



Safeguarding Policy for Children  
and Adults at risk of abuse or  
neglect

October 2016

## **Safeguarding Statement for Children and Adults at Risk**

The Trustees of Ely Museum are committed to safeguarding all those who visit the Museum, and attend Museum activities and events. Ely Museum seeks to create a safe environment for all those visiting, attending events and working in the Museum. The Museum recognises its responsibility to protect all children and adults at risk under the Children and Young Persons Act 1989, the Protection of Children Act 1999 and the Childrens Act 2004, as well as other government legislation.

Our Safeguarding Officer is:

Elie Hughes (Curator)

Phone /email 01353 666655 / curator@elymuseum.org.uk

Ely Museum follows recommended safeguarding practice in recruiting, training and supporting our employees and our volunteers. Any trustees, staff and volunteers who have regular, one-to-one, unsupervised contact with children or adults at risk will be required to have a Disclosure Barring Service (DBS) check, complete a Confidential Declaration, and provide two references.

All staff and volunteers whose contact with children and adults at risk is occasionally may not be required to have a Disclosure Barring Service check but will be required to complete a Confidential Declaration and provide two references.

Health and safety policies are in place and we have provided adequate insurance cover for all activities undertaken in the name of Ely Museum

We respond without delay to any complaint that a child or vulnerable adult in our care may have been harmed by the behaviour of an employee or volunteer working on behalf of the Museum.

Where appropriate, we seek professional advice on such matters, and we will co-operate with statutory agencies during any enquiries they need to make into allegations against a member of the Museum community. During those enquiries we will do our best to ensure that those making an allegation, and that those against whom an allegation is made, are supported appropriately.

Copies of Ely Museum's Safeguarding Policy are available from the Museum's Safeguarding Officer.

We review and update our safeguarding policy every three years.

**This policy was approved by the Museum's Trustees on: 28/10/16**

**The next review of this policy is due: October 2019**

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# SECTION 1:

## THE RECRUITMENT OF STAFF AND VOLUNTEERS

### **1.1 All new employees who have no or occasional contact with children and adults at risk will:**

- Complete an application form and have an appropriate interview.
- Complete the Museum's confidential declaration form and provide two referees one of whom should, if possible, be the current employer or someone in a managerial or supervisory role outside the Museum who can comment on their suitability for the post
- Be unable to take up their post until the completed confidential declaration form and the two references have been received and approved by the Museum's Safeguarding Officer
- Be given a Staff Handbook and the Safeguarding Policy
- Have a yearly performance development review

### **1.2 All new volunteers who have no or occasional contact with children and adults at risk will:**

- Have a focused conversation with the member of staff who supervises them
- Complete the Museum's confidential declaration form and provide two referees one of whom should, if possible, be the current employer or someone in a managerial or supervisory role who can comment on their suitability for the post
- Be unable to take up their post until the completed confidential declaration form and the two references have been received and approved by the Safeguarding Officer
- Be given an induction and a copy of the Safeguarding Policy

**1.3 All employees and volunteers who have regular, one-to-one, unsupervised or overnight contact with children or adults at risk will:**

- Have a Disclosure Barring Service (DBS) Check
- Complete the Museum's confidential declaration form and provide two referees one of whom should, if possible, be the current employer or someone in a managerial or supervisory role who can comment on their suitability for the post
- Be unable to take up post until a satisfactory Disclosure Barring Service (DBS) disclosure has been received as well as the completed confidential declaration form and the two references have been received and approved
- Be given an induction and a copy of the Safeguarding Policy
- Receive regular Safeguarding training
- Have a yearly performance development review

**1.4 The Safeguarding Procedure in Recruitment of Staff and Volunteers**

**For All Staff who do not require a Disclosure Barring Service Check (DBS)**

- The Safeguarding Officer will send a Confidential Declaration Form and a request for references to all new staff on appointment
- The references will be kept on file and the member of staff may not take up post until the references have been received and approved

**For All Volunteers who do not require a Disclosure Barring Service Check (DBS)**

- The Museum Safeguarding Officer will send all volunteers who do not require a Disclosure Barring Service (DBS) Check a Confidential Declaration form which should be completed, including the names of TWO referees who have known the applicant for at least two years, and returned to the Safeguarding Officer.
- The Museum Safeguarding Officer will obtain written references from the referees which will be checked by the Museum Safeguarding Officer and these will be kept on file.
- The Confidential Declaration form will be repeated every five years and it is preferable that one of the referees be different

## For Staff and Volunteers who require a Disclosure Barring Service Check

(See Appendix 1 for those in the Museum who require a Disclosure Barring Service Check)

- Staff and volunteers who require a Disclosure Barring Service (DBS) check will be given a DBS application form with information about the procedure. A Confidential Declaration Form will be sent from the Museum Safeguarding Officer. The ID documents will be checked by the Safeguarding Officer and copies taken to be sent to the organisation processing out the DBS check
- The completed Confidential Declaration Form including the names of two referees, will be sent to the Museum Safeguarding Officer.
- The reply that comes back from the DBS after the checks have been done is called a disclosure. A copy of the disclosure certificate will be sent to the member of staff/volunteer, at the home address given on the form
- If there is no information on police records about the individual being checked, this is called a **clear** disclosure. If some information has been found and recorded on the certificate, or sent confidentially to the Safeguarding Officer, this is called a **blemished** disclosure.
- Once received you will need to show your certificate to the Museum Safeguarding Officer
- If the DBS check has come back clear, the appointment will be confirmed when the completed Confidential Declaration Form and satisfactory references have also been received and approved by the Museum Safeguarding Officer
- In the case of a blemished disclosure, the Museum Safeguarding Officer will be informed. They will need to decide whether the information suggests the individual may be unable to take up the post
- If the appointment cannot be offered, the reasons will be explained to the individual and they will be able to talk the situation over with the Museum Safeguarding Officer and/or Trustees.
- If the individual believes the information held by the DBS is inaccurate, they have the right to challenge the DBS directly, but the Museum cannot do this on their behalf

- Disclosure information is only accurate on the day it is issued. The Museum follows recommended practice of renewing DBS checks for existing posts every five years. The Museum Safeguarding Officer is responsible for keeping staff and volunteer DBS checks up to date.
- For paid employees of the Museum, portability of DBS disclosures is never an option, and a new DBS must be obtained. This is because of the very strict rules governing the sharing of sensitive information from the police. However if the person has subscribed to the **DBS Update Service** there is a process where we can check the status of the person's certificate- after undertaking ID and current address checks, viewing the disclosure certificate and check against records on the DBS website.



# SECTION 2:

## BEST PRACTICE

### 2.1 Guidelines for Safeguarding Children and Teenagers

These guidelines refer to all those under the age of 18 years

- It is important to avoid working in one-to-one situations with children wherever possible and to make sure there is another adult within earshot. If possible, there should be a man and a woman at each mixed-age activity
- Adults leading a session with children should not smoke or use alcohol or illicit drugs
- Acceptable physical contact between adults and children in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact with children should be:
  - Minimal
  - Intended to meet the needs of the child rather than the adult
  - Understood and welcomed by the child
  - Open to the scrutiny of others
- It is important to respect each child's sense of personal space and to avoid playing rough games with children or making provocative or 'teasing' comments, even in fun.
- It is equally important not to be paranoid about responding to a child who is clearly in need of physical contact e.g. when injured or distressed. Cautious common sense should be employed and a shared scrutiny and support ethos in the workplace welcomed.
- The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of the Children Act 1989. These requirements are particularly relevant to work with children under the age of eight

- All under 18s (except where an under 18 is married) need to provide a parental consent form when they join a group or activity. This can be obtained from the Museum Safeguarding Officer.
- The premises used should be safe and well maintained. Particular consideration should be given to safety checks of equipment, furnishings, fire alarms etc. Health and Safety regulations, including appropriate risk assessments should be in place.
- Occasionally young people may disclose information to a work colleague or friend that gives rise to concern for their physical or emotional safety. In such situations it is important to communicate these concerns to the Museum Safeguarding Officer
- Concerns about the possible mistreatment of a child or teenager.
- Workers must be receptive to what children and teenagers in their care have to say. If a child makes a complaint or allegation about the behaviour of an adult within the Museum, it is important to listen carefully without making a judgment on how plausible it might be. If a complaint is made about someone in the Museum, this must ALWAYS be referred outside of for advice about how to proceed.
- If there are concerns about possible harm to a child advice should be sought from the Museum Safeguarding Officer in the first instance, or from Cambridgeshire Children's Social Care.

**(See Appendix 2 for definitions of child abuse)**

## **2.2 Guidelines for Safeguarding Adults at risk**

There is no hard and fast definition of vulnerability. Instead, staff and volunteers work with adults should be alert to the needs of each individual person and to the context in which they are working, with an understanding that vulnerability may occur.

Vulnerability can be temporary and short-term or permanent and long-term and vulnerability in one area of life does not necessarily mean a person is universally vulnerable.

**(See Appendix 2 for factors that can lead to vulnerability)**

These guidelines are not for application to informal friendships arising from working in the Museum, but rather to relationships formed when services are more formally offered by or on behalf of the Museum.

- The person's independence must be respected. Someone who lacks capacity to act for him/herself in one area of life may nonetheless be quite capable in other areas; participation and inclusion must be ensured wherever possible. It must be remembered, also, that as the Mental Capacity Act makes clear, every adult who has capacity retains the right to make decisions that others may deem to be unwise.
- In conversation, the appropriate level of language for the needs of the adult at risk must be considered and there should be awareness of any special difficulties e.g. use of hearing aids, speech impediment or learning disability. Where communication skills are impaired, the adult should be asked if he or she is comfortable involving a member of the family or friend to help communication, and the adult should choose who this should be.
- When the views of a person are being sought, or a choice is to be made, clear unbiased choices must be offered and time should be allowed for the person to consider and express a decision.
- The person's right to personal space and privacy must be respected. Particular consideration should be given when someone is being assisted to use the toilet ;the need for physical assistance should be balanced with the need for dignity and privacy, and the person should be involved in any decision to either assist or leave a door unlocked etc.
- Gifts should not be accepted, other than small unsolicited tokens of thanks or birthday/Christmas gifts that are of low value (of the order of an ordinary box of chocolates, say). A colleague or supervisor should be told about any gift, even a small one.
- On working on behalf of the Museum with an adult who is vulnerable, it would never be appropriate for total confidentiality to be promised. It should always be made clear that, although matters will be kept confidential if possible, there is the right to share information with appropriate people if it is felt someone is at risk of significant harm.

### **2.3 Concerns about possible mistreatment of an adult at Risk**

If the adult at risk tells someone directly about harm caused to him/her it is important to listen carefully and to offer to support the adult by approaching the relevant professionals on their behalf. If the adult is unwilling or unable to do so, permission should be sought to share the information on the adult's behalf. If the adult is believed to be at risk, and she/he has the capacity to make an informed decision about whether or not he/she wants to share the relevant

information, no further action should be taken without seeking help from the Museum Safeguarding Officer.

If there are doubts that an adult does have the capacity to protect him/herself in a particular situation, it might be possible to share information that the adult does not want shared if:

- The lack of capacity is likely to lead to significant harm to the individual
- The benefit to the adult of sharing the information with another agency outweighs the disadvantage involved in breaching their right to confidentiality
- If there is any doubt, advice should be sought from the Museum Safeguarding Officer

If the adult at risk is in immediate danger, or needs medical attention, the police or an ambulance should be called.

**Under no circumstances should anyone in the Museum make an attempt to investigate an allegation of improper behaviour or potential harm involving a vulnerable person. Such an allegation must be reported to the Museum Safeguarding Officer. (See Appendix 2 forms of abuse of adults at risk)**

#### **2.4 Domestic Abuse**

- Domestic abuse (often referred to as domestic violence) includes all aspects of violence and abuse that are perpetrated by one (or more) member(s) of a family or household against another. Domestic abuse can include physical, emotional, financial, or sexual abuse as well as neglect.
- If you have any concerns, contact the Museum Safeguarding Officer

#### **2.5 Working with known offenders and those who pose a risk to vulnerable adults**

- Where there is a known record, or reasonable cause to suspect that someone in the Museum poses a risk of harm to children or adults at risk, the Museum's Safeguarding Officer must be informed.
- Offenders should not accept any role in the Museum that gives them access to U18s or adults at risk without a risk assessment at an appropriate level being completed.

- Those with a background of offences against children and/or adults at risk should not take on any role that affords status and authority on behalf of the Cathedral, which could be manipulated to gain access to vulnerable groups.

### **2.6 Procedures for safeguarding staff in the Museum who encounter difficult visitors**

- If a member of staff is approached by a difficult visitor they should not challenge them. Custodians should ring the Curator/ Assistant Curator or failing that the most senior member of staff available, who will deal with the situation. In emergencies call the police.
- The incident should be logged.

### **2.7 Procedures for safeguarding staff from harassment and bullying**

- All complaints of abuse, harassment and bullying will be taken seriously and thoroughly investigated. Please see Staff Grievance Procedures.

### **2.9 Guidelines for safeguarding Work Experience Students**

- Only children in years 10 and 11, or students taking post-16 courses, are usually eligible. The majority of pre-16 placements last for one-two weeks.
- The guidance for safeguarding children outlined in Section 2, Best Practice should be followed
- Ely Museum endeavours to plan work experience placements so that the students gain a realistic view of a job which is within their capabilities, and are able to feel that they have made a genuine contribution to the activity of the department to which they have been assigned
- A Health and Safety risk assessment is performed prior to the placement and a copy supplied to the student's school. Ely Museum expects to be informed by the school whether any student requires special arrangements to take account of any disability or medical condition, or other special need
- Students are asked to come for a pre-placement meeting to give them an idea of the activities they will be undertaking and the conditions in which they will be working. At this meeting, they will be interviewed and will have the opportunity to ask questions to assure themselves that the placement is right for them. If either party is unhappy with the proposed placement, the school will be informed and the placement will not take place
- Close liaison with the school is maintained and a visit by school staff during the

placement is always scheduled

- Students are expected to follow the basic working hours of 10:30 to 16:00 with a lunch break of an hour, although there may be some flexibility within this
- Induction takes place on the first day of the placement, with emphasis on emergency procedures and general Health and Safety rules. In the event that a student refuses to comply with any Health and Safety rule, the placement would be ended and the school notified
- The student is always assigned to a paid employee for supervision and is never left unsupported in the working role.
- The Museum holds Public and Employers' Liability Insurance which extends to students on work experience

# SECTION 3:

## MULTIMEDIA AND DATA HANDLING

### 3.1 Photographs

- The permission of all those involved should be obtained
- Where children are involved, the permission of the parent or carer should be obtained
- People will be informed in advance how the photo will be used
- A written information note will be included with advance publicity when 'roving' informal pictures are taken
- Particularly with children, photographs should not be labelled with full names, ages etc
- Photographs should be stored in locked filing cabinets, especially if they accompany personal identifiers such as addresses etc.
- Photographs (of those for whom we hold a professional duty of care) should be taken on a designated Museum camera. They should not be stored on a personal phone or computer. They should be stored on a designated Museum computer

### 3.2 Internet Use

- Where computers are provided for use by multiple users, each regular user should have a unique password, and logs off whenever s/he leaves the computer. A 'guest' password can be used for one-off or very occasional users.
- It should be very clear to all those using the Internet on a Museum-owned computer and/or in connection with work or activities on behalf of the Museum that viewing or downloading inappropriate images or material (e.g. pornography, incitement to violence or racial hatred) is unacceptable and is likely to lead to dismissal.

### **3.3 Social Networking**

- We ask those who are representing Ely Museum to be careful and considered in their approach to social networking.
- The informality that social media encourages can mean that it might be harder to maintain a professional distance that is required when working with children, young people and vulnerable adults.
- Always give due care and attention to the security settings and permissions that direct your social networking sites (e.g. your status page and use of private messaging or sharing pictures). Remember that even if you have very secure settings, those with whom you communicate may not.
- Think very carefully before posting information or responding to people with whom you have a professional relationship. Keep the boundary between private and public life clear. In social networking, as in conversation, it is important to watch what you say, where you say it, and who might be listening. Be aware that libel, defamation, copyright and data protection laws apply.
- You are advised to send messages to groups, rather than individuals, or share them publicly. If social networking is used in a professional role, it is important not to respond to requests to join lists, sign petitions, 'click to agree', share photographs or engage in any personally-based activity.
- Communicating directly online with someone, for example with private messaging, is like meeting them in private. Make sure you communicate appropriately with young people and be aware of the risks to them of online bullying. You should not accept "friend requests" from young (under 18) or vulnerable people and in no circumstance should you initiate a request with a vulnerable person.

### **3.3 Using Social Media on behalf of the Museum**

- If you have access to use the Museum's social media accounts (facebook, twitter, etc), we ask that you use it appropriately as you would whilst representing the Museum in any other form of communication with the public.
- If you leave the employment of the Museum you will no longer have access to the Museum's social media accounts.
- You should not post anything that might make the Museum vulnerable or liable
- If you are unsure about the suitability of a post, please check with the Curator before posting



### **3.4 Storing Records and Data Protection**

- In accordance with the Data Protection Act 1998 records that deal with safeguarding matters are not destroyed once a case is finished. The information gathered is kept on a confidential file, with a note of the outcome, and stored in a locked filing cabinet. Only the Trustees and the Museum Safeguarding Officer have access to the files
- Information is kept even if the case was judged to be malicious, unsubstantiated or unfounded in order to provide accurate information in the future, or in connection with a reference.
- Any allegation against a member of staff or volunteer at the Museum which involves a child or adult at risk is referred to the Museum Safeguarding Officer (and the police if it is alleged a crime has been committed) who will work together with the appropriate agencies outside the Museum.

### **3.5 Confidentiality, Information Sharing and Consent**

- It is important to seek advice from the Museum Safeguarding Officer if there is any doubt about what information should be shared and with whom
- A signed and dated record is kept of the information shared, with whom and why

# SECTION 4:

## COMPLAINTS AND WHISTLEBLOWING

### 4.1 Raising the Alarm (Whistleblowing)

- If there is a concern that someone's behaviour, working practice or attitudes might pose a risk to children or adults at risk, it is important to act early and inform the Museum Safeguarding Officer or a member of the Trustees
- All concerns will be passed on to the relevant authority
- The Museum's Safeguarding Officer can help to organise appropriate support for the person who has raised the Concern

### 4.2 Complaints about the handling of safeguarding concerns

- If there is a complaint about the way a safeguarding concern has been handled by the Museum Safeguarding Officer, the Chairman of Trustees should be contacted
- If the complaint is against the Museum's Safeguarding Officer the Chairman of Trustees or a member of the Museum's Trustees should be contacted
- If serious harm has been caused to a child or vulnerable adult by someone connected to the Museum, or if someone is in danger of serious harm, this must be referred to the police immediately by the Curator or Trustee(s)

# SECTION 5:

## APPENDICES

### Appendix 1 – DBS Checks in the Museum

The following people, where their roles involve work with young children, teenagers or adults, who may be vulnerable, are required to have a Disclosure Barring Service check:

- The Museum Safeguarding Officer
- All people employed by the Museum whose work may involve regular one-to-one, unsupervised or overnight contact with children or adults at risk
- All volunteers whose work or activities may involve regular one-to-one, unsupervised or overnight contact with children or adults at risk

**CHILD ABUSE**

**Physical Abuse:** This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child

**Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as the overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

**Sexual Abuse:** This involves forcing or enticing a child or a young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways

**Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include the neglect of, or unresponsiveness to a child's basic emotional needs

## **ABUSE AND EXPLOITATION INVOLVING ADULTS AT RISK**

The examples given below are not an exhaustive list. They are based on much fuller definitions provided by the statutory agencies that are responsible for the provision of services to adults at risk. Any behaviour that leads to a reasonable concern that a vulnerable person may suffer harm should be acted upon, whether or not it /fits' the definitions outlined below.

**Physical:** This involves non-accidental harm caused by the use of force, ill-treatment or rough handling. It can include hitting, slapping, pushing; the use of inappropriate restraint or sanctions; restricting freedom of movement; the misuse of medication; placing a vulnerable person in an unsafe environment; any form of physical chastisement

**Emotional or psychological:** Emotional or psychological abuse is behaviour that has a harmful effect on a vulnerable adult's emotional health and development. Such abuse can include threats of harm or abandonment; imposed isolation or withdrawal of support networks; verbal abuse or other actions intended to place a person in fear; manipulation or misuse of power; bullying, humiliation or harassment; overriding the person's rights e.g. to privacy or choice, or using coercion; deliberate isolation or deprivation of social contact. *Remember that a vulnerable adult may still have capacity to make decisions in some areas if not others; it is important not to 'take charge' unnecessarily, or rush someone into making choices*

**Financial or Material:** The use of an adult at risks' property, assets or income without their informed consent constitutes abuse. For example extortion or manipulation of a vulnerable person's legal or civil rights; misappropriation of money or goods; misuse of finance or property, including the exploitation or fraudulent use of a person's resources; exerting pressure on a vulnerable person to make gifts or legacies, or to change a will.

**Neglect:** Neglect involves a lack of appropriate care or a failure to meet an individual's basic needs that leads to a risk of harm to a vulnerable person, and can include failure to intervene where a vulnerable person is a risk of harm, withholding appropriate personal or nursing care, deliberately withholding food, drink or equipment (e.g. mobility or hearing aids); refusing or restricting access to medical or legal services; exercising inappropriate control over a person's right to have contact with friends and family etc.

**Sexual:** Sexual abuse is the involvement of an adult at risk or vulnerable person in sexual activities or relationships which are for the gratification of another person and to which the adult at risk or vulnerable person has not given free and informed consent. Examples of sexual abuse can include sexual comments, suggestions or innuendo; introduction to indecent or sexually provocative material; indecent exposure; pressure to consent to sexual intercourse or sexual acts of any kind; physical sexual assaults e.g. rape, indecent assault, forcing a vulnerable person to engage in sexual acts with other people.

Where any kind of sexual relationship develops between adults, the issue of 'capacity' is key to whether or not the balance of power is equal. Any sexual act carried out by one person without the informed consent of the other is abusive, whether or not it involves physical contact. Consent obtained under pressure is not regarded as free or informed

consent.

### **Modern slavery**

Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

### **Discriminatory abuse**

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, religion, status etc.

### **Self-neglect**

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

## **FACTORS THAT CAN LEAD TO VULNERABILITY**

- A sensory or physical disability or impairment
- A learning disability
- A physical illness
- Chronic or acute mental ill health (including dementia)
- Addiction to alcohol or drugs
- Physical and/or mental health issues
- Physical, mental or emotional frailty (temporary or permanent) that leaves the person unable to protect him or herself from exploitation or harm
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events such as bereavement or previous abuse or trauma

**CONFIDENTIAL DECLARATION**

**For all new Staff and Volunteers at Ely Museum**

You are asked to complete the enclosed confidential declaration and return it to the Curator.

If you have any questions regarding the declaration, then please ask the Curator.

The information you supply about your history of working with, or caring for, children and/or vulnerable adults is confidential. It may be shared, on a 'need-to-know' basis, in order to protect children and/or vulnerable adults.

**CONFIDENTIAL DECLARATION**

Your Full Name:

Date of Birth:

Your Address:

Telephone Number:

Email address:

Current/proposed role at the Museum:

Person to be contacted in event of emergency:

Name:

Telephone Number:

Mobile Number:

**Please answer the following questions by ticking the appropriate boxes. If you answer 'yes' to any question, please give details on a separate sheet.**

1. Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (<https://www.gov.uk/government/publications/dbs-filtering-guidance>). You do NOT need to declare fixed penalty speeding tickets, but include everything else. A criminal offence in the past does not necessarily mean that you will not be able to take the post applied for.

Yes (please give details)

No

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes (please give details)

No

3. Have you ever had allegations made against you, or been the subject of an investigation or disciplinary action by any official body in relation to your conduct with children or vulnerable adults, even if no further action was taken? (Include information arising from a paid or voluntary job OR from a situation where you had care of a child/vulnerable adult outside work.)

Yes (please give details)

No

4. Are you at present under investigation by any agency or employer?

Yes (please give details)

No

5. Has a child in your care, or for whom you have a parental or family responsibility, ever been removed from your care or been the subject of child protection planning, intervention or a court order involving the care or welfare of the child?

Yes

No

**DECLARATION**

I declare that the information given is accurate and complete to the best of my knowledge.

Signed:.....

Date:.....

**References**

Please give the names of two people who would be able to provide a reference. They should be people who have known you at least two years, and who are not in your family. If you are also employed elsewhere, one of the referees should be your employer.

**Referee 1:**

Name:

Address:



Tel:

How does this person know you?

**Referee 2:**

Name:

Address:

Tel:

How does this person know you?

**Please return the completed form to the Curator in an envelope marked 'Confidential'.**

Permission forms for children attending activities/workshops

(These can be obtained from the Events file under the desk or from the Curator)

All forms below can be obtained from the Museum Safeguarding Officer:

Logging a concern about a child or vulnerable adult

Volunteer agreement form (general)

Photography permission form

Confidential Declaration Form

## SECTION 6:

# Contacts for Urgent Advice

### 6.1 Contacts for Urgent Advice for those who work with children

Cambridgeshire Constabulary 111 (In an emergency call 999) Ask for the Central Referral Tasking Team

Police Child Abuse Investigation Unit      Tel: 101

Cambridgeshire Children's Social Care      0345 045 5203

Norfolk Customer Services Centre      0344 800 8020

Peterborough Children's Services- Contact Centre      +44 (0)1733 864 180

Out of hours number for all above agencies      +44 (0)1733 234 724

LADO Local Authority Designated Officers (LADO)      +44 (0)1223 727967

Childline      0800 1111

NSPCC      0800 800 5000

Disclosure & Barring Service Website  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

## 6.2 Contacts for urgent advice for Safeguarding Adults at risk

Cambridgeshire Constabulary 111 (in an emergency call 999)  
(tell the switchboard you are calling about a possible crime against a vulnerable adult)

Cambridgeshire Customer Services            0345 045 5202

Peterborough Direct                            +44 (0)1733 747474

Out of Hours Emergency Duty Team- Cambridgeshire & Peterborough  
+44 (0)1733 234 724

Norfolk Customer Services Centre            0344 800 8020

Disclosure & Barring Service Website  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>