018	Graeme Pick	2	Various	Pg3- Policy now subject to Working together to Safeguard Children, 2018 and explicit reference to volunteers being subject to safeguarding responsibilities Pg6- Explicit reference to the responsibilities of the trustees. DPO changed from CEO to Facilities Manager Pg7- Removal of requirement for same sex supervision of groups Pg8- Removal of requirement for enhanced checks for all staff. Replaced with appropriate DBS check.
29/08/2019	Graeme Pick	2.1	5	Pg5- Removal of provision of resources for those working with young/vulnerable people and children.
06/09/2019	Audit Committee	2.1	1	Policy name changed from Child Protection to Safeguarding

#### Reviewers/contributors:

Name / committee	Position	Version reviewed & date
Graeme Pick	Director of Operations	2 07/12/2018
Graeme Pick / Ian Jenkins	Director of Operations / Trustee	2.1 29/08/2019

#### Distribution of this policy:

Winchester Science Centre (WSC) will ensure that all users are aware of this policy by publishing it in appropriate media designed to reach all staff and volunteers.

This policy will also be published on the WSC website as a download for schools.

### 1. Introduction

WSC is visited each year by thousands of young people who enjoy an entertaining and educational day out. Many of these children and young/vulnerable people visit as part of organised groups or with family and friends. Whilst the primary responsibility for children's welfare rests with the supervising adult, WSC wishes to ensure that children are safe and protected from harm to the best of our abilities whilst visiting our site.

The following Safeguarding Policy outlines the systems and procedures in place at WSC in order to achieve this aim. The policy applies to all visitors, partners, long-term contractors, volunteers and staff at WSC.

The purpose of this policy is to:

- Ensure that all possible steps are taken that children, young and vulnerable people are protected from harm during their visit to the WSC.
- Respond appropriately should any safeguarding issues be discovered or disclosed
- Provide guidance on avoiding situations where a worker's actions may be misunderstood (e.g. protecting both children and workers from false allegations).

Working together to Safeguard Children (2018) requires voluntary sector and private sector organisations to have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a Senior Management Team (SMT) lead to take leadership responsibility for the organisation's safeguarding arrangements;
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- a designated professional lead for safeguarding. Their role is to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Designated professional roles should always be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children, including policies on when to obtain a criminal record check; appropriate supervision and support for staff, including undertaking safeguarding training:

Employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;

- staff should be given a mandatory induction, which includes familiarisation with safeguarding responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
- all professionals should have regular reviews of their own practice to ensure they improve over time.
- clear policies in line with those from the LSCB for dealing with allegations against people who work with children. An allegation may relate to a person who works with children who has:
  - behaved in a way that has harmed a child, or may have harmed a child;
  - possibly committed a criminal offence against or related to a child; or

- behaved towards a child or children in a way that indicates they may pose a risk of harm to children<sup>1</sup>.

Working Together to Safeguard Children, 2018 , Department for Education  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Paid and volunteer staff are subject to the same safeguarding responsibilities. They need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to safeguarding concerns and make a referral to local authority children's social care or the police if necessary.

## 2. Clarification of terms

### 2.1 Safeguarding and promoting the welfare of children

Defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best life chances.

### 2.2 Abuse

When abuse is discussed in this document we refer to four different types of abuse:

**Physical:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children

in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*Worker/employee:* anyone engaged in children's or young/vulnerable people's work, whether paid or voluntary.

*Leader/Manager:* anyone who has supervisory, organisational or decision making responsibilities.

*Children/Young people/Vulnerable adults:* those under the age of 18 or those who have a specific need, which makes them vulnerable to abuse.

*All relevant applicants:* those applying for positions to work on or in visitor-facing areas and may have contact with the children who visit WSC

*SP:* WSC's Safeguarding Policy

*CPO (Director of Operations):* WSC's Child Protection Officer, the person who is responsible for the up dating, training and enforcement of the WSC Safeguarding Policy.

*DBS:* Disclosure and Barring Service

### 3. Policy Statement

This Policy has been approved and ratified by the WSC Audit Committee and Senior Management Team (SMT). It is reviewed each year.

- The CEO and Director of Operations are responsible for the WSC CPP.
- As members of WSC, we commit ourselves to the protection and safe guarding of all young/vulnerable people during their visit to the WSC.
- It is the responsibility of each of us to prevent the physical, emotional and sexual abuse of children and young/vulnerable people and to report any abuse discovered or suspected.
- We recognise that our work with children and young/vulnerable people is the responsibility of the whole management team of WSC.
- The charity trustees are responsible for ensuring that those benefiting from, or working with, the charity, are not harmed in any way through contact with it.
- We are committed to ensuring our staff are carefully selected, trained and aware of their duty of care, the issues involved in safeguarding and that they are properly supervised.

- We have a recognised complaints procedure, which is available to the visitor so they can raise a complaint regarding any issues including safeguarding, and this will be followed if any concern is raised (by either staff or visitors).
- We have a strict 'Unaccompanied Children in the Venue' policy, which is clearly advertised and adhered to at all times. In order to maintain the safety and welfare of a visiting child, we state that children under the age of 16 must be accompanied at all times by a supervising adult whilst in WSC.
- We have a clearly defined and well-rehearsed Lost Child Procedure which all visitor-facing team members are fully conversant with, together with a Child, Young Person and Vulnerable Adult Abduction Response Procedure and Policy, detailing an escalated Lost Child
- We will ensure that there are at least two designated child protection officers (Director of Operations and Facilities Manager) in the charity conversant with the WSC Safeguarding Policy and able to deal effectively with any issues raised regarding safeguarding.
- All workers must be familiar with the WSC CPP (this document) and agree to support the principles, guidance and reporting procedure contained within it. Each will be given their own copy of this document.

#### 4. Good Practice Guidelines

##### a. Good practice with children and young/vulnerable people

###### *We will ensure that*

- Where possible at least two adults (including one WSC worker) will conduct any children's and young person's activity.
- As far as possible, a worker will not be alone with a child
- If privacy or confidentiality is required, another worker should be told, doors should be left open and the worker and the child will be checked on periodically, the child should be informed of this situation.
- Access to and from the buildings should be safe and well lit.
- This document will be handed to all new employees, volunteers, partners and long-term contractors, and will be available both on the shared drive and in the staff room.

###### *The worker will:*

- Treat all young people with respect and dignity without discrimination
- Be careful with speech, tone of voice and body language. WSC will not accept inappropriate use of language in public spaces and will attempt to ensure that all interactions with children will be constructive, positive and supportive.
- Respect the privacy of children (when toileting etc).
- Avoid games whose rules do not prevent the possibility of physical aggression or inappropriate touching.
- Refrain from any sexually suggestive comments, ridiculing, or rejection of a child or young person, even in fun.
- Find a step if a child is not tall enough to use an exhibit. A child should not be lifted up unless you have the prior permission of the parents.
- Take another adult with them if it is necessary to take a child into an office or first aid room, preferably a parent or teacher. If this is not possible, there **MUST** always be two members of staff present.
- Avoid inappropriate touching of any form; exercise caution if you are comforting an injured/distressed child. The general rule about physical contact is "Don't" but there can be exceptions - a lost child can be led by the hand to the reception desk. If he/she is too distressed to walk with you, do not carry the child, but send someone else to report the problem. Sit with the child until the matter is resolved.
- Learn to control children without using physical contact, aggressive or intimidating behaviour.

- Not let children or young/vulnerable people involve him or her in excessively attention seeking behaviour, especially if it is of a sexual or physical nature.
- Not invite a child or young person to his/her home
- Make sure that the parents of the child know where they are.
- Avoid, where possible, giving lifts to individual children or lifts to passengers exclusively of the opposite sex; if this is unavoidable ask them to sit in the back of the car.
- Will not engage with children or young people via personal social Media e.g. facebook etc.

### **b. Good practice with colleagues**

- Workers must support each other in their work with children and young/vulnerable people and encourage the use of these guidelines at all times.
- If workers have a concern about the behaviour or suitability of another worker, they must speak to a manager about their concerns.
- Workers must be given the opportunity to meet together and review the work they have done and to plan any work they have in the future.
- Managers should take the opportunity to observe workers in activities with young people and children and discuss what they have observed with the worker.
- Workers should accept such observations as part of the commitment of WSC to safe and good quality activities with children and young people.
- Managers should discuss with workers their role, performance and any concerns they have about their work with children and young people.

### **c. Selection and responsibilities of employees/workers**

The measures stated below are applied in relation to all of our staff, volunteers and any other staff that have contact/potentially have contact with children. We are committed to ensuring that all of WSC's employees, volunteers and long-term contractors are thoroughly vetted before being placed in a position of responsibility with young people and children.

We will ensure that:

- All relevant applicants will be interviewed by two members of WSC, at least one of who is conversant with the CPP of WSC.
- An appropriate (<https://www.gov.uk/find-out-dbs-check>) Disclosure and Barring Service (DBS) check will be carried out for all relevant applicants once an offer is made. This will validate any declarations by the prospective employee. A DBS check will be carried out as per the volunteer and recruitment policies.
- Staff will have checks redone every 3 years. .
- A minimum of two references will be obtained and checked on behalf of the prospective employee.
- All workers and volunteers will be given a copy of this policy and will be asked to sign a declaration that they have read and understood them and agree to work within these guidelines.
- The roles and responsibilities of the employees must be well established and clearly explained to them by a manager.
- Workers must not be asked to carry out safeguarding duties for which they are not adequately trained or experienced.

### **d. Guidelines for Photography and Video**

There is evidence that some people have used children's activities as an opportunity to take inappropriate photographs or video of young and disabled people in vulnerable positions. We will therefore endeavour to ensure that:

- Professional photographers or the press must be made aware of what is expected of them in terms of safeguarding. As with other visitors, they must be issued with identification that is to be worn at all times.
- To take a photograph of, and use an image of a young person requires the permission of parents. Photographs of school visits can thus only be taken if prior warning has been given in time for consent forms to have been issued and collected by the school. Always check with teachers before members of a school group are photographed. Always check with adult family members or carers before other young visitors are photographed. If permission has not been granted to photograph all members of the visiting party, those who cannot be photographed will be identified with an orange badge and will not be photographed.
- The minimum level of identifying detail about young people should be disclosed to photographers.
- Your responsibility as a staff member is to be vigilant at all times in relation to the possibilities of abuse, and to report any concerns should they arise.
- Only the designated event photographer is allowed to photograph visitors, whether the photographer is a staff member or contractor.

In addition, WSC also has a comprehensive policy governing our use of Social Media and the impact this could potentially have on children, young people and vulnerable adults.

### 5. Guidelines for dealing with disclosure

Because of the nature of WSC's attraction and the activities we engage in it is unlikely that a team member of WSC would be in a position of trust where a child might disclose instances of abuse. If this does happen however the employee must:

- Listen to the child and keep a note of what is said, or what your concerns are
- Do not interrupt the child and try not to ask questions
- Reassure the child, do not encourage them to give you more
- Tell the child of the procedure that they must follow (see below) and do not promise confidentiality – all instances of abuse **must** be reported.
- Do not delay, inform the Child Protection Officer (CPO) immediately. If a CPO is not available report to a member of the SMT.

### 6. Procedures to Follow

WSC is committed to the protection of children and young/vulnerable people from physical, emotional or sexual harm. In order to achieve this, employees need to value children and take time to listen to them when they choose to talk about their experiences. It is important that all employees know how to respond if abuse is disclosed or suspected.

- Every employee has a responsibility to be vigilant in the care of all our visitors, both in relation to the possibility of accidents and/or abuse. Guidance and rules for employees own behaviour towards children is shown in section 2 of this document.
- WSC staff should not take responsibility for investigating suspected child abuse, or to decide whether or not child abuse has taken place. However, they do have a responsibility to act on any concerns by reporting them to a Child Protection Officer.
- If you are concerned about the welfare of a child, whether the abuse appears to originate with another child, a visiting adult or a member of staff, you must report it to the CPO. Do not assume that someone else will.
- The Child Protection Officer (CPO) will then take the matter forward as appropriate. In the absence of the CPO a member of SMT will take responsibility. If the concerns are with a member of staff, the CEO must also be informed immediately.

If an issue is raised which concerns our CPP by a visitor or a member of staff we will deal with this effectively and competently by following this procedure:

The CPO will collect all necessary information in respect of the incident or report. The CPO will report the matter to the member of the SMT who is responsible for the CPP and, if appropriate, contact will be made with police and/or social services where necessary.

If any member of WSC's staff alleged to have behaved inappropriately, i.e. they have either:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against, or related to, a child;
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The person concerned will be immediately suspended from duty while a thorough investigation is carried out. This decision will be taken in conjunction with the relevant managers and the CEO. A serious view will be taken of any proven or admitted misconduct, potentially resulting in the dismissal of the staff member concerned.

One of the Child Protection Officers or in their absence the duty manager will immediately contact the Local Authority Designated Officer (LADO) and inform them of the allegation. The LADO will advise whether they need to oversee the management of the allegation.

Where a member of staff is either dismissed or leaves of their own accord due to issues relating to an allegation or behaviour that indicates they may be unsuitable to work with children a referral to the Disclosure and Barring Service MUST be made. Failure to make a referral in this situations may constitute a criminal offence.

Every effort will be made to ensure confidentiality is maintained, where information is handled and disseminated on a need to know basis only. Information will be stored in a secured place with limited access to designated people, in line with data protection laws.

### 3.2 Contact list

#### WSC Child Protection team

Graeme Pick, Director of Operations - [graemepick@winchestersciencecentre.org](mailto:graemepick@winchestersciencecentre.org)  
Hannah Willatts, Facilities Manager, [hannahwillatts@winchestersciencecentre.org](mailto:hannahwillatts@winchestersciencecentre.org)

#### Social services- Children's Services Hampshire

Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk).

Telephone: 0300 555 1384 Out of Hours: 0300 555 1373

<http://www3.hants.gov.uk/childrens-services/providers/safeguarding-earlyyears.htm>

**Local Authority Designated Officer (LADO)** Tel: 01962 876364

**Child line** Free Phone: 0800 1111. website: [www.childline.org.uk](http://www.childline.org.uk)

#### NSPCC

Helpline: 0808 800 5000 - help for adults concerned about a child. Children are advised to ring the ChildLine number above. NSPCC Asian Child protection helpline: 0800 096 7719 (provides advice about child protection in Asian languages.

Web site: [www.nspcc.org.uk](http://www.nspcc.org.uk)

**Police** - Telephone: 101