

CLASSIC BOAT CENTRE TRUST

CBCT Safeguarding Policy



Authorised by CBCT Board of Directors

Issued: January 2022

To be reviewed by: January 2025

Person responsible for review: Gwynne Lawrence

To be kept at: If found please return to The Classic Boat Centre Trust, 36, Castle Road, Cowes, Isle of Wight PO31 7QZ.

Our Safeguarding Policy

1. This policy applies to all staff, including supervisors and the Board of Trustees, paid staff, volunteers and students and anyone working on behalf of or representing the Classic Boat Centre Trust (also known as The Classic Boat Museum).
2. The purpose of this policy is:
 - 2.1 to protect children and young people who visit The Classic Boat Museum at any of the locations occupied by the Classic Boat Centre Trust; this includes the children of adults who visit us;
 - 2.2 to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;
 - 2.3 for the purpose of this document the word 'children' refers to anyone up to the age of 18 and 'young people' refers specifically for the ages 11-25 years.
3. The Classic Boat Centre Trust believes that a child or young person should never experience abuse of any kind. We have responsibility to promote the welfare of all children or young people and to keep them safe. We are committed to practise in a way that protects them.

Legal Framework

4. This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:
 - Children Act 1989
 - Children Act 2004
 - Safeguarding Vulnerable Groups Act 2006
5. This policy incorporates the following Appendices:
 - Appendix A: Group Leader/Teacher responsibilities
 - Appendix B: Group conduct
 - Appendix C: Safeguarding Code of Conduct for Volunteers etc
 - Appendix D: Use of Photography
 - Appendix E: Guidance note as to meaning of a regulated activity
6. This policy should be read alongside our policies and procedures on:
 - Recruitment, induction and training
 - Role of the designated safeguarding officer
 - Dealing with disclosures and concerns about a child or young person
 - Managing allegations against staff and volunteers
 - Recording and information sharing
 - Code of conduct for staff and volunteers
 - Complaints

- Health and safety
- Data Protection

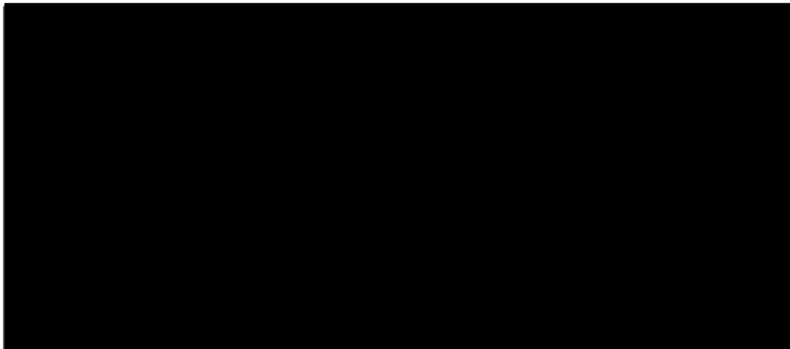
7. We recognise that:

- 7.1 The welfare of the child is paramount, as enshrined in the Children Act 1989
- 7.2 All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- 7.3 Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- 7.4 Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

8. We will seek to keep children and young people safe by:

- 8.1 Valuing them, listening to and respecting them.
- 8.2 Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding.
- 8.3 Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers.

We are committed to reviewing our policy and good practice annually.



APPENDIX A: Group Leaders'/Teachers' responsibilities when visiting The Classic Boat Museum

The Classic Boat Museum wishes to ensure that children and vulnerable adults are safeguarded and protected from harm whilst visiting us. In addition to the measures that The Classic Museum has put in place, we ask that teachers and group leaders exercise their own responsibilities in relation to their groups.

Responsibility for a child ultimately lies with the parent or whoever is *in loco parentis* for that child. This is usually a teacher, social worker, carer or guardian, whichever applies.

Responsibility for a vulnerable adult ultimately lies with the person undertaking regulated activity relating to that individual.

Local authorities have a responsibility for organisations working with children in their boroughs to have their own safeguarding and child protection policies. Employees from schools and other institutions will therefore comply with their own policies and procedures and the Museum ensures that these responsibilities are always made clear to the organisations it works with.

Children aged 11 and under must be accompanied at all organised events by a responsible adult; at school visits the teacher is *in loco parentis*. These adults are responsible for supervising the children in their care at all times and this is made clear at the point of booking.

In particular, all group leaders and teachers must:

- book in advance of the visit to The Classic Boat Museum
- ensure that they supervise the children and vulnerable adults in their care at all times
- ensure that all children under the age of 11 and vulnerable adults remain with an adult at all times
- in case of an accident, they should contact a member Museum staff who will follow Museum procedure
- in the case of a lost child, they should contact a member of Museum staff who will follow Museum procedure
- not verbally or physically abuse a child or vulnerable adult
- inform their group of expected behaviour for the visit to The Classic Boat Museum by ensuring compliance with the guidelines outlined in **Group conduct whilst visiting The Classic Boat Museum** (see Appendix B)
- be considerate of other visitors and groups visiting The Classic Boat Museum
- observe Museum fire evacuation procedures.

Teachers and group leaders are reminded that the children and vulnerable adults in their care remain their responsibility throughout a visit to The Classic Boat Museum.

We recommend the following minimum ratio of adults to students:

- 1:6 for children of seven years and under
- 1:10 for children of eight years and above.

In line with current guidelines, we reserve the right to refuse entry when the level of adult supervision falls short of a ratio of 1:15.

Museum staff will communicate any concerns to the group leader/teacher in charge (unless this person is the cause of concern) and if required, follow this up with the school/organisation following the visit.

Concerns about the conduct of any teacher/leader will be reported directly to the school or organisation and to the Police where there is cause to believe a crime has been or may have been committed.

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APPENDIX B: Group conduct whilst visiting The Classic Boat Museum

The Classic Boat Museum wishes all visitors to have an enjoyable experience with us. We therefore expect all visitors to display courtesy and respect for others and for Museum property at all times.

Group leaders should therefore not allow members of their group to:

- Use threatening, abusive or violent behaviour.
- Bully (verbally or physically).
- Make any sexist, racist, homophobic or other offensive remarks toward any person or group.
- Vandalise Museum property or displays.
- Use offensive language.
- Smoke.
- Consume alcohol or use illegal drugs.
- Leave litter on Museum premises.
- Enter areas of the Museum that are marked as closed, private, or cordoned off.
- Eat or drink.

In the event that any of the above are not followed, the Museum reserves the right to refuse admission and/or ask the group to leave.

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APPENDIX C:

Safeguarding Code of Conduct for working with children and vulnerable adults	
This Code of Conduct applies to all staff, volunteers and freelance practitioners acting on behalf of The Classic Boat Museum at any of its premises or elsewhere	
You should:	You should not:
<ul style="list-style-type: none"> • always follow the Museum's Safeguarding Policy and Safeguarding Procedures • approach any child or vulnerable adult apparently in distress and ask if you can help • seek assistance from colleagues or other adults in order to minimise the amount of time you are alone with the person • ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others; the adult present may be a teacher or parent • listen to and respect children and vulnerable adults • treat children and vulnerable adults fairly and without prejudice • value and take the contributions of children and vulnerable adults seriously • ensure any physical contact is appropriate and in relation to the nature of the activity (N.B: physical contact may be necessary in the case of emergencies but must remain appropriate and kept to a minimum at all times) • always ensure language is appropriate and not offensive or discriminatory • recognise that special caution is required when you are discussing sensitive issues with children and vulnerable adults • challenge unacceptable behaviour and report all allegations or suspicions of abuse 	<ul style="list-style-type: none"> • physically restrain a child or vulnerable adult except in exceptional circumstances (e.g. to prevent injury, damage to property or collections, or to prevent theft) and even then be careful to use only the minimum restraint necessary • patronise children or vulnerable adults • allow allegations or suspicions to go unreported • give out personal information, or share email, social network site details, or mobile phone numbers with any child or vulnerable adult • develop social relationships with children or vulnerable adults; if you do come into contact with those you have worked with in a social situation, try to maintain a professional distance • do things of a personal nature for a child or vulnerable adult that they can do for themselves or that a parent/group leader can do for them • make personal remarks or discuss themes that encourage children or vulnerable adults to share personal information • use sarcasm or insensitive comments • act in a way that can be perceived as threatening or intrusive • make promises to children or vulnerable adults, particularly in relation to confidentiality • jump to conclusions about others without checking facts • either exaggerate or trivialise safeguarding issues • be complacent about the potential risks to others and yourself

All staff, volunteers and freelance practitioners should be aware that some children and vulnerable adults may behave inappropriately. Any sanctions and approaches to discipline should in the first instance be managed by the responsible adult. If a staff member, volunteer or freelance practitioner is in a position where a sanction is to be issued (for example in the case of unaccompanied children who are behaving inappropriately) then this must be appropriate to age and understanding. Please refer to a Designated Safeguarding Officer if you are in any way uncertain of what action to take.

APPENDIX D: Use of photography

Photographs or videos, including those on web sites, used by The Classic Boat Museum must not include any participant unless authorised by the appropriate member of staff and adult/parental (for children) consent is given. **Parental consent must be sought for all images of children, the consent of an accompanying adult who is not the child's parent or legal guardian is not sufficient. Teachers may give consent for photographs of children participating in their school's activities provided that their school has sought parental permission for photography of children involved in school trips.**

The Classic Boat Museum has forms which must be completed by the relevant guardian (e.g. teacher or parent) to obtain permission to photograph children or vulnerable adults. Forms are available from the Museum manager/curator present. The responsibility for obtaining signatories rests with the member of staff organising the event at which photographs will be taken. Once the permission forms have been completed they should then be sent to the Museum manager/curator for storage with a record of any associated images. Responsibility for the storage and use of photographs rests with the Museum manager/curator

Visitors to the Museum are not permitted, when on the Museum's premises, to take photographs of children or vulnerable adults with whom they have no association.

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APPENDIX E: What is 'regulated activity'?

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

Since September 2012 the definition of regulated activity has changed. There are now different definitions of regulated activity depending on whether you are working with a child or a vulnerable adult.

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

The following summary of the definition is derived from this document:

<https://www.gov.uk/government/publications/disclosure-and-barring-information-leaflets>

Activities that place a person in Regulated Activity with children (a person aged under 18) are:

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

The Classic Boat Museum 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 considered regulated activity. It is up to the organisation to define what 'reasonable day to day supervision' means.

Illustrative example: The Curator is regularly (as defined in Section 7) teaching groups of school children at the Museum. This will not be considered regulated activity if it is supervised by someone in regulated activity (e.g. a teacher or teaching assistant is always present). However, if the Curator is usually the only adult present in the room then this is considered regulated activity and they will be eligible for an enhanced with barred list DBS check.

Points to note:

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

Activities that place a person in regulated activity with an adult (a person aged 18 years and over) 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 hands-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.

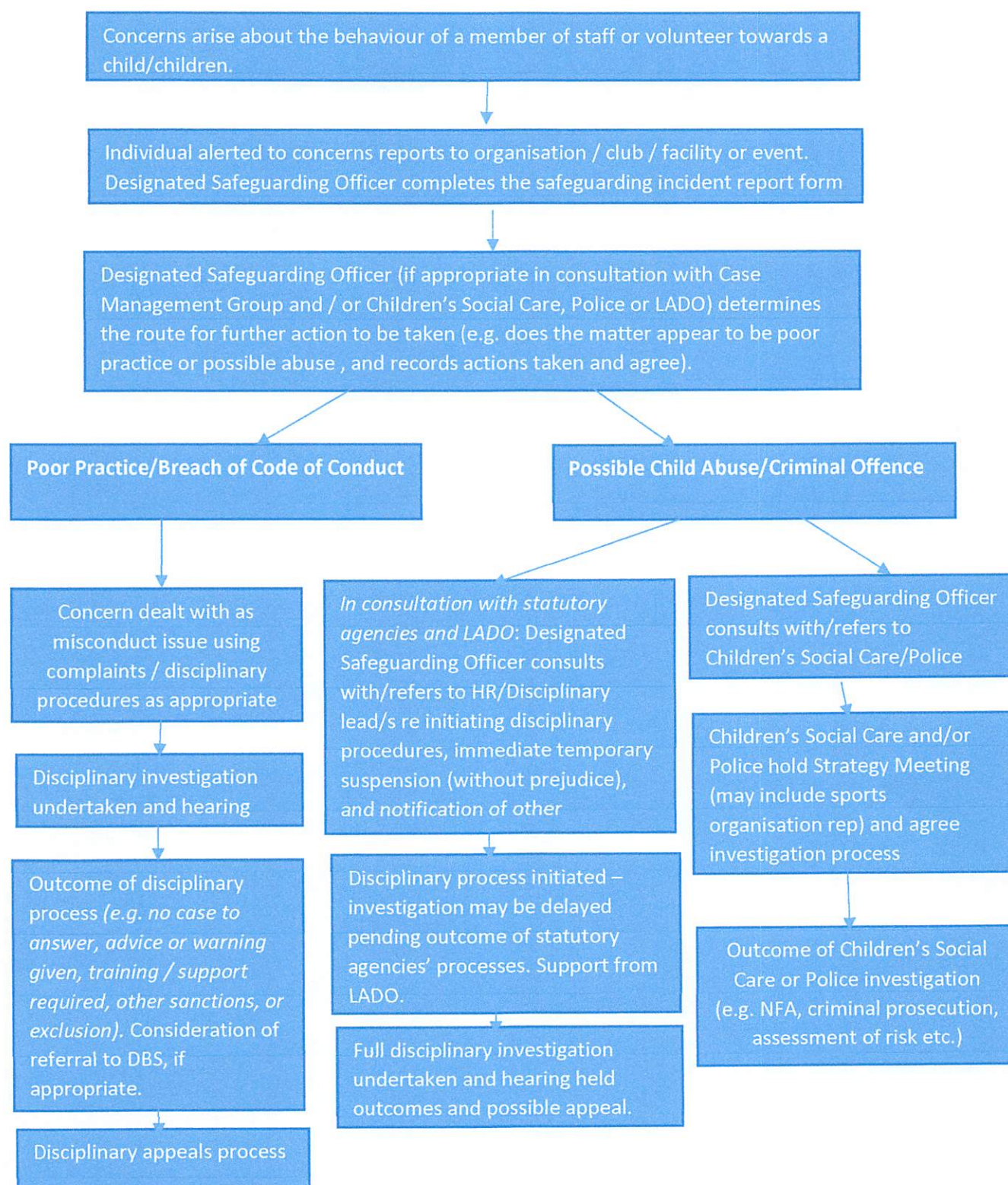
Points to note:

- 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.

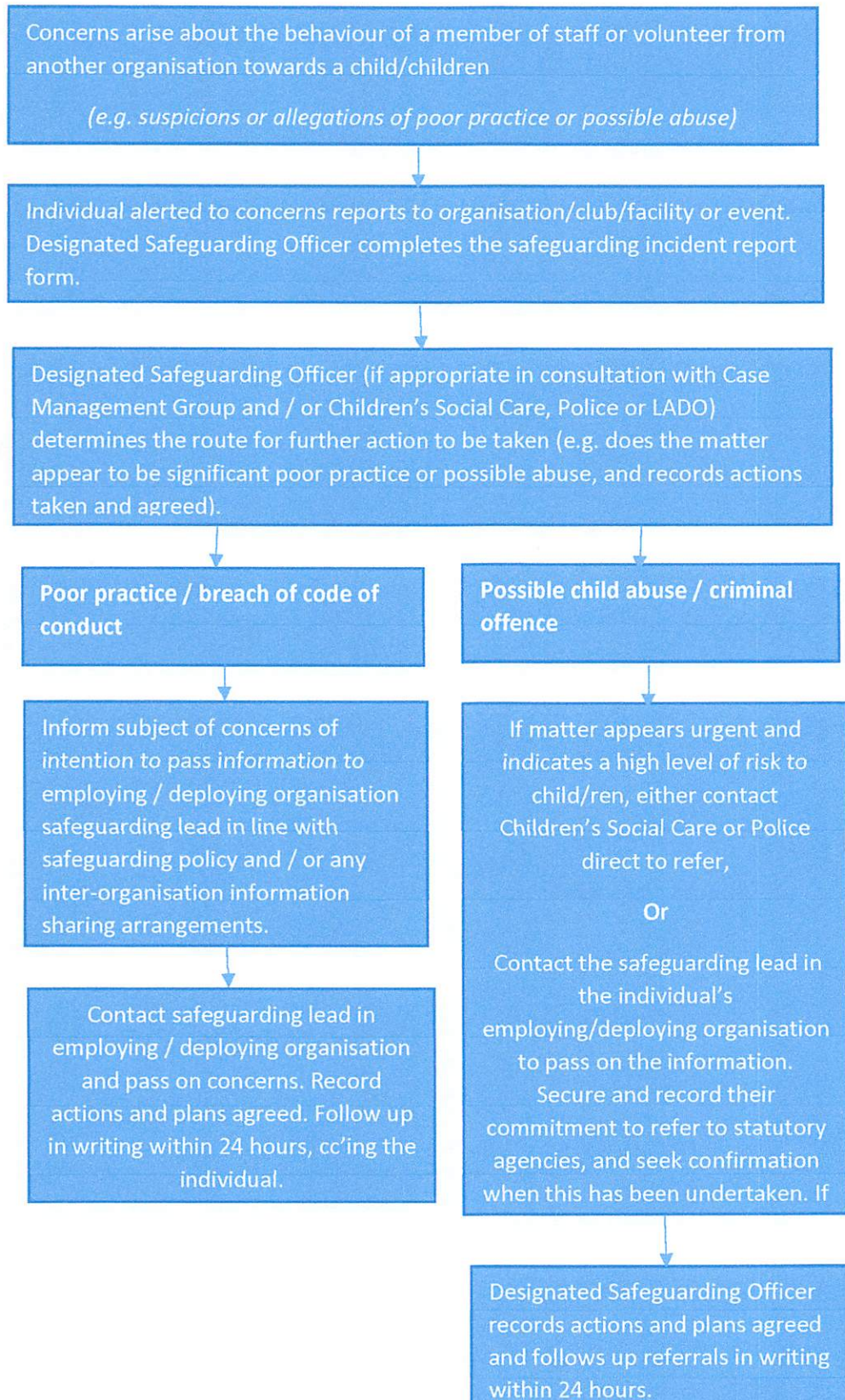
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Outline safeguarding reporting procedure concerns

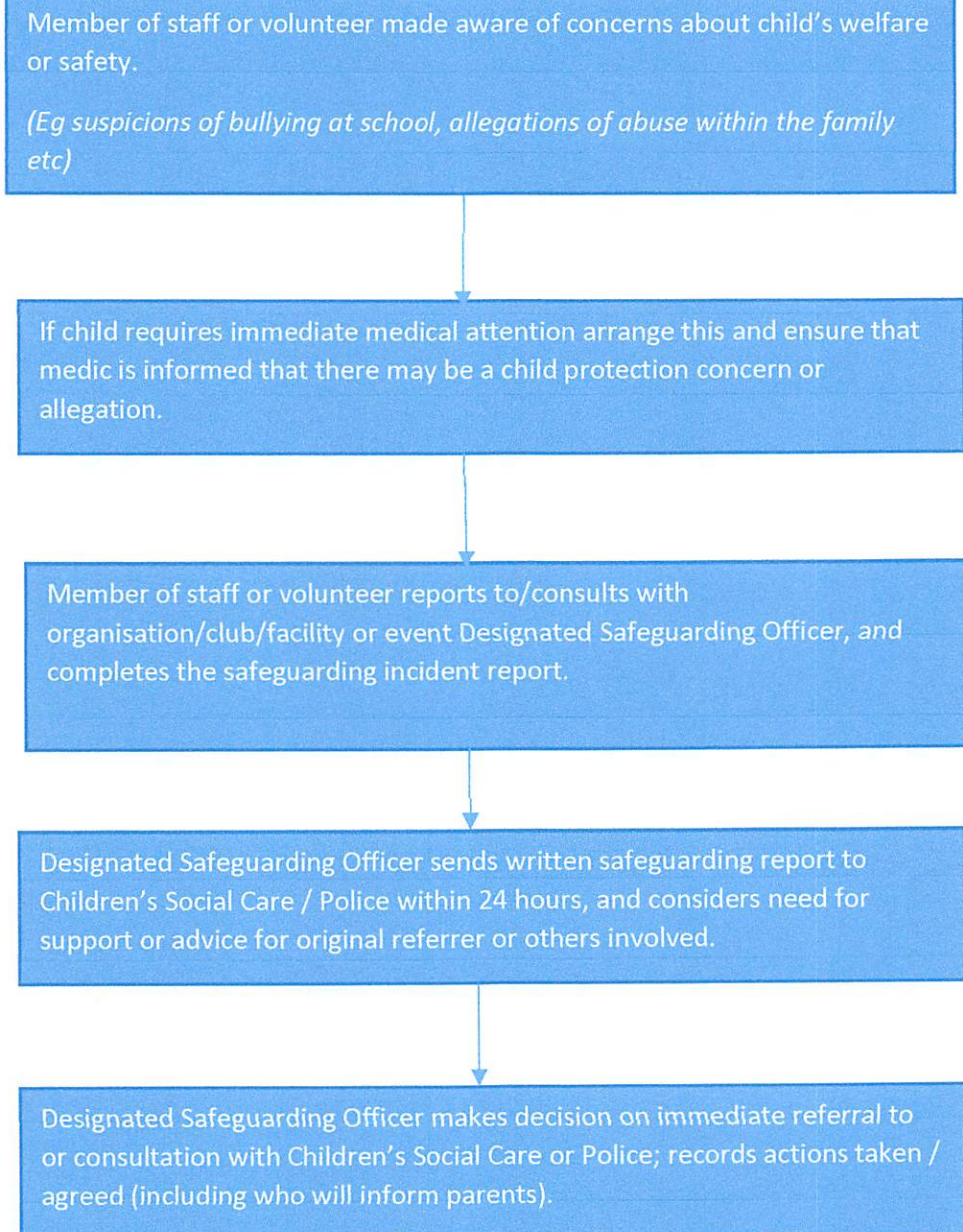
1. About the behaviour of the Classic Boat Museum's staff member or volunteer (e.g. allegation about a trustee or volunteer's behaviour towards a child)



2. About the behaviour of another organisation's staff member or volunteer
(e.g. allegations reported about an individual working for a partner organisation)



3. About children and young people arising outside of the Classic Boat Museum
(e.g. at home, school or in the community)



Designated safeguarding officer

About the role

The designated person within the Classic Boat Museum with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children visiting the Museum's locations.

Duties and responsibilities

- Working with others within the Museum to create a positive, child-centred environment
- Play a lead role in developing and establishing the Museum's approach to safeguarding children and young people
- Manage cases of poor practice and abuse reported to the Museum – including records system
- Manage referrals to children's social-care services and the police
- Liaise with IW Safeguarding Children Board at <http://www.iowscb.org.uk/worried-about-a-child>
- Central point of contact for internal and external individuals and agencies
- Represent the organisation at external meetings related to safeguarding
- Coordinate the dissemination of policy, procedures and resources throughout the Museum
- Provide advice and support and play a lead role in recruitment, selection and training
- Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate
- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up-to-date

Skills and abilities

Required:

- Child-focused approach
- Administration and systems (records) management skills
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels within the organisation
- Communication skills
- Ability to develop and produce national level guidance and resources
- Influencing skills
- Ability to work with conflict and emotionally distressing matters

Recommended:

- Ability to deliver core training through different levels within the organisation

Knowledge

Required:

- Role and responsibilities of statutory agencies, including Local Safeguarding Children Boards
- Planning processes for safeguarding and child-protection enquiries and investigations
- Behaviour that is harmful to children, thresholds of poor practice and abusive behaviour
- Museum's role and responsibilities
- Boundaries of the designated safeguarding officer role
- Organisation's policy and procedures related to safeguarding and protecting children
- Core values and principles of work with children
- Equality issues and safeguarding
- How abusers target and groom organisations in order to abuse children
- Best practice in prevention
- Legislation, government guidance and national framework for safeguarding children
- How adults groom children for abuse

Contacts and Information

Designated Safeguarding Officer	Mark McNeill
Isle of Wight "Worried about a child"	www.iow.gov.uk/Residents/care-and-Support/Childrens-Services/Concerned-about-a-child/tes19
Isle of Wight Children's Services	0300 300 0117
Government Publications	https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2
Police	Dial 101 Address: High Street, Newport PO30 1SZ
Cowes and Newport Police	email: West.Wight.Police@hamphire.pnn.police.uk
East Cowes Police	email: North.East.Wight.Police@hamphire.pnn.police.uk
Emergency Police	Dial 999
A & E Hospital	St Mary's Hospital, Parkhurst Road, Newport 01983 822099 Urgent Advice: 111

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Template incident reporting form

Your name:	Name of organisation:
Your role:	
Contact information (you):	
Address:	Postcode:
Telephone numbers:	Email address:
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
Address:	Postcode:
Telephone numbers:	Email address:
Have parent's / carer's been notified of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
Name:	
Position within the organisation or relationship to the child:	
Telephone numbers:	Email address:
Date and times of incident:	
Details of the incident or concerns:	
<i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name: Position within the organisation or relationship to the child: Date of birth (if child): <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Address: Telephone number: </div> <div style="width: 45%;"> Postcode: Email address: </div> </div>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: Name: Position within the organisation or relationship to the child: Date of birth (if child): <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Address: Telephone number: </div> <div style="width: 45%;"> Postcode: Email address: </div> </div>	
Please provide details of action taken to date: 	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details: Name of organisation / agency: Contact person: Telephone numbers: Email address: Agreed action or advice given: 	

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with The Classic Boat Museum reporting procedures.

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Photography-and-Filming-Request

Name of Photographer
Daytime phone number
Organization Name, if applicable
Mobile phone number
Email
Address
Post Code
County
Town/City

What areas of the museum will you photograph/film

Deadline for obtaining footage/photographs?
Do you need to interview a museum staff member?
If YES, why?
Will models be used?
If YES, how many?
How will photos/footage be used?
What publication or program will use the photos/footage?
When will the photos/footage run?
If applicable, will you credit the museum?
If applicable, will you mention exhibition dates and ticket info?
When would you like to photograph/film?
For how many hours?
Will you use flash?
Will you use a tripod?
Will you need power/plug in?
Will you use lighting equipment?
Types of lights? (if applicable)
Number of people in crew?