

## THE MORAY SOCIETY

### **LEARNING AND OUTREACH POLICY: ELGIN MUSEUM 2018**

#### Statement of purpose:

The Moray Society, a membership organisation, owns and manages the Elgin Museum. The purpose of Elgin Museum is to conserve and display the objects and archive in its care, to act as a focus for learning and enjoyment for all and to support the appreciation of the natural history, culture and heritage of Moray and to maintain the buildings in its ownership.

The Learning and Outreach Policy aims to support the Museum's Forward Plan and main policy documents by endeavouring to safeguard the collections, to make them accessible for study and enjoyment and to preserve them for future generations. It seeks to embed the Museum's core educational role and its commitment to education and learning.

Elgin Museum is committed to ensuring physical and intellectual access to its collections through research, teaching, display, programmes of education and events for a wide variety of audiences, interpretation and publications both in print and electronically. It is committed to promoting and advancing knowledge, understanding and appreciation of the history and culture of Elgin and the wider community of Moray by supporting learning and enjoyment of the objects, buildings, archives and knowledge in our care.

Education lies at the centre of all the Museum's activities. Elgin Museum aims to support lifelong learning through involvement with schools, colleges, university and other adult education groups and organisations in the ways set out in the Learning Plan 2018. The implementation of the Learning and Outreach Policy is the shared responsibility of all staff and volunteers in the Museum, and the Museum is committed to providing training and support to deliver education and enjoyment to all.

Elgin Museum will endeavour to consider the wide range of interests, needs and learning styles of the very broad variety of visitors who access the collections and information about them. Learning and Outreach sessions will be offered to all schools in the local area and within Moray generally, led by a qualified teacher, or a member of the Museum staff with relevant experience and training. Object Handling boxes will also be made available for a variety of subjects linked with the Curriculum for Excellence areas of study. The Museum will also develop a range of educational resources that can be accessed by schools and other interested groups to support learning across the curriculum. Elgin Museum will work in partnership with other providers of life-long learning to develop and expand range of provision for adults through formal and informal educational opportunities, temporary exhibitions and permanent collections.

#### **Child Protection**

Elgin Museum is committed to safeguarding children, whether they visit with a school group, for an organised activity, with parent/guardian or other family member, through another organisation (such as Cubs or Brownies) or in any other capacity. Elgin Museum has a Child Protection Policy.

## Legal context

The Museum and its staff - both paid and voluntary - operate within a clear legal framework and with reference to other relevant government guidelines.

In particular:

- The Children Act 2004, which establishes clear requirements and guidance relating to the protection of children, their welfare and developmental needs.
- The UN Convention on the Rights of the Child, which sets out the necessity of all children having access to basic human rights.
- The Protection of Children Act 1999, a document that provides a framework for employers to check the suitability of employees seeking to work with children.

All staff and volunteers attend a general training session during their induction which includes indicators of appropriate behaviour when working in the Museum as set out in the Child Protection Policy. Any staff or volunteers who may be working alone with young or vulnerable people, such as the Learning and Access Officer, will undergo vetting by Disclosure (Scotland). This will be administered by the Museum's 'named person', Bill Dalgarno, Convenor of the Elgin Museum Management Committee (EMMC).

If any staff member or volunteer feels that a Child Protection issue has arisen, they have a duty of care to raise the matter with the named person within the Museum, and, in the case of school groups visiting the Museum, the class teacher responsible for the group. This named person will have the support of the EMMC and the Board of the Moray Society. The named person is currently Bill Dalgarno, Convenor of the EMMC, or failing his availability, Jennifer Kelshaw, Learning and Access Officer, Elgin Museum.

To safeguard the Museum staff and visitors to the Museum, no unaccompanied children under the age of 16 will be allowed entry unless for a pre-arranged event or activity with the Learning and Access Officer. It is expected that all children under the age of 16 will be accompanied by a parent/guardian or other responsible adult over the age of 16.

The Learning and Outreach Policy will be reviewed no less frequently than every 5 years to ensure that it remains up to date, relevant and that it takes advantage of any changes, developments and initiatives launched by other interested groups.

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

Date for review (max 5 years): 31/03/2021