The welfare and safety of all children and young people is central to

The National Museum of Computing
(Name of Organisation)

It is the responsibility of

Anne-Marie Sandos, Head of Learning
(Name of Designated Officer for the Organisation)

to ensure all staff, members and volunteers are adequately prepared to enable them to respond appropriately to any situation where a child or young person is suspected to be suffering or likely to suffer harm due to abuse or neglect, or where allegations of abuse past or present are made. We have a duty to pass on any concerns about the welfare of children or young people to the Milton Keynes Safeguarding Children’s Board.

This statement refers to Workers and Volunteers over the age of 18 working with young people who are under 18 years of age. People between 16 and 18 may assist the project workers but may not be solely responsible for the care of young people.

Signature: ____________________________ Date: ___/___/____

On behalf of (Organisation):
RESPONSIBILITIES

The Children Act 1989 gives every child the right to protection from abuse and exploitation and the right to have enquiries made to safeguard his or her welfare.

In working with children or young people the protection and welfare of the child or young person must always be the first priority. This being the unanimous view and unquestionable public expectation of all organisations, we must act when there is suspicion or concern that children are being abused within the home, in school or elsewhere.

The National Museum of Computing have procedures for handling suspected cases of abuse of children or young people, but the responsibility for investigating such cases lies with Local Authority Children’s Social Care organisations and Police.

The National Museum of Computing will:

1. Have put in place procedures for handling cases of actual or suspected abuse (including allegations against workers and volunteers) which are consistent with those agreed by the Milton Keynes Safeguarding Children Board and Working Together to Safeguard Children, 2015.
2. Appoint a designated member of staff to co-ordinate action within the organisation and liaise with other agencies on cases of abuse and neglect.
3. Ensure that the designated member of staff receives appropriate training and support
4. Ensure that all staff are trained and alert to signs of possible abuse and know to whom to report any concerns or suspicions

Adults:

Adults must be protected, as much as children. The aims of adult safeguarding are to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.
- Stop abuse or neglect wherever possible.

The National Museum of Computing will:

- Have relevant procedures in place to deal with actual or suspected abuse or neglect.
- Report any issues of abuse or neglect which are identified or disclosed to their staff or volunteers as appropriate.
- Ensure all staff and volunteers are aware of the appropriate person to raise their concerns to.
Responsibilities of Workers

When The National Museum of Computing staff or volunteers are with a school, family or young person Safeguarding and child protection procedures of The National Museum of Computing should be followed. The National Museum of Computing workers are responsible to the Head of Learning.

Workers and Volunteers

In this document, 'Worker' refers to one who is paid by the museum and 'Volunteer' to one who is working on a regular basis as an unpaid volunteer.
COMMUNICATION MEDIA : COMPUTERS AND SOCIAL NETWORKING SITES

The National Museum of Computing Web site will only be amended / updated by The National Museum of Computing Staff or Volunteers under their immediate supervision.

Volunteers and staff of The National Museum of Computing will not allow service users to link with them on any social network sites and only allow service users to obtain information about them from social networking sites by agreement with the Trustees.

The National Museum of Computing will ensure that any computers used by students have protections in place which will prevent students from accessing any inappropriate content. Students will be advised that they must adhere to The National Museum of Computing processes and not use computers to visit any webpages not specifically instructed by The National Museum of Computing staff.

Any new member of staff/volunteer who has regular contact with children and young people will be recruited in line with the Milton Keynes Safeguarding Children Board Safer Recruitment Guidance, December 2014.

Vetting Procedure

When both Workers and regular Volunteers are appointed to relevant roles they must undergo a vetting procedure to ensure that they are suitable to work with people under 18 on behalf of The National Museum of Computing.

Appointment of Workers

1. Advertisement of the post as widely as is practicable
2. Completion of an application form giving the names and addresses of two referees, which must be followed up by phone and in writing.
3. Careful study of application forms to identify any areas of concern with respect to child protection and experience
4. Interview by the Operations Director and Head of Learning investigating any potential child safety risks in the candidate’s background and to record 2 forms of I.D.
5. Completion of the Vetting Form - Appendix 2
6. Read and discuss the Safeguarding and Child Protection Guidelines for workers and volunteers - Appendix 1
7. Undertake safeguarding and Child Protection training within 3 months of becoming a worker unless equivalent training has been completed within 2 years of recruitment.
8. To complete a joint “feedback review” after 3 months with either a Trustee or the Head of Learning to confirm that the Child Protection Procedure is known and understood.
CHILD PROTECTION AND SAFEGUARDING POLICY STATEMENT

Appointment of Volunteers

Procedure:

1. An initial informal meeting with The National Museum of Computing workers or Trustees to establish why the volunteer wishes to work with young people and to verify identity by 2 forms of relevant I.D.

2. Completion of an application form giving the names and addresses of two referees, which must be followed up by phone and in writing.

3. Completion of the Vetting Form — Appendix 2

4. Read and discuss the Safeguarding and Child Protection Guidelines for workers and volunteers in Appendix 1

5. Sign the volunteer contract — Appendix 3 — to say that they have read and understand the Code of Practice and agree to adhere to its guidelines.

6. Undertake Safeguarding and Child Protection training within 3 months of becoming a volunteer.

7. To complete a joint “feedback review” after 6 months with either a Trustee or the Head of Learning to confirm that the Child Protection Procedure is known and understood.

Role of Trustees

1. Trustees are to act as a ‘Contact Group’ for workers to refer to should problems arise.

2. Trustees will require all workers and volunteers who have contact with those under 16 to have a copy of ‘Good Practice’— Appendix 1, and that this is signed for.

3. Trustees are to ensure that all volunteers and workers are vetted appropriately.
Procedure if abuse is disclosed or discovered

There are many different forms of abuse, but for ease of use by agencies, these are combined into four major categories, the following definitions are taken from Care and Support Statutory Guidelines; Safeguarding:

Physical abuse including:
- assault
- hitting
- slapping
- pushing
- misuse of medication
- restraint
- inappropriate physical sanctions

Domestic violence including:
- psychological
- physical
- sexual
- financial
- emotional abuse
- so called ‘honour’ based violence

Sexual abuse including:
- rape
- indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography
- subjection to pornography or witnessing sexual acts
- indecent exposure
- sexual assault
- sexual acts to which the adult has not consented or was pressured into consenting
Psychological abuse including:
- emotional abuse
- threats of harm or abandonment
- deprivation of contact
- humiliation
- blaming
- controlling
- intimidation
- coercion
- harassment
- verbal abuse
- cyber bullying
- isolation
- unreasonable and unjustified withdrawal of services or supportive networks

Discriminatory acts including forms of:
- harassment
- slurs or similar treatment
- because of race
- gender and gender identity
- age
- disability
- sexual orientation
- religion

Neglect and acts of omission including:
- ignoring medical
- emotional or physical care needs
- failure to provide access to appropriate health, care and support or educational services
- the withholding of the necessities of life, such as medication, adequate nutrition and heating
When a Child or Young Person makes an Allegation (or what to do if a child starts to tell you about abuse)

To begin with, the most important thing is that you listen.

And there are a number of important things you must try not to do. **You must not:**

- Agree to keep a secret
- Show disbelief or horror
- Give an interpretation
- Give or suggest information that the child has not offered
- Make promises that suggest that you can stop the abuse
- Investigate any allegations
- Ask probing questions

Then there are some important things you can say. **You can:**

- Say things that show you are listening
- Say things that reassure
- Ask for clarification about things that don’t seem clear to you
- Keep questions to a minimum and encourage the child to use their own words. Child abuse cases can be dismissed if it appears the child has been led or words and ideas suggested to them.
- Say that you will have to tell other people, in order to stop what is happening.
- Ask if you can agree together what should be done next

**N.B. you must always record what has been said and keep these notes in a safe place. The notes should be dated and signed by the adult and, where possible, the young person**

If abuse is disclosed or discovered:

As above plus the following:

- Do not delay.
- Do not act alone – advise immediately the **Head of Learning, Anne-Marie Sandos on 01908 374708** who will agree next steps with Milton Keynes Multi-Agency Safeguarding Hub on 01908 253169 (or complete the MASH document on their website)
- Do not start to investigate
- Do not gossip
What will happen next?

The process of professional involvement in cases of abuse will usually follow this course:

1. A strategy discussion involving Family Services, Police Child Protection team, other significant professionals and the person suspecting the abuse or to whom the child had talked.

2. A decision will be taken as to whether an investigation is warranted; if so, it will then be planned.

3. The investigation may include:
   - an informal talk with the child
   - a formal police (and /or Family Services) video recorded interview following disclosure.
   - medical examination
   - preliminary family assessment

4. If there is sufficient concern, a Child Protection Conference will be held to decide the best course of action to protect the child and help the family. There may be criminal prosecution of the abuser.
APPENDIX 1

‘GOOD PRACTICE’ GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PEOPLE

The National Museum of Computing should ensure that:

- As far as possible the worker is not alone with the young person where their activity cannot be seen. On church or school premises this may mean leaving doors open or two groups working in the same room.
- Ensure that the building used is safe and access to it is well lit.
- Post the Child Protection Statement and “Information for Young People” (explaining to children the procedure to follow if they feel they are being abused) documents on notice boards at regular venues, including school (See Appendix 4)

The worker should:

- Treat all children and young people with respect and dignity and treat them appropriately to their age; watch your language, tone of voice and how you use your body.
- Not engage in any of the following:
  - Invading the privacy of children when they are showering or toiletting.
  - Rough, physically or sexually provocative games
  - Making sexually suggestive comments about, with, or to a young person, even in ‘fun’.
  - Inappropriate or intrusive touching of any sort
  - Any scapegoat, ridiculing or rejecting of a child or young person.
- Learn to control and discipline children without using any form of physical punishment.
- Never invite a young person into their home.
- Not give lifts to young people on their own other than for short journeys. Lifts should be given when a minimum of 3 people are in the car, either 2 adults and 1 child or 2 children and 1 adult. Lifts should never be given to those under 18 by any person under the age of 21.
- Never let young people involve you in attention seeking behaviour which is overtly sexual or excessively physical in nature
- Be thoughtful with regard to sharing personal mobile numbers, facebook, contact etc
APPENDIX 2

The National Museum of Computing
DECLARATION FORM FOR WORKERS AND VOLUNTEERS

The National Museum of Computing is responsible for the well-being of the young people in its care and for those adults who work with the museum. The Trustees need to know the suitability of all those who work for the museum as volunteers in the learning team, and would be grateful if you would read this form and sign the declaration below.

THIS DECLARATION IS CONFIDENTIAL AND, EXCEPT UNDER COMPULSION OF LAW, WILL BE SEEN ONLY BY THE CHAIR OF THE CONTACT GROUP, WHO WILL BE HAPPY TO DISCUSS IT FURTHER SHOULD YOU WISH.

Declaration

Guidelines from the Home Office following the Children’s Act 1989 advise that all voluntary organisations should take steps to safeguard the children and young people who are entrusted to their care. The Trustees of The National Museum of Computing request that all their workers and volunteers make the following declaration:

Have you ever been convicted of a criminal offence (including any ‘spent convictions’ under the Rehabilitation of Offenders Act 1974) or been cautioned by the Police or bound over to keep the peace.

YES ☐ NO ☐

If yes, please state the nature and date(s) of the offence(s) continuing on a separate sheet if necessary.
Have you ever been liable by a court for a civil wrong or had an order made against you by a matrimonial or a family court?

YES [ ] NO [ ]

If yes, please give details, continuing on a separate sheet if necessary.

Has your conduct ever caused or been likely to cause harm to a child or put a pupil at risk, or, to your knowledge has it ever been alleged that your conduct has ever resulted in any of those things?

YES [ ] NO [ ]

If yes, please give full details, including date(s) and nature of the conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

Please continue on a separate sheet if necessary.

Signed
______________________________________________

Date
______________________________________________

Name
______________________________________________

Address
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Date of Birth
____________________
APPENDIX 3

The National Museum of Computing Declaration form for volunteers

Thank you for volunteering to help with the work of The National Museum of Computing. As you will appreciate the Museum’s trustees have a responsibility to safeguard the young people they work with and also the people who volunteer with the learning team. It is therefore important that the relevant staff have some information about you. We would ask you to provide us with the following details and to complete the accompanying vetting form.

1. NAME AND ADDRESS

NAME

_____________________________________________

ADDRESS

_____________________________________________

_____________________________________________

_____________________________________________

_____________________________________________

TELEPHONE

_____________________________________________

2. WHAT ARE YOU PARTICULARLY INTERESTED IN TAKING PART IN?
3. SUITABILITY OF WORKERS

Guidance issued following the 1989 Children’s Act indicates that it is good practice to take into account the following factors when deciding whether a person is fit to work with children and young people.

- Previous experience of looking after or working with young people or children.
- A willingness to undertake training within the first 12 months of working with young people if there is no previous relevant experience of qualification in that field.
- Ability to provide warm and consistent care.
- A willingness to respect the background and culture of young people in their care.
- Commitment to treat all young people as individuals and with equal concern.
- Physical health, mental stability, integrity and flexibility.
- You are therefore asked to complete the following;

**Have you previous experience of working with children or young people?**
**(if Yes please give details)**

**Have you a relevant qualification or undertaken appropriate training.**
**(if yes please give details)**
Do you suffer or have you suffered from any illness or disease which may affect your work with young people?

REFERENCES

Please provide the names of 2 people who have known you in the past two years, one of which should be able to write about your suitability for this work.

REFERENCE 1

Name  
_______________________________________________

Address  
_______________________________________________

Telephone  
_______________________________________________

REFERENCE 2

Name  
_______________________________________________

Address  
_______________________________________________

Telephone  
_______________________________________________
APPENDIX 4

THE NATIONAL MUSEUM OF COMPUTING – CHILD PROTECTION STATEMENT

INFORMATION FOR YOUNG PEOPLE

Working with groups and individual young people the National Museum of Computing staff and volunteers are responsible for carrying out their work with due regard to the Guidelines on Safeguarding and Child Protection set down by The National Museum of Computing Trustees.

By adhering to these Guidelines the workers will:

- Safeguard themselves.
- Ensure that the young people in their care are treated appropriately
- Be able to ensure that any young person requiring support is given it through appropriate channels.

This Statement is written to conform to the requirements of the Children Act 1989 following the Guidance given in Working Together 2015.

If you believe that you, or another young person, have been:

- Physically abused - body hurt or injured.
- Emotionally abused – fear of threats or taunts
- Sexually abused - where adults (and sometimes other children) use children to satisfy sexual desires.
- Neglected - where adults fail to care for children and protect them from danger, seriously impairing health and development.

Then do not delay or act alone. Speak to a teacher or contact Anne-Marie Sandos on 01908 374708, who will then advise you how the matter will be handled

- Do not start to investigate
- Do not gossip

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