

Woodbridge Tide Mill Charitable Trust – Safeguarding Children and Vulnerable Adults Policy

Policy Owner:	Chair and Board of Trustees
Audience:	Trustees, management team, staff, and volunteers of the Mill
Legislation and regulation:	Children’s Acts 1989 and 2004 and subsequent revisions
Formally endorsed by:	Board of Trustees
Endorsement Date:	23 March 2023
Next Review:	Annually from endorsement date

Introduction

This policy sets out the Safeguarding Children and Vulnerable Adults policy for the Trust and is publicly available on the Tide Mill website – <https://woodbridgetidemill.org.uk>

Policy Statement

The Woodbridge Tide Mill Charitable Trust recognise our responsibility to safeguard the welfare of all children and vulnerable adults by committing to a practice which protects them. We will ensure that all children and vulnerable adults who access our site are safe and protected from harm.

Policy Purpose and Scope

The purpose of this policy is:

- to protect children and young people who receive The Woodbridge Tide Mill’s services. This includes the children of adults who use our services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy should be understood and adhered to by anyone working on behalf of The Trust, including senior managers and the board of trustees, paid staff, volunteers, sessional workers and students.

Related Policies:

This policy should be read alongside our organisational policies & procedures, including:

- A guide for Museum staff and volunteers
- Safer recruitment policy
- Health and Safety policy
- Significant Event Management policy

Definitions

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

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Child as defined in the Children’s Acts 1989 and 2004, is anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout.

Vulnerable Adult A vulnerable adult, is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

Aims

The Trust will work with children, parents and the community to ensure we support children’s rights and create and maintain the safest possible environment for children.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- ~~working in partnership with children, young people, their parents, carers and other agencies~~ is essential in promoting young people’s welfare.

We will seek to keep children and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, regular training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

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- ensuring that our online services provide a safe environment for our children, young people, staff and volunteers by applying the Charity Commission guidance for operating online
- ensuring that all staff are aware of and accept responsibility for helping to prevent the abuse of a child
- supporting all staff in bringing concerns to the Designated Safeguarding Officer
- responding quickly and appropriately to all suspicions or allegations of abuse
- adopting positive behaviour management strategies which are non-violent and do not impose humiliation
- ensuring that groups of children touring the Mill have a responsible person from their school/organisation with the group in addition to the guide
- a safety briefing particular to the Mill is given to groups of children and vulnerable adults prior to any tour. This includes the rule that no child is allowed to go onto the outside walkway or to the toilet unless accompanied by a responsible adult from their organisation

Code of practice

Everyone working (including volunteers) at The Trust has a responsibility to ensure that children and vulnerable adults visiting the Museum are safe and protected from abuse. It is your responsibility to ensure that:

- you observe the rules established for the safety and security of young and/or vulnerable people and follow the policy guidance
- your behaviour is appropriate at all times
- you recognise the position of trust in which you have been placed and seek to protect yourself. If you are involved in an activity with children or vulnerable adults at the Museum you must understand and follow the Museum code of behaviour
- ~~you always keep other members of staff/volunteers aware of where you are and what you are doing~~
- you seek assistance from colleagues or supervisors in any situation involving children and/or vulnerable adults so that staff avoid finding themselves alone with a vulnerable person
- you are aware of any physical contact
- you never make suggestive remarks or threats or use any other inappropriate language
- you take any allegations or concerns about abuse seriously and refer concerns immediately following the Museum procedures
- you do not do things of a personal nature which a child or vulnerable adult can do for themselves
- you do not take photos or film any child or vulnerable adult for personal use
- you report any suspicion of abuse or inappropriate conduct immediately to the appropriate Safeguarding representative and complete the relevant documentation (Significant Event report form)
- the Trust schools risk assessment is sent out prior to any trip and adopted during the visit

Managing Concerns

If a safeguarding concern is raised the member of staff raising the issue should make a written record (using the Significant Event Report) as soon as possible. This should then be passed to the DSO (or in his absence, the Deputy) without delay. The Designated Safeguarding Lead will investigate and take the appropriate steps as outlined in the Significant Event Management Policy.

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Contact Details

Designated Safeguarding Officer (DSO)

Name: Steve Molyneux

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Deputy DSO

Name: Christina Beardsley

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Trustee with responsibility for Safeguarding

Name: Lady Vicki Jessel

Phone:

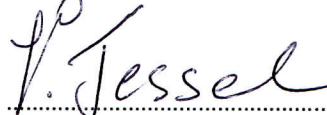
Email: vicki@jesselfarms.co.uk

For advice on child safeguarding concerns or allegations call:

NSPCC Helpline 0808 800 5000 (24 hours a day)

Assurance and Review

We are committed to reviewing our policy and good practice annually. This policy was last reviewed
in: March 2023

Signed: 

Trustee Safeguarding Lead

Date: 