

The Moray Society (Elgin Museum) Child Protection Policy 2018

For the purpose of this policy, Protecting Vulnerable Groups (PVG) Scheme Records, PVG Scheme Record Updates, Standard and Enhanced Disclosures will be referred to as Disclosure Records.

The **Moray Society** aims to ensure that all children are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this, we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

Selection

- All applicants to our organisation will complete an application form.
- Short listed applicants for paid employment and potential volunteers will be asked to attend an interview.
- Applicants short listed for paid employment will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- The role and job description of staff, whether paid or volunteer, will be assessed by the EMMC Convenor who will decide whether or not Disclosure is required. A successful applicant will be asked to complete a self-declaration form prior to the Disclosure Record being accessed or the Disclosure process begun.

Training

Successful applicants will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure. Relevant training and support will be provided on an ongoing basis and will cover information about their role, and opportunities for practising skills needed for work. Training on specific areas such as health and safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to new staff and volunteers and will be regularly reviewed.

Supervision

All staff and volunteers will have a designated supervisor who will provide regular feedback and support. For paid employees, this will be their Line Manager and for volunteers, the Volunteer Mentor. Paid employees will attend a formal annual appraisal, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the member of staff.

It is an offence for an individual who is barred to undertake the type of regulated work from which they are barred.

It is an offence for an organisation to offer regulated work to someone who is barred or fail to remove a person from regulated work if they have been notified that they are barred.

It is an offence for an organisation not to refer an individual to Disclosure Scotland where the grounds requiring this have been met.

Named Person

Bill Dalgarno, Convenor of the EMMC, is the designated Named Person responsible for the management of the Protection of Vulnerable Persons scheme. Any evidence or reasonable suspicion that a child or vulnerable adult has been physically, sexually or emotionally abused on the Elgin Museum site must be reported to the Named Person, or failing his availability Jennifer Kelshaw, Learning and Access Officer, Elgin Museum.

Reporting Abuse

The Moray Society understands that in addition to making a referral (a written report) to Disclosure Scotland, Child Protection issues concerning workers (paid/unpaid), children and young people must always be referred to the child protection agencies (i.e. social work and/or police) for appropriate investigation.

The **Moray Society** will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation. The Policy should be read in conjunction with the associated Child Protection Procedures.

Child Protection Procedures

1. STATEMENT OF INTENT

The Board of The Moray Society (TMS) will endeavour to ensure that children and vulnerable adults are protected from harm while they visit our properties. We will do this by:

1. Making sure our **staff** are **carefully selected**.
2. Providing appropriate **training for staff** in issues of child protection.
3. **Taking all reasonable steps to ensure the health, safety and welfare** of any child or vulnerable adult in contact with the Moray Society.
4. **Not physically, emotionally or sexually abusing** any child or vulnerable adult in contact with the Moray Society.
5. **Taking all reasonable steps to prevent** any staff member, persons working for us or member of the public from putting any child or vulnerable adult in a situation in which there is an **unreasonable risk to their health and safety**.
6. **Taking all reasonable steps to prevent** any staff member, persons working for us or member of the public **from physically, emotionally or sexually abusing any child or vulnerable adult**.
7. **Reporting** to the designated Named Person any evidence or reasonable suspicion that a child or vulnerable adult has been physically, emotionally or sexually abused in contact with the Moray Society.
8. **Implementing** this policy in conjunction with our Health and Safety guidelines.

2. DEFINITIONS OF ABUSE

Neglect:

The actual or likely persistent or significant neglect of a child or vulnerable adult, or the failure to protect a child or vulnerable adult from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's or vulnerable adult's health or development, including non-organic failure to thrive.

Physical injury:

Actual or likely deliberate physical injury to a child or vulnerable adult, or wilful neglectful failure to prevent physical injury or suffering to a child or vulnerable adult.

Sexual abuse:

Actual or likely sexual exploitation of a child or vulnerable adult. The involvement of children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family

roles.*

Emotional abuse:

Actual or likely persistent or significant emotional ill treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child or vulnerable adult. All abuse involves some emotional ill treatment.

Sexual activity involving a child who has achieved sufficient understanding and intelligence to be capable of making up his or her own mind on the matter, **while illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which could fall into this category, is sexual relationship between a 16-year-old girl and her 18-year-old boyfriend. The decision to initiate child protection action in such cases is a matter for professional judgment and each case should be considered individually. The police will of course, deal with the criminal aspects of the case.*

3. CHILDREN AND VULNERABLE ADULTS SAFETY AND WELFARE GUIDELINES

These guidelines apply to:

- Any situation involving children and young people up to and including age 16, whether or not accompanied by adults. TMS also recognises that vulnerable people of any age will benefit from similar safeguards. **Whenever the guidelines refer to children, this broader meaning applies.**
- All staff, contractors and consultants working in/on the Elgin Museum. In the case of contractors and consultants it is incumbent upon the Convenor of the EMMC to ensure that they are made aware of these guidelines.

3.1 GENERAL DUTIES OF ALL MORAY SOCIETY STAFF AND VOLUNTEERS in regard to the safety and welfare of children and similarly vulnerable people:

- to take all reasonable steps to protect children from hazards;
- to take appropriate action if an accident occurs;
- to strictly observe the code of behaviour given here;
- to take all reasonable steps to prevent abuse of children in contact with the Elgin Museum;
- to report any incident or suspicion of abuse.

3.2 CODE OF BEHAVIOUR for all the Moray Society staff and Volunteers

People working with TMS must always observe the following requirements where children, young people or similarly vulnerable people are concerned.

You should always:

- Uphold the spirit and specific provisions of the Statement of Policy and these Guidelines.

- Do your best to behave in an open and friendly manner, but avoid being over-familiar in word or action.
- In so far as possible, avoid situations in which you are alone with children or similarly vulnerable people. If necessary, move to a place where you can both be seen by other colleagues or other adults.
- If a child is hurt or distressed, do your best to comfort or reassure them without compromising their dignity or doing anything to discredit your own behaviour.
- Try to avoid any physical contact or behaviour that could be unwelcome or misconstrued. Physical touch should only be in response to a child's need and should respect their age and individual stage of development. It may be appropriate to hold a child's hand, to put a comforting arm around their shoulder or carry them – for instance, if they have fallen. However, you should first explain what you have in mind and ask directly if that is what they want. Otherwise, it may be unwelcomed or misinterpreted.
- Where you have to rely on your own judgement, always treat the child's welfare as paramount.

You have a strict duty never to subject any child to any form of harm or abuse. Failure to honour this will be treated as gross misconduct. This means that it is unacceptable for example:

- to distress a child by shouting at them or calling them derogatory names;
- to slap a child;
- to hold a child in such a way that it causes pain, or to shake them;
- to physically restrain a child except to protect them from harming themselves or others;
- to take part in horseplay or rough games;
- to allow or engage in inappropriate touching of any kind;
- to do things of a personal nature for children that they can do for themselves or an accompanying adult can do for them; this includes going to the toilet with a child unless another adult is present;
- to allow or engage in sexually suggestive behaviour within a child's sight or hearing, or make suggestive remarks to or within earshot of a child;
- to give or show to a child anything which could be construed as pornographic;
- to seek or agree to meet children anywhere beyond normal visitor areas or of the Moray Society property without the full prior knowledge and agreement of their parents or guardians.

SUPPORTING THE POLICY

Confidentiality

We recognise that it is important for us all to feel that any information about alleged or actual child abuse will only be disclosed where it is in best interests of the child to do so. Furthermore, we have a responsibility to protect the identity of anyone reporting suspected or actual abuse. No such disclosure will be made without careful consultation at directorate level.

The role of the designated Named Person

The designated Named Person is Bill Dalgarno, Convenor of the Elgin Museum Management Committee.

His role in this context is twofold: to serve as a centre for information and guidance on child welfare issues, and to support managers and staff in dealing with any suggestion of misconduct or need for expert advice.

Disseminating information about this policy and procedure

Everyone working or applying to work for TMS is to be made aware of our policy for children's welfare. Furthermore, these guidelines are being issued to all staff and other people who are likely to have contact with children as part of their work with us.

Review

These policies and procedures will be reviewed on an annual basis.

Date Adopted by The Moray Society Board: 21/11/2018

Date for review (not more than 5 years): 31/03/2021