



Birmingham
Museums

Safeguarding Policy

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**Note that this document should be read in conjunction with
Birmingham Museums Trust's Safeguarding Procedures.**

1. Purpose and introduction

This policy defines how Birmingham Museums Trust operates to safeguard children, young people and adults at risk involved as visitors and as participants in all our activities on and off site, and online. BMT is committed to the highest standards in protecting and safeguarding the welfare of the children, young people and adults at risk entrusted to its care at all times. We also want to protect and support our staff and volunteers who work or come into contact with these groups.

BMT is committed to strengthening our leadership, culture and capacity around safeguarding and embedding safeguarding within the organisation's culture. We are committed to achieving the highest standards of safeguarding appropriate for Birmingham Museums Trust.

- For the purposes of this policy, the term Safeguarding children and young people refers to individuals below the age of 18. The safeguarding of children is defined as “the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.
- For the purposes of this policy, the term Safeguarding adults at risk refers to someone over the aged of 18 or over. The safeguarding of Adults at risk is defined as is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by a) Personal characteristics which may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain and/or b) Life circumstances which may include, but are not limited to, isolation, socio-economic factors and environmental living conditions. who may have a physical, learning or sensory disability, a mental health problem, a serious illness or may be an older person.

This policy will apply to all staff, freelancers/freelance contractors and volunteers and will be used to support their work. It has been written in line with best practice and advice sought from other safeguarding approaches within the sector.

It is mandatory for everyone working at BMT to abide by the Safeguarding Policy and Procedures. Anyone found not to have followed the policy and procedures might be subject to disciplinary action, or alternative action if they are not an employee.

Where necessary, we will refer any issues or concerns involving protection to the appropriate agencies. If we encounter a safeguarding disclosure, concern or allegation that constitutes, or may constitute a crime, the police will be informed.

2. Policy statement

The principles that underpin Birmingham Museum's Trust approach to safeguarding are:

- **Welfare is paramount** - the welfare of the child, young person or adults at risk takes priority.
- **Right to protection** - all children, young people and adults at risk have the right to protection from harm.
- **We will recognise** all concerns that a child or adults at risk is at risk or might be at risk of harm.
- **We will respond** appropriately to a child or adult who is telling us they are being harmed or at risk of harm.
- **We will refer** all concerns, if appropriate, to the relevant children's or adult care services and/or police.
- **We will record** the concerns and any subsequent action appropriately.
- **We will not delay** passing on concerns.
- **BMT staff, volunteers and freelancer are clear** on appropriate behaviours, responses, and procedures.
- **Safe recruitment, selection and retention** is the first step to ensuring the welfare of children, young people, and adults at risk.

BMT will therefore ensure that:

- Staff are safely recruited, selected, and trained in issues of protection.
- All staff, volunteers and freelancers working directly in regulated activities or with the public are aware of BMT's safeguarding policy and procedures.
- Group leaders, service providers and any other interested parties are given and can freely access information about BMT's safeguarding policy and procedures.
- Teachers, group leaders and any other interested parties are provided with information about our expectations regarding protection and safe supervision responsibilities whilst visiting or participating in online activity with BMT.
- BMT risk assessments for school visits, working with children and young people and working with adults at risk will be supplied and available as a downloadable document to assist with visit planning to a BMT site.
- Ensure relevant Disclosure and Barring (DBS) checks are undertaken on identified BMT safeguarded roles.
- BMT's complaints procedure is accessible to all visitors.

3. Legal context

For the protection of children and young people this policy considers relevant legislation and guidance and is particularly informed by

- **Education Act 2002**, supporting schools with a duty to carry out their functions with a view to safeguarding and promoting the welfare of their pupils.
- **Children Act 1989**, which provides a framework for the care and protection of children and young people.
- **Children Act 2004** which underpins Every Child Matters, Change for Children programme,
- **Working Together to Safeguard Children 2018**, statutory guidance on inter-agency working to safeguard and promote the welfare of children in accordance with the **Children Act 1989** and **Children Act 2004**.

For the protection of adults at risk this policy considers relevant legislation and guidance and is particularly informed by

- **The Human Rights Act 1998**, sets out the fundamental rights and freedoms that everyone in the UK is entitled to
- **The Data Protection Act 2018** and **General Data Protection Regulations 2018**
- **The Care Act 2014**, the law that sets out how adult social care in England should be provided.
- **Mental Capacity Act 2005**, provides a statutory framework to empower and protect vulnerable people who are not able to make their own decisions
- **Section 7 of the Local Authority Social Services Act 1970** gives local authorities the responsibility for developing partnership working to protect adults and to have an interagency safeguarding adult's procedure.

4. Safeguarding code of conduct for all staff, freelance and volunteers.

A BMT Safeguarding Code of Conduct sets out the expectations of Birmingham Museums Trust for all staff, who work for or represent the organisation in their contact with children, young people, and adults at risk. Failure by any staff member to comply with this Safeguarding Code of Conduct may be considered Gross Misconduct and could end in summary dismissal.

The BMT Safeguarding Code of Conduct also applies to freelancers and volunteer members working in a regulated activity, who work for or represent the organisation in their contact with children, young people, and adults at risk. Failure by any Freelance contractors or volunteer member to comply with this Safeguarding Code of Conduct may be asked to leave BMT premises and be dealt with according to the relevant procedures.

As part of this policy any Freelance contractors delivering and or working in a regulated activity will be required to read, acknowledge, and confirm receipt BMT Safeguarding policy prior to the commencement activity with children, young people, or adults at risk.

Do:

- Approach any child, young person, or adults at risk apparently in distress and ask if you can help.
- Seek assistance from colleagues or supervisors in order to minimise the time spend alone with the person.
- Be aware of the possible risks and question situations that you find suspicious.
- Keep a look-out for unaccompanied children and follow the “Lost Child” procedure (see Birmingham Museums Trust Safeguarding Procedures).
- Communicate details of any safeguarding issues to the Designated Safeguarding Officer or Deputy DSO.
- Keep any lost children in a public area where they can be clearly seen and take them to the designated point.
- Actively contribute to BMT organisational values where inappropriate behaviour is not tolerated.
- Ensure that whenever possible there is more than one adult present during activities with children, young people, and adults at risk, or at least that are within sight or hearing of others. The adult present may be a teacher or a parent.
- If a child, young person, or adult at risk wishes to talk to you in confidence then try to find a quiet space in a public area where this is possible.
- Act professionally at all times. (Including online as part of a registered online activity)
- Avoid situations which might appear compromising.
- Report any allegation (including suspicions) of abuse or inappropriate behaviour immediately to the Designated Safeguarding Officer or Deputy DSO.
- Always do your utmost to accommodate a child, young person or adult at risk who expresses a wish to talk to a male or female member of staff.
- Be sensitive in your communication with people so that you avoid over familiarity.

Do Not:

- Engage in any physical play with children, young people, or adults, nor allow or engage in any touching of any kind.
- Physically restrain a child, young person, or adults at risk except in exceptional circumstances and only if you have been trained to do so. (E.g. to prevent injury, damage to property/collections or to prevent theft, however, only consider minimum restraint).
- Make sexually suggestive comments to any visitor.
- Use foul or abusive language to any visitor.
- Physically assault or abuse any visitor.
- Give your personal contact details (including phone, email, social network accounts etc) to any visitor or participant.
- Give personal information of any other person as per the General Data Protection Regulation 2018.

- Do things of a personal nature for children, young people, or adults at risk that they can do for themselves or that a parent / leader can do for them.
- Photograph children and adults (unless for business purposes and following BMT procedures - see below and Appendix B*).
- Seek to befriend children, young people, or adults at risk on any social media accounts or channels (refer to Appendix B for Policy on online behaviour).
- Use your personal mobile phone to communicate with children, vulnerable or adults at risk.

All staff, volunteers and freelancers should understand the need to maintain appropriate boundaries in their dealings with children, young people and adults at risk.

When undertaking a role on behalf of Birmingham Museums Trust, individuals are considered to be acting in a position of trust. A position of trust is one in which one individual is in a position of power or influence over the other by virtue of their work or nature of their activity. It is vital for all those in a position of trust to understand the power this can give over those that they care for and the responsibility they must exercise because of this relationship.

5. Governance of Safeguarding at Birmingham Museums

BMT Trustees have overall responsibility for safeguarding people who use Birmingham Museums. This includes people who benefit from Birmingham Museums, staff, volunteers, and other people who come into contact with the charity.

Protecting people and safeguarding responsibilities is a governance priority. Trustees are responsible for ensuring Birmingham Museums' meets legal and statutory safeguarding duties. Details of the Charity Commission's expectations are here [Safeguarding Duties of Charity Trustees](#).

The following structure is in place to support BMT Trustees in their role to safeguard people:

- Trustee Safeguarding Champion
- Finance and Risk Committee
- Co-CEOs and Senior Leadership Team
- Designated Safeguarding Leads
- Safeguarding Forum

All members of staff have a responsibility for safeguarding. Anyone who works at Birmingham Museums must work in a way to prevent and protect the charity's users, know how to recognise the signs of abuse and neglect, and know how to record and report any concerns or incidents.

6. Recognising, responding and reporting concerns for children and young people and adults at risk

a. Recognising types of abuse in children and young people

- **Criminal exploitation and gangs** - when children are used by people, sometimes older or in gangs or groups, for criminal activity such as carrying or selling drugs or weapons, running money.
- **Domestic abuse** - any type of controlling, bullying, threatening or violent behaviour between people in a personal or family relationship.
- **Emotional abuse** - non-physical behaviours that are meant to control, isolate, or frighten such as threats, insults, constant monitoring, excessive jealousy, manipulation, humiliation, intimidation, and dismissiveness.
- **Female genital mutilation** - all procedures involving partial, full removal or other injury to the female genital organs.
- **Grooming** - signs of an individual building a relationship with a child, and sometimes with their wider family, gaining their trust and a position of power over the child, in preparation for abuse.
- **Neglect** - the persistent failure to meet a child's basic physical, emotional and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- **Non-recent abuse** - an allegation of neglect, physical, sexual, or emotional abuse made by or on behalf of someone.
- **Online abuse** - any type of abuse that happens on the internet, through social media, online gaming, or mobile phones. Children and young people may be the victims of online grooming, sexual abuse, sexual exploitation, or emotional abuse.
- **Physical abuse** - deliberately hurting or injuring a child. This could be caused by hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or other physical harm.
- **Sexual abuse** - when a child is forced or persuaded to take part in sexual activities.

b. How concerns may arise about the safety of a child or young person

- A child tells you they are being abused or tells you about an experience or event that has happened to them that you think would be harmful (this is sometimes referred to as a 'disclosure' – not to be confused with a disclosure to do with a check by the Disclosure and Barring Service).
- You identify signs of child abuse or neglect.
- The person's behaviour is inappropriate and gives cause for concern (e.g. a visitor or teacher).
- You directly witness someone being harmed by an adult or another child.
- Someone tells you (e.g. a child or a member of the public) either face to face or by any other means of communication, that a child is being harmed or is at risk of harm.
- The behaviour of an adult towards a child gives you cause for concern.

c. **Recognising types of abuse in adults at risk**

- **Physical abuse** - any deliberate act of force against a person that results in physical harm, injury, or trauma.
- **Domestic violence** - abuse between two people who are over the age of 16 and who are, or have been, intimate partners or family members. It encompasses controlling, coercive or threatening behaviour and violence.
- **Psychological abuse** - any type of behaviour that involves emotional mistreatment of a person. It includes threats of harm or abandonment, enforced social isolation, coercing, or threatening someone, cyber-bullying, or preventing someone from meeting their religious and cultural needs.
- **Sexual abuse** - where an individual is forced, pressured, or tricked into taking part in sexual activity with another person.
- **Financial or material abuse** - where someone using or misusing money to control a person's actions and their freedom and using their funds or belongings without their permission.
- **Modern slavery** - any act of recruitment, movement, harbouring, or receiving of people through the use of force, coercion, abuse of power, deception, or other means, for the purpose of exploitation.
- **Discriminatory abuse** - when an individual or group is treated unequally because they possess one of the protected characteristics outlined by the Equality Act 2010. These characteristics are age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, and religion or belief.
- **Organisational abuse** - where an organisation prioritises their own needs over those of their service users and people they support.
- **Neglect and acts of omission** - when somebody who has responsibility for the care of an adult fails to provide the amount and type of care that the person requires.
- **Self-neglect** - when an individual fails, or refuses, to take care of their own basic needs. It includes a lack of self-care to the extent that it threatens health and safety.

d. **How concerns may arise about the safety of an adult at risk**

- An adult at risk tells you they are being abused or tells you about an experience or event that has happened to them that you think would be harmful (this is sometimes referred to as a 'disclosure' – not to be confused with a disclosure to do with a check by the Disclosure and Barring Service).
- You identify signs of adults at risk from abuse or neglect.
- The adult person's behaviour is inappropriate and gives cause for concern (e.g. a visitor or teacher).
- You directly witness an adult at risk being harmed by another individual.

- Someone tells you (e.g. an adult at risk or a member of the public) either face to face or by any other means of communication, that an adult is being harmed or is at risk of harm.
- The behaviour of an adult towards an adult at risk gives you cause for concern.
- An adult survivor of abuse tells you about their abuse in childhood. This can be referred to as 'historical abuse'. The perpetrator may still be alive, and the disclosing adult may therefore be at risk
- You recognise signs of an adult of risk experiencing financial abuse (e.g. Missing personal possessions. Unexplained lack of money or inability to maintain lifestyle).

e. Responding to concerns

BMT works with a range of adults at risk and children and young people. As such mandatory safeguarding training is available to all staff to equip them with the ability to respond to a diverse range of safeguarding concerns and disclosures in a calm and considered manner, taking the required steps to ensure confidential and sensitive information is handled professionally for safety of themselves.

Bespoke training is aligned with BMT operations and is used to understand, recognise, and respond to concern in the context of online, onsite and outreach areas of engagement and regulated activity. Training looks at both real and example scenarios to promote discussion on how staff can respond and manage disclosures and to concerns and ranges from the discovery of 'help notes' in public areas through to responding to allegations made against individuals representing BMT.

f. Reporting concerns

All safeguarding concerns must be reported. Birmingham Museums Trust has a dedicated safeguarding team to support and respond to all safeguarding concerns raised (listed below)

Name	Role	<u>email</u>	<u>Telephone</u>
Charlotte Holmes	BMT Designated Safeguarding Lead	Charlotte.holmes@birminghammuseums.org.uk	07877755767
Rachael Minott	BMT Designated Safeguarding Lead	Rachael.Minott@birminghammuseums.org.uk	07877755767
Andrew Fowles	BMT Designated Safeguarding Officer	Andrew.fowles@birmighammusuems.org.uk	07980293862
Laurence Butler	BMT Designated Safeguarding Officer	Laurence.butler@birmighammusuems.org.uk	0121 348 8020

The process for reporting can be found in Birmingham Museums Trust [Safeguarding Procedures](#).

Summary of Key activities undertaken when a safeguarding concern has been reported.

- Remember, in cases of emergency you are able to contact WM police as appropriate.
- Raise the concern with a BMT duty manager who will be able to contact the Safeguarding team to support any immediate action that may be required.
- Where possible immediately record information of the concern or disclosure in writing, if not possible speak to the duty manager of safeguarding team directly
- Once the concern has been raised the Safeguarding team will convene as a panel and where applicable extend the panel to include other staff e.g. Volunteer Manager, named Manager of external freelancer.
- The safeguarding team will not delay passing on concerns and will securely pass on confidential information to the relevant agencies, organisational safeguarding leads and as required WM police.
- The safeguarding team will record responses and actions from each concern to ensure follow up information is obtained by external parties and securely store information via a password protected file on the BMT shared drive.

6. Responding to and managing safeguarding allegations against a member of staff, volunteer, or freelancer/contractor

How allegations may arise

A safeguarding allegation is where a member of staff, volunteer or freelancer/contractor has:

- Behaved in a way that has harmed, may have harmed, or might lead to harm of a child, young person, or adults at risk.
- Possibly committed or is planning to commit a criminal offence against a child, young person, or adults at risk, or:
- Behaved towards a child, young person, or adults at risk in a way that indicates he/she is or would be unsuitable to work with children, young people, or adults at risk.

Allegations may concern one or more children or adults. It can be about any child or adult, for example those:

- Visiting the museum with their family, friends or alone.
- Participating in one of BMT's outreach activities offsite.
- Participating in one of BMT's engagement activities online.
- Participating in one of BMT's community engagement or consultation activities.
- Visiting as part of a school or other organised group.
- Supporting BMT such as volunteers, donors, and patrons.

- Participating in work experience or internships.
- That the member of staff, volunteer or freelancer/contractor has contact with in their community/home life.
- Who are the son, daughter or other relative of the employee, volunteer or freelancer/contractor.
- not known to BMT

The allegation may:

- Not directly concern a known child, young person or adults at risk for example may involve accessing inappropriate images online.
- Be about any form of abuse or neglect.
- Relate to a staff member, volunteer or freelancer who has left.

A safeguarding allegation against a member of staff, volunteer or freelancer/contractor may arise when:

- A child or parent/carer makes a direct allegation against the individual.
- Another member of staff or volunteer observes behaviour that is cause for concern.
- BMT receives a safeguarding allegation, e.g. by phone, letter, or email, from a member of the public or a professional.
- A member of the public tells a member of staff or volunteer face-to-face.
- It is made in the course of another BMT procedure, such as grievance or disciplinary.
- BMT is informed by the police or local authority or other organisation that an individual is the subject of a child protection or criminal investigation.
- Information emerges from a DBS renewal that could compromise the safety of a child, young person, or adults at risk.
- An employee or volunteer informs BMT that they have been the subject of allegations or have harmed a child/adult.

The procedures for managing safeguarding allegations must be followed consistently regardless of how the allegation arose, or from whom, or how the information was received.

Process for managing a safeguarding allegation.

Birmingham Museums Trust Safeguarding Procedures outlines what to do if a safeguarding concern or allegation arises in respect of a member of staff or volunteer or freelancer/contractor.

If a concern is raised the safeguarding team will convene a decision-making panel to identify the necessary actions with any allegations. To support this relevant BMT staff members which could include BMT Volunteer Manager, recruiting manager of freelance contractors or the BMT People and Culture team. Allegations will be communicated to the BMT Safeguarding Champion

7. Recruitment and selection of staff

Legislation provides that individuals may be disqualified from working with children, young people, or adults at risk by inclusion on one or more of several official lists contained in the statutory provisions. It is a criminal offence for any employer to knowingly recruit a disqualified individual into a post working with children. This also applies to volunteers and contractors. Individuals obtain checks on disqualification from the Disclosure and Barring Service (DBS).

The Safeguarding Vulnerable Groups Act 2006 places requirements on employers and individuals who are involved in regulated activity to undertake a DBS check. Regulated activity is defined as an activity that involves, frequent or intensive contact with children or adults at risk and is of a specified nature e.g. teaching, training and supervision or is in a specified place such as schools:

- The frequent contact test will be met if the work takes place once a week or more.
- The intensive contact test will be met if the work takes place on 3 days or more in one month or overnight.

Overnight stays at BMT are the sleepovers organised for school or uniform groups such as scouts. BMT does not organise overnight stays for families or individuals not organised through schools or uniformed groups.

To identify and check existing and potential new roles for that are eligible to apply for DBS certification the United Kingdom government has created an online checklist to confirm if DBS checks are required. This can be found at <https://www.gov.uk/find-out-dbs-check>

Eligibility for Standard, Enhanced, and Enhanced with Barred Lists DBS checks is prescribed in legislation. Recruiters should only request a DBS check on an individual when they are legally allowed to do so – they must be entitled by law to ask an individual to reveal their full criminal history. This is known as asking ‘an exempted question.’ For most of the roles within BMT we can request a basic DBS check only

Within our learning teams some member of staff will act in teaching roles to children on a regular basis without additional supervision, as such appointment to these roles require an enhanced DBS check with a children's barred list check. There are currently 14 roles (January) where we seek an Enhanced with Barred Lists DBS check, these include check for the DBS Barred List for Children.

None of our volunteer roles currently require a DBS check as volunteers will never be left unsupervised with children or adults at risk as per BMT policies.

We encourage the use the Disclosure and Barring Service (DBS) Update Service which allows:

- applicants to keep their DBS certificates up to date.

- employers to check a DBS certificate.

The service is for standard and enhanced DBS checks only.

The DBS update service allows data from existing DBS checks to be transferred for new recruits and for the DBS checks we run to be useable for further employment, and to check if any information has changed since certificates were issued.

As such when someone has received their DBS check for BMT, they have 28 days to register <https://www.gov.uk/dbs-update-service>. If they don't register on here then BMT will require the individual to have a brand-new DBS after 3 years.

The list of job roles at BMT requiring a DBS check are included in Appendix E.

As part of the recruitment process, applicants will be required to complete either a Basic or Enhanced Disclosure Application where the post involved works with children or adults at risk. Enhanced checks are required for all roles undertaking regulated activity (as detailed in Appendix E). BMT's policy is to require DBS Update Service Certificates. These enable BMT to check the record of any individuals employed in the relevant roles at any time.

Applicants will be asked at conditional offer stage how to complete the DBS application. The job offer will be subject to DBS clearance. The job offer will be withdrawn if the Disclosure is not clear. A panel consisting of the Designated Safeguarding Officer, Deputy DSO and HR Manager will follow this policy to consider any disclosures that may arise following a DBS check.

Should BMT receive an Enhanced Disclosure about an individual already employed, the panel will hold an immediate review. The outcome of the review may include precautionary suspension.

All staff will receive a copy of the BMT Safeguarding Policy and Procedures as part of their induction. They will receive training appropriate to their role (see Section 9 below).

BMT will make a referral to the Disclosure and Barring Service of an individual removed from regulated activity, either because that person has caused harm, or poses a future risk of harm to children or vulnerable groups. Any such referral will be carried out according to the 'Barring – making a referral' guidance published by the DBS.

BMT's policy on recruiting and ex-offenders is included in Appendix F.

8. Safeguarding training

This policy will be available to all staff via the People Hub system and on the intranet. For those who do not use a computer regularly it is the responsibility of the line manager to ensure this is communicated to them.

Safeguarding training is provided to staff at three levels. Training is mandatory and it is the responsibility of line managers to ensure their teams undertake the training.

Safeguarding training (delivered online via iHasco training portal)

- Online safeguarding training for all staff. Received within probationary period for non-DBS check roles, and within 30 days for DBS roles. Renewed every 3 years. Set up by the Workforce Development Team on the online Learning Management System and includes:
 - Safeguarding of Children
 - Safeguarding of Adults at Risk
 - Prevent Duty (new inclusion from June 2023)

Face to face internal training

- A dedicated face to face learning session which outlines BMT's Safeguarding Policy and Procedures. For the Learning and Engagement Team, Duty Managers, Volunteer Manager, those running online public activities, BMT social media account holders and the Security Team. The purpose of the training is to ensure staff members fully understand the contents of the Safeguarding Policy and Procedures and know what to do in practical terms in different circumstances. The DSO and Deputy DSO deliver this training as a workshop. Renewed every 3 years. Expert advisors may from time to time be asked to deliver aspects of the workshop according to specific organisational need.
- Volunteer induction process includes face to face training on BMTs Safeguarding policies and safeguarding awareness, volunteer responsibilities within the guidance and actions volunteers should take if they need to raise a concern. This is delivered by the Volunteer Manager before any volunteering commences.

Designated Safeguarding Officer training (externally provided)

- Designated Safeguarding Officer training is provided to the DSO and Deputy DSOs. Renewed every two years either online or face-to-face via external professional trainer. Set up by the Workforce Development Team.

See Appendix G for details.

Training is also offered to the Trustee Safeguarding Champion on an annual basis. The Safeguarding Champion may already hold appropriate and up to date training, in which case BMT may ask to obtain a copy of the training certificate.

9. Arrangements for work experience, academic placements, and young volunteers

BMT provides schools, colleges and universities with work experience placements or internships. It may be necessary to work on an individual basis with a student normally between the ages of 15 and 18.

BMT recognises that students taking part in work experience placements are required to develop responsibility, independence, and the ability to make their own decisions. Birmingham Museums Trust recognises that it will not be practical to have more than one staff member work with a student placement. All staff must remember, however, that the health, safety, and welfare of individuals is paramount.

Any placement, work experience or volunteer should come through the advertised route and either the Volunteer Manager or HR team (as appropriate) should be aware the placement is happening. Volunteers and work experience placements must be arranged via the Volunteer Manager, and academic placements (internships) must be arranged via HR and the academic institution.

BMT would like all student and young volunteer placements to have a positive experience and the following guidelines should assist with this:

- BMT provides each student placement with an induction to include Human Resources and Health and Safety issues. This is carried out by the line manager.
- Regular internal Health and Safety reviews are conducted annually for effective and safe working with work experience placements.
- Regular internal Health and Safety reviews are conducted annually for effective and safe working with young volunteers.
- Each student or volunteer placement will be provided with relevant policies, including the safeguarding policy, as part of the induction process.
- All student and volunteer placements will be provided with a name badge when the work experience commences. The badge must be handed in at the end of the placement.

If you are expecting to undertake a regulated activity or spend time alone with a student or young volunteer, the staff member must:

- If taking part in a regulated activity, hold a current Enhanced DBS check.
- Always ensure that your line manager, the student's or young volunteers' supervisor, parent / guardian knows your location and the activity you will be carrying out.
- If practical, ensure the activity is held in a public place. If not practical, you should perform the activity in a room where you can be viewed easily. Again, where practical ensure the door, or the room is left open or ajar.
- Never allow travel with a student or young volunteer placement at any time, unless they are over 18.
- Comply with the Safeguarding Policy, Procedure and Code of Conduct.
- Any BMT staff member who engages with volunteers is also obliged to make the volunteer aware of this policy and their duty to abide by it.

10. Arrangements for freelancers and contractors

Freelancers and freelance contractors who are involved in regulated activity at BMT must hold a current DBS certificate. Regulated activity is defined as an activity that involves, frequent or intensive contact with children or adults at risk and is of a specified nature e.g. teaching, training and supervision or is in a specified place such as schools. Further information is provided in Section 8 above.

Awareness of the safeguarding policy and advance planning of freelance responsibilities should be identified at the role description phase when creating a freelance working opportunity.

Therefore, any BMT staff member who enters into an agreement with a freelancer or contractor to provide a service that involves regulated activity on BMT premises or on behalf of BMT in an offsite setting is obliged to make the contractor aware of this policy and their duty to abide by it. Freelancers/Freelance contractors providing regulated activity for BMT must also provide evidence of having received up to date safeguarding training. In addition to this all BMT staff

11. Arrangements for donors

BMT undertakes fundraising to generate income generation through donations and sponsorship. Donations may come from individuals, trusts and foundations, and corporate supporters. Individuals can donate to BMT in several ways, for example, via our donation boxes, a one-off or regular donation, signing up as a Patron, or by leaving a gift in their will. Individuals may be the sole decision-maker on behalf of trusts and foundations or corporate supporters; this is particularly likely for family trusts or family-owned businesses.

BMT staff talk to existing and potential donors regularly in the course of their jobs, for example, at a special event, exhibition launch, or in a one-to-one meeting, or phone call.

Anyone talking to a donor needs to be alert for clues as to whether the person can make an informed decision to donate. A previous donation is not evidence of capability to make another donation.

BMT believes everyone should have the opportunity to donate if they want to do so. However, there are times when donations should not be taken.

BMT abide by the Fundraising Regulator's *Code of Practice* (1.2 General Principles) and use the Institute of Fundraising guidance for *Treating Donors Fairly* (2016) to ensure that:

- Donors have the mental capacity to make a decision.
- Staff consider whether a donor's context or circumstances may influence their capacity to make a considered decision.

- Staff consider indicators which could mean that an individual is in a vulnerable circumstance or needs additional support.
- Staff can identify the signs that an individual may be in a vulnerable circumstance.
- Staff are aware of the impact of BMT's fundraising messages and understand that those in a vulnerable circumstance may find it harder to say 'no' to a donation ask.

12. Filming and photography

Photographs and film (including the use of camera phones) of children and young people engaged with BMT activity must not take place unless authorised by the appropriate adult, parental or official staff member with responsibility of consent. This also applies to photographs and film (including the use of camera phones) of adults at risk unless advance authorisation from staff and adults with formal designated responsibility for an Adults at risk takes place.

BMT has forms to be completed by the relevant guardian to obtain permission to photograph/film. Once an image has been authorised BMT will only use and retain images for a 5-year duration. Photographs and film that have proceed through the consent process can be request for removal at any time. BMT Photography and film consent forms are available from the Marketing Department and included in Appendix B.

See BMT's Online Safety Policy for details on how BMT limits the risks to children, young people and Adults at risk when using the internet, digital and mobile technology.

13. Online Safety

Birmingham Museums Trust recognises the opportunities and challenges that digital engagement may bring to those working with children, young people and adults at risk. We advocate applying the same principles and standards for interacting with children and adults online as in other areas of practice.

Digital engagement encompasses all the work Birmingham Museums Trust carries out with participants online. These activities are wide ranging and include (but are not limited to):

1. Online school sessions
2. Livestreamed public talks and tours.
3. Facilitated co-production and consultation sessions.
4. Online chat groups
5. Social media engagement
6. Direct e-communications

A detailed policy and operating procedures for safe online activity is provided in Appendix B.

All staff, volunteers, and anyone else running online engagement activity for Birmingham Museums Trust must adhere to the Online Safety Policy and Procedures in Appendix B.

This policy also contains examples of BMTs Online participation agreements form containing online guidance information and registration for participation in an online activity with BMT.

14. Age of unaccompanied children

BMT welcomes unaccompanied children aged 12 or over to its museums. Children aged 11 or under will need to be accompanied by a parent, or a guardian aged 16 or over.

All children under 16 wanting to join a guided tour, or a Planetarium show or activity session at Thinktank, must be accompanied by someone aged 16 or over.

Children will be asked to leave if behaviour is not appropriate and affects exhibits or other visitor's experiences.

15. Lost children and adults at risk

Missing child and adults at risk incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. Birmingham Museums' sites each have numerous rooms and galleries and we will, from time to time, find children or adults at risk who are lost or separated from their parents, relatives, party, teachers, or friends.

We understand that children and adults at risk who are lost or separated from their carer may become very distressed in a noticeably short period of time and as such our ability to respond becomes a key priority for all staff at based and working at BMT sites. A full procedure and example recording log can be found within section 8 of the BMT safeguarding procedures document.

Code Blue, rapid response to missing children and adults at risk summary of actions

- As soon as lost child or adult at risk report is raised a BMT staff member will record the following:
 1. **Name and age**
 2. **Physical description (height, colour of hair, gender, disability, clothing, etc.)**
 3. **Where and at what time they were last seen**
 4. **Name of the individual, school, or organisation they came with**
- **BMT staff member will** immediately raise awareness of the incident to site duty managers and all onsite staff via radio coded communication using '**Code Blue**' and issue a physical description of the missing individual.
- **BMT staff will** reassure the parent / responsible adult that action is being taken to locate the child / vulnerable adult and explain that contact will be maintained with them through a specific staff member.
- **BMT staff will** immediately increase observation of entrance and exit points to the site.

- **BMT staff will** undertake site sweeps including public spaces open rooms, toilets, and stair cores.
- **BMT staff will**, in the event of a child or adult at risk not being found within 7-minute threshold, contact WM police, BMT control, and in the case of Thinktank, contact Millennium Point security whilst continuing the site search.
- **BMT staff will** support WM Police involvement by communicating clear methods to locate CCTV footage that can be accessed by WM police directly to support a coordinated response to a missing person.

When a missing child or vulnerable adult is located

- **BMT staff will** approach the child or adult at risk sensitively and clearly communicate their name and that they are members of staff who are here to help find their parents or carers.
- **BMT staff will** ensure that they never leave a public area with a lost child/adult or at any time be in a room on their own with them.
- **BMT staff will** immediately confirm that the child or adult at risk has been located via radio to all onsite staff and remain in the location where the individual is found via **/Code Blue located**.
- **BMT staff will not** pass the child/adult onto another member of staff as this can be confusing or upsetting once they have established a trusting bond with the first member of staff.
- **BMT staff member will** calmly accompany the child or adult to agreed lost persons meeting point through public spaces only.
- If a radio announcement is required to locate the reporting individual the announcement it is formally required **not to mention the terms “parents”, their “carer” and “missing”** to protect the child/adult, as radio announcements can be overheard.
- **BMT staff will** remain with the lost child or adult to ensure reuniting process is followed and will observe behaviour of individuals being reunited and to observe for any further safeguarding concerns.
- When reunited and confirmed BMT staff will issue a radio call stating, **‘Code Blue situation is over.’**

Reporting of missing child, young person, or adult at risk

- BMT staff or Duty Manager will then be requested to complete a **BMT lost Child/Adult at risk log** for the basis of immediate reporting and inform the BMT safeguarding team of the incident.
- If the incident raised any safeguarding concerns, the site duty manager will then be required to complete Part 1 of the Safeguarding Incident Form and communicate this to the safeguarding team.

- The DSO/Deputy should then complete Part 2 of the Safeguarding Incident Form and follow BMT's wider Safeguarding Procedures to identify if any further actions are required.

All reporting and registers of lost children and adults at risk will be recorded and reviewed to identify actions and learning in managing effective lost persons procedures through the safeguarding forum and established safeguarding governance for review.

BMT Lost Child and Adult at Risk Meeting Points.

1. Aston Hall	Gift shop, located in the Saloon.
2. Birmingham Museum and Art Gallery	Round Room o/s BMT Control Room
3. Blakesley Hall	Reception desk in the Visitor Centre
4. Museum Collection Centre	Main entrance
5. Museum of the Jewellery Quarter	Reception desk, located in the shop.
6. Sarehole Mill	Shop desk, or if closed – the tearoom desk.
7. Soho House	Reception desk in the Visitor Centre
8. Thinktank	Shop on Level 2
9. Weoley Castle	Entrance area, Visitor Centre

16. Safeguarding Risk Assessments

Safeguarding risk assessments for safe working with children and young people and safe working with adults at risk are supplied to assist with the planning of a visit to a BMT site. Documents are [downloadable](#) from BMT's website and shred at booking stage or prior to any project and activity engagement taking place (**An example of a populated risk assessment is contained in Appendix A**).

The information collected in the risk assessment can be used as a baseline for monitoring progress towards best practice safeguarding. The responses are used for planning and monitoring purposes and to work towards improvements, if and where these are needed.

17. Record keeping and retention of data

Birmingham Museums Trust keeps a record of any safeguarding incident, including details of how each incident or allegation is followed up, of any decisions reached, and any action taken. These are stored in a secure safeguarding folder on the X drive. Access to this folder is restricted to the Designated Safeguarding Officer and Deputy DSOs.

DBS check outcomes relating to staff are logged securely in the HR system.

Filming and photography consent forms are held in the Digital Asset Management System (DAMS) along with the images/film that they relate to.

All records are retained in line with BMT's Privacy and Retention Policies, which are in line with GDPR regulations. The DSO will seek advice from the relevant authorities before any records are destroyed.

The information which is provided or that is recorded against a person as part of this policy will be used in accordance with the European General Data Protection Regulation 2018 and for the following purposes:

- to enable the organisation to create electronic records of the incident.
- to enable BMT to manage safeguarding cases that arise.
- to enable the data to be processed and to enable the organisation to compile statistics and reports to the Board of Trustees. No statistical information used will be published that would identify an individual.

18. Contact details

Name Rachael Minott and Charlotte Holmes, Joint Assistant Directors of Engagement

Position Designated Safeguarding Lead (SLT)

Phone/email Rachael.minott@birminghammuseums.org.uk
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Name Andrew Fowles, Learning and Access Manager

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Name: Laurence Butler, Museum Manager (Thinktank)

Position Designated Safeguarding Officer

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Document control record

Issue	Date	Author	Comments
Draft	August 2018	Danielle Cawood	New policy taking into account the previous safeguarding policy
Draft	November 2018	Janine Eason	Updates to draft policy to include role of Trustees, DSO role and responsibilities and DSO training.

Draft V4	November 2018	Rachel Cockett	Update to include reference to Fundraising and IOF guidance
Draft V5	February 2019	Janine Eason	Update following Internal Audit by Ashby Associates
V6	April 2019	Janine Eason	Update following advice from Safeguarding Champion
V7	May 2019	Janine Eason	Approved by Board 2 May 2019
V8	February 2020	Janine Eason	Update to include new section on unaccompanied children, and a change of one DSO.
V9	May 2021	Janine Eason	Update to include section, and reference to, new Online Safety Policy and Procedures. Approved by Board on 13 May 2021.
V10	April 2023	Janine Eason and Andrew Fowles	Update following recommendations from Internal Audit by Ashby Associates and new guidelines (February 2023). Includes separate sections on children and young people, and adults at risk, and enhancements to governance of safeguarding.
V11	January 2024	Charlotte Holmes and Rachael Minott	Update to include specific information regarding volunteering and amendment to the lost children and adults at risk procedure.

Appendices:

- A. Safeguarding Risk Assessments (a. children and young people /b. adults at risk)
- B. BMT Online Safety Policy
- C. BMT Photography and Film Consent Form
- D. BMT Safeguarded Roles (to be updated)
- E. BMT Recruiting Ex-Offenders Policy
- F. BMT Safeguarding Training Matrix**