SAFEGUARDING POLICY AND PROCEDURE

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Clause		
1	**Our Promise to Children and Young People**.	
1.1	We aim to make the Devon & Exeter Institution a friendly, welcoming and safe place for children and young people to enjoy as Junior Members or as part of an invited group.	
1.2	We will do our best to:	
1.2.1	• Make children and young people feel welcome.	
1.2.2	• Treat all children and young people fairly.	
1.2.3	• Make sure that all our staff and volunteers are fully competent and equipped to carry out their role.	
1.2.4	• Make visits and activities as safe as possible.	
1.2.5	• Listen to what children and young people tell us.	
1.2.6	• Make sure children and young people have an enjoyable learning experience.	
2	**Recruitment and Selection.**	
2.1	All appointments to The Devon & Exeter Institution posts will be conditional on satisfactory checks of the following	
2.1.1	• All applicants will be required to declare all past criminal convictions (and any current or pending investigation) prior to interview.	
2.1.2	• All appointments will be subject to satisfactory employer/personal references and a satisfactory probationary period.	
2.1.3	• Those in posts which involve regular and/ or unsupervised contact with persons under 18 years of age (minors) or have responsibility for recruiting people to work with minors will be required to complete an enhanced disclosure via the Disclosure and Barring Service (DBS).	
2.1.4	• This will be the responsibility of the Programme Manager.	
3	**Standards of Behaviour Expected of Devon & Exeter Institution Staff and Volunteers**	
3.1	• Do not allow or engage in inappropriate touching of any kind.	
3.2	• The main principles of touch are: the desire to be touched should always be initiated by the child.	

3.3	• Touch should always be appropriate to the age and stage of development of the child.	
3.4	• Do not do things of a personal nature for children that they can do for themselves or that a parent/carer can do for them, for example taking them to the lavatory.	
3.5	• Never physically restrain a child or young person except in exceptional circumstances (e.g. to prevent injury, damage to property or the collections or to prevent theft) and even then, be careful to use only the minimum force.	
3.6	• Never swear, shout or use unprofessional language in the presence of any visitor or member.	
3.7	• Never make sexually suggestive comments in the presence of any visitor or member.	
3.8	**It is strongly recommended that staff do not, except in emergency situations**:	
3.9.1	• Go into the lavatory with children unless another adult is present or gives permission (this may include a parent, teacher, group leader).	
3.9.2	• Spend time alone with a child on his/her own.	
3.9.3	• If you are in a situation where you are alone with a child, make sure you can be clearly observed or seen by others.	
3.9.4	• You should, wherever possible, avoid being alone in a vehicle with otherwise unaccompanied children or young people although this may not always be practicable - for example when accompanying work experience placements to and from school.	
3.9.5	• In these situations, inform a colleague of what you are doing, what you are intending to do and the estimated duration of your journey.	
4	**Procedure to be followed by Devon & Exeter Institution in Case of Suspected or Alleged Child Abuse**	
4.1	Abuse can be defined as being physical, emotional or sexual abuse. Neglect can also be a form of abuse. Any member of staff who • suspects that a child has been, or is at risk of being abused; • has had a disclosure made to them; • receives a complaint from a member of the public or has a direct allegation made against them; should immediately report the matter to the Programme Manager.	

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4.1.1	• The Programme Manager should obtain the necessary information and take immediate protective action to stop or prevent the abuse or potential abuse. If possible, he or she should first take advice from the relevant Trustee.	
4.1.2	• The Programme Manager should also take the name, contact details and date of birth of the complainant; the complainant may be a child or adult.	
4.1.3	• If the allegation concerns another member of staff this should be reported to a member of the Board of Trustees.	
4.1.4	• In exceptional circumstances, a member of staff may feel that he or she is unable to report concerns through the formal DEI reporting procedures, in which case concerns may also be reported to the NSPCC or Children and Young People's Duty and Assessment Social Work Service (Devon).	
4.1.5	• If the allegation concerns a visitor, member or member of the public, the Board of Trustees should consider whether there are reasonable grounds for excluding him or her from the site until an appropriate investigation can be carried out.	
4.1.6	• If the child involved is part of an organised group, the Programme Manager should consult with the group's designated leader to agree an appropriate course of action.	
5	**Dealing with unaccompanied children, especially children aged under 11**	
5.1	The Devon & Exeter Institution reserves the right to refuse entry to children under the age of 11 who are not accompanied by a responsible adult. We define an adult as someone who is 18 years of age or older.	
5.1.1	• Children aged between 5-11 can be signed into a workshop by a responsible adult (parent/carer) at the registration desk.	
5.1.2	• The responsible adult must remain on the premises and must collect the child at the end of the workshop.	
5.1.3	• The responsible adult must leave their name and contact details at the registration desk.	
6	**Work experience and volunteering**	
6.1	Some members of staff will be required to work with young adults from 13-18 years of age.	
6.2	It is recognised that the schools and colleges expect young people undertaking work experience placements to develop independence, responsibilities, and the ability to make their own decisions and to apply learning.	

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6.3	It is also recognised that it is not practical, or necessary, for work experience students to be supervised or accompanied by two or more staff at all times. However, the welfare of the young person is paramount. Therefore, to enable both the DEI staff member and the work experience student to have a positive experience, the following procedures should be followed:	
6.4	If you are spending time alone with a student you should:	
6.4.1	• Ensure that another DEI staff member knows your location and the proposed activity.	
6.4.2	• Ensure that the door is left ajar or that there is a clear view into the room/exhibit through a window of the room in which you are working.	
6.4.3	• If travelling alone in a vehicle with the student ensure that another member of staff knows where you are going, what you are intending to do and the estimated duration of your journey.	
6.5	The following information should be collected prior to the start of the placement:	
6.5.1	• Name of school.	
6.5.2	• Name of key teacher contact at school.	
6.5.3	• Address and telephone number of school.	
6.5.4	• Name of parent/carer.	
6.5.5	• Telephone number for parent/carer.	
6.5.6	• The student should be encouraged to visit the DEI prior to the start of the placement to meet their supervisor and to familiarise themselves with the Library and the proposed activities.	
6.5.7	• At the start of any placement the DEI staff member responsible should take time to explain the format of the placement, including work-related activities and conditions of work and ensure that he or she is comfortable with the proposed arrangements.	
6.5.8	• The member of staff supervising the work experience placement should explain fire evacuation and first aid procedures to the student.	
7	**Photography**	
7.1	It will frequently be the case that photographs are taken of children and young people participating in education programmes, work experience and voluntary activities and that these will be used for publicity purposes. The DEI is aware that such pictures may be vulnerable to abuse by unscrupulous persons.	

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7.1.1	• Permission will be sought from a school or youth group prior to visiting the DEI; photographs of these groups will only be taken and used where permission has been sought in advance.	
7.1.2	• Parents and carers will be asked to give permission by signing the registration forms, when registering their child into the workshop activities.	
7.1.3	• Usage of photographs includes those for archive, print, publicity, press and exhibition purposes, and other promotional activities.	
7.1.4	• For groups of 6 or more children attending workshops, blanket permission will be requested from the school or youth group as a matter of courtesy.	
7.1.5	• Visitors, members and members of the public, who appear to be taking photographs should be challenged and politely asked to delete any photographs containing children	
7.1.6	• Additional support can be sought from another member of staff as and when required.	
8	**E-safety**	
8.1	The Devon & Exeter Institution will seek to promote e-safety at all times by supporting and encouraging the children and young people using our resources and the opportunities offered by mobile technology in a way that keeps them safe and shows respect for others. We will:	
8.1.1	• Incorporate statements about safe and appropriate IT use into the codes of conduct for staff, members, visitors and volunteers	
8.1.2	• Use our procedures to deal firmly, fairly and decisively with any examples of inappropriate IT use, complaints and allegations, whether by an adult or a child/young person.	
8.1.3	• Inform parents or carers of incidents of concern as appropriate.	
8.1.4	• Review and update the security of our information systems regularly.	
8.1.5	• Provide adequate physical security for IT equipment.	
8.1.6	• Risk assess and provide guidance for any social media tools or new technologies used in the course of our work with children, young people and families.	