CAMBRIDGE MUSEUM OF TECHNOLOGY
The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Charitable Incorporated Organisation Number 1156685

Child and Vulnerable Adult Protection Policy

1. Child and Vulnerable Adult Policy

We believe that every child and vulnerable adult who visits the museum has the right to feel safe and protected from any situation or practice which might cause him or her physical or psychological harm. We work hard to minimise situations where any abuse may occur by careful planning of activities and events.

The terms 'child' or 'children' refer to any young person up to the age of 18.

The term ‘vulnerable adult’ is defined as someone over 18 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.

2. The Museum’s Responsibilities

- The museum is a charitable incorporated organisation and the trustees are responsible for making sure that the child protection and vulnerable adult policy and procedures, detailed below, are being implemented correctly.
- The Chair of Trustees of the museum is the designated person, who volunteers, children and vulnerable adults should approach with concerns or suspicions of abuse.
- The Chair of Trustees will then take action by calling a meeting of the trustees, or the committee to whom responsibility for handling such reports has been delegated by the trustees, to consider the concerns and, if necessary, to take appropriate action.
- This policy will be published on our website, supplied to all new volunteers and circulated to existing volunteers and members via the museum newsletter.
- This policy will be reviewed every two years.
- This policy is implemented and supported by the child and vulnerable adult protection procedures below.

3. Child and Vulnerable Adult Protection Procedures

3.1. Recruitment

We accept that it is our responsibility as a museum to check that all adults with access to children and vulnerable adults have been appropriately vetted by doing the following:

- We will ensure that every new volunteer completes an Expression of Interest form.
- We will ask for the name of two referees who are prepared to provide written references.
- We will note at an interview all previous experience of working with children.

- We will ask potential volunteers applying for any roles that involve working closely with children or vulnerable adults on a frequent, intensive or overnight basis to submit to an enhanced DBS (Disclosing and Barring Service) check. Any administrative costs for the DBS check will be met by the museum.
- We will ensure that all our volunteers and contractors, if relevant, are aware of the policy and those involved in work with children and vulnerable adults have received relevant training and support.

3.2. Responding to abuse, or suspected abuse

It is important that all volunteers communicate concerns immediately and accurately. To this end, volunteers will follow the procedure below:

- If a volunteer receives information or has any suspicions, they should report the concerns to the Chair of Trustees who will then call a meeting of the trustees to consider the concerns and take appropriate action if necessary.
- Volunteers should always refer and never investigate any suspicions or allegations of abuse.

3.3. Training

- One member of the museum's management team should undertake training in child and vulnerable adult protection through a recognised organisation.
- All volunteers must read and understand the museum's child and vulnerable adult protection policy and procedures as part of their induction, and will agree to follow the Children and Vulnerable Adult's Code of Behaviour for Staff and Volunteers (Appendix 1) and report any suspicions or concerns to the Chair of Trustees.
- All volunteers who assist with the education programme or workshops where children or vulnerable adults will be present should attend a relevant training session once a year.

4. Approval

Signature of Chair of Trustees

Date of approval: 19th January 2017

5. Review

Review Date: on or before 19th January 2019

6. Document History

Adopted: 10th July 2007
Reviewed: 28th April 2009
Reviewed and revised: 24th November 2011

Reviewed: 15th November 2012
Reviewed: 13th November 2014

7. Appendices

Appendix 1. Code of Behaviour for Staff and Volunteers
Appendix 2. Photograph Consent Form
Appendix 3. Contact Details

CAMBRIDGE MUSEUM OF TECHNOLOGY **Appendix 1**

The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Code of Behaviour for Staff and Volunteers

Supervision

Museum volunteers are not responsible for supervising children and vulnerable adults. Children and vulnerable adults come to the museum with organised groups and with their families, friends or carers. The adults or carers accompanying the children and vulnerable adults are informed clearly that they remain responsible for the welfare of the children and vulnerable adults at all Cambridge Museum of Technology events. No child under the age of 12 should be admitted unaccompanied. Children must not be left unattended by their parents, carers or group leaders at any museum activity.

Physical contact with children

There is no reason why any museum activity should require physical contact as a normal way of working.

Physical contact may be misconstrued. Touching, putting your arm around a child, patting them on the head, tickling and other forms of intrusive play will be avoided. Initiating physical contact with a child will be avoided. If a child initiates physical contact with a volunteer this contact should be gently discouraged. It is the adult's responsibility to model appropriate boundaries of physical space.

A child or vulnerable adult should only be physically restrained to prevent an imminent injury to an individual or themselves, or to prevent serious damage to property.

First aid must be given by group leaders accompanying the children and vulnerable adults or by parents and carers. If first aid has to be administered by a volunteer then another adult must be present to reduce the possibility of any contact being misconstrued.

Good practice

All activities should take place in a way that will avoid misunderstandings. All volunteers should have contact with children and vulnerable adults in open areas, in rooms which have windows and if possible doors which also have windows in them. Wherever possible, doors should be left ajar. No volunteer should be alone with a child or vulnerable adult in a closed area.

Photography

Children and vulnerable adults should only be photographed at an event, for publicity purposes, provided parents or carers have previously given their consent using one of the museum's permission forms (Appendix 2). When reproducing photographs it is good practice not to identify an individual child or vulnerable adult by name. Volunteers should not keep digital photographs of children and vulnerable adults attending museum events on their own computers but download them onto a storage device which should be kept at the museum.

CAMBRIDGE MUSEUM OF TECHNOLOGY **Appendix 2**

The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Photograph Consent Form

Cambridge Museum of Technology recognises the need to ensure the welfare and safety of children. Before we use any photographs for exhibition we need to ask your permission. Please read the section below and complete where applicable.

Part 1. Contact Details

Name of Child

_____

Name of Parent / Guardian / Carer

_____

Relationship_____

Part 2. Event details

Event_____

Date_____

Part 3. Consent

I give / do not give consent for photographs of my child to be used for publicity purposes (delete as applicable).

Signed_____

Date_____

CAMBRIDGE MUSEUM OF TECHNOLOGY **Appendix 3**
The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Children and Vulnerable Adults Policy
Contact names and addresses

Cambridge Museum of Technology

Chair of Trustees

John Little
07921 060370 (m)

Cambridgeshire County Council

Social Care Services (Children)

Telephone: 0345 045 5203 (8am to 6pm Monday to Friday)
Telephone: 01733 234 724 (Emergency Duty Team for outside office hours)

Social Services (Adults)

Telephone: 0345 045 5202 (8am to 6pm Monday to Friday, 9am to 1pm on Saturday)
Telephone: 01733 234 724 (Emergency Duty Team for outside office hours)

Cambridgeshire Local Safeguarding Children Board

Scott House
5 George Street
Huntingdon
PE29 3AD
Telephone: 01480 373522
LSCB@cambridgeshire.gov.uk
www.cambslscb.org.uk

NSPCC Helpline

Telephone: 08088 005000
help@nspcc.org.uk
www.nspcc.org.uk