



## Safeguarding Policy and Procedures

### Policy statement

The Trustees and staff of the Horniman Museum and Gardens acknowledge that they have a moral and legal obligation to do their utmost to ensure that children, young people and adults at risk are protected from harm while they visit all areas of their properties.

Through the implementation of this policy throughout the organisation and effective monitoring of processes and procedures the Horniman will be assured that the highest standards are maintained.

This will be achieved by:

1. Having in place a clear **structure of roles and responsibilities** in relation to safeguarding.
2. Having in place a framework for safe **recruitment, selection**, suitability and deployment of individuals working or interacting with children, young people and adults at risk.
3. Putting in place **training and supervision** to ensure all staff (including volunteers and temporary staff) understand safeguarding issues, behaviours and reporting mechanisms and are fully aware of this policy and guidance;
4. Taking preventative steps to ensure the **health, safety and welfare** of any child, young person or adult at risk visiting or in contact with the Horniman;
5. Putting in place all **reasonable steps to prevent** any staff member, volunteer or member of the public from physically, emotionally or sexually abusing or neglecting any child or adult at risk;
6. Ensuring any **accidents or incidents** involving children, young people and adults at risk are recorded and investigated appropriately.
7. Setting out **guidance on photographing children and communicating through new technologies**.

### Policy Framework

#### Who does this policy and guidance safeguard?

The policy and guidance aims to safeguard all children under 18 and adults at risk who may be visiting, volunteering or on placement on Horniman properties. This applies whether an adult or carer accompanies them or not. An adult at risk is defined as any person aged 18 years and over who is or may be in need of community care services by reason of mental health issues, learning or physical disability, sensory impairment, 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 serious exploitation.

The guidance is also meant to protect staff, volunteers and contractors from false allegations of improper conduct.

### **Who needs to follow this policy and guidance?**

This policy applies to all employees, volunteers and others people working with Horniman Museum and Gardens. This includes contractors and those organising or taking part in events on the sites. Although the guidance refers to employees this should also be taken to include these other groups.

It is the responsibility of the Event Manager or relevant Section Head planning, booking or involved in the granting of permission for an activity to be held on site to ensure that all agents who will be running or participating in the event are aware of the Horniman expectations of them and appropriate procedures.

### **Monitoring and Review**

The implementation of this policy and guidance will be regularly reviewed by the Safeguarding Working Group and an annual report made to the Senior Management Team in October each year.