

Safeguarding Policy

Name of governing body: Horniman Public Museum and Public Park Trust

Date on which this policy was approved by governing body: April 2026

Date of which this policy is due for review: April 2027

Policy statement

The Trustees and staff, volunteers and people working with Horniman Museum and Gardens (HMG) and its trading subsidiary, Horniman Museum Enterprises [referred to as employees/volunteers] acknowledge that they have a moral and legal obligation to do their utmost to ensure that children and adults at-risk (previously known as vulnerable adults) are protected from harm while they visit all areas of their properties.

HMG gives equal priority to keeping all children, young people and adults at-risk safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We recognise that some children and adults at-risk are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues.

Through the implementation of this policy throughout the organisation and effective monitoring of processes and procedures HMG 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 and adults at-risk.
3. Putting in place **training and supervision** to ensure all employees/volunteers, and those working on behalf of the Horniman, understand safeguarding issues, behaviours and reporting mechanisms and are fully aware of this policy and guidance and their responsibilities.
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 HMG;
5. Putting in place all **reasonable steps to prevent** any employees/volunteers or members of the public from abusing or neglecting any child or adult at-risk.
6. Ensuring any **accidents or incidents** involving children and adults at-risk are recorded and investigated appropriately.

7. Setting out detailed safeguarding procedures which explain the steps we take within HMG to keep children and adults at-risk safe. These include guidance on: expected behaviours for employees/volunteers; recognising signs and indicators of abuse; responding to safeguarding concerns; responding to safeguarding allegations; recording, record-keeping and destruction; information sharing and confidentiality; escalation of concerns; lost, missing or found children / adults at-risk; young volunteering, work experience placements and community engagement; admissions; photography and filming; venue hire, contractors and events.

Policy framework

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and adults at-risk and to prevent and stop the risk and/or experience of abuse or neglect.

Working Together To Safeguard Children 2023¹ sets out expectations of those working with children to ensure their safety:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

It also includes the concept of **contextual safeguarding**, understanding and responding to young people's experiences of significant harm beyond their families. This recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.

The Care Act 2014² outlines six key principles that underpin all adult safeguarding work:

- **Empowerment** – people being supported and encouraged to make their own decisions and informed consent.
- **Prevention** – it is better to take action before harm occurs.
- **Proportionality** – the least intrusive response appropriate to the risk presented.
- **Protection** – support and representation appropriate to the risk presented.
- **Partnership** – local solutions through services working with their communities.
- **Accountability** – accountability and transparency in delivering safeguarding.

¹ [Working Together to Safeguard Children](#) HM Govt, March 2023

² <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Safeguarding vs duty of care

Our safeguarding responsibilities sit alongside our broader duty of care.

	Duty of Care	Safeguarding
Definition	Legal and ethical obligation requiring individuals and organisations to act in the best interests of others	Specific set of actions, policies and procedures focused on protecting children and adults at-risk from abuse
Focus	General wellbeing and safety	Protecting children and adults at-risk from abuse
Applies to	Everyone	Adults at-risk and children
Scope	Broad – includes risk assessments, supervision, and creating safe environments	Specific – dealing with abuse, exploitation or neglect
Response	Proactive	Proactive and reactive

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and adults at-risk, namely:

- The Children Acts 1989 and 2004
- Working Together to Safeguard Children: HM Govt. March 2015
- The Care Act 2014
- The Mental Capacity Act 2005
- London Multi Agency Policies and Procedures to Safeguard Adults, 2015, (commonly referred to as the Pan London Guidelines)
- [London Safeguarding Children Partnership: Procedures and Practice \(2023\)](#)
- Department for Education (DfE) (2025) [Keeping children safe in education 2025: statutory guidance for schools and colleges](#)
- Safeguarding Vulnerable Groups Act (SVGA) 2006
- Prevent Duty Guidance as set out in the Counter-Terrorism and Security Act 2015
- Sexual Offences Act 2003.

The same principles and procedures apply for an adult at-risk as they do for children in this policy.

Lewisham context

Lewisham's Child Exploitation Strategy³ sets out the local contextual safeguarding picture for child safeguarding. Current areas of particular concern are: child criminal exploitation (particularly county lines); going missing; and high levels of school exclusion.

Who do these policy and procedures safeguard?

These policy and procedures aim to safeguard all children (defined as those under 18) and adults at-risk who may be visiting, volunteering or on placement on HMG 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 meets all the following criteria⁴:

- Has care and support needs;
- Is experiencing, or is at risk of experiencing, abuse or neglect; and
- Because of their care and support needs, is unable to protect themselves from the risk and/or experience of abuse or neglect.

The guidance also aims to protect staff, volunteers and people working with Horniman Museum and Gardens and its trading subsidiary, Horniman Museum Enterprises, from false allegations of improper conduct.

Who needs to follow this policy and guidance?

This policy and guidance applies to all staff, volunteers and people working with Horniman Museum and Gardens and its trading subsidiary, Horniman Museum Enterprises. This includes contractors, freelancers, temporary or agency staff, placement students and those organising or taking part in events on the sites. The term employees/volunteers is used in this policy, and should be taken to also include these other groups.

Any HMG staff member who is responsible for planning, booking or granting permission for activities or works to be held on site must ensure that all agents who will be running or participating in activities or works are aware of HMG's safeguarding expectations of them and appropriate procedures.

Interface with other organisations' safeguarding policies and procedures

Many organised groups, such as school groups, who visit HMG will have their own safeguarding policy and procedures in place. The same is true for many external organisations who have arranged placements or volunteering at HMG for someone in a formal setting. If a concern arises about a child or adult at-risk who is part of an organised group, on an arranged placement or volunteering, HMG will report the concern in writing to the group's designated lead for safeguarding, and follow up with them to ensure the concern has been logged and appropriate action taken.

³ [Lewisham Child Exploitation Strategy](#) accessed February 2026

⁴ <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

If a safeguarding allegation is made against someone from a formal setting who is part of an organised group, on an arranged placement or volunteering at HMG, the allegation will be managed with in liaison with their school / university / other organisation.

Monitoring and review

This policy and procedures will be reviewed by Trustees annually.

The implementation of this policy and guidance will be regularly reviewed by the Safeguarding Working Group.

The Board has appointed a Designated Safeguarding Trustee, with specific responsibility for safeguarding. A quarterly report on safeguarding is made to the Senior Management Team and Board as part of HMG's management reporting.