

Jewish Museum London

Safeguarding Children and Adults at Risk

Policy Statement

Date on which this policy was approved by governing body:
March 2017

Date at which this policy is due for review: *Annually*

The policy will be reviewed annually or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board (<http://www.cscb-new.co.uk/>)
- as a result of any other significant change or event within the Museum

Last Review Dates:

Review Date	Amendments made?	Amendments by	Board Approval required?	Date of Board Approval
March 2018	No amendments	DSL – Frances Jeens	No	
March 2019	Yes – updated following professional consultant review	DSL – Frances Jeens	Yes	March 2019
September 2020 (delayed due to Covid-19)	Yes – updated social media information and included new digital engagement guidelines. Also updated info on Secondary DSL	DSL – Frances Jeens	Yes	25/09/2020
March 2021				
March 2022				

The Designated Safeguarding Lead (DSL):

Interim Museum Director, Frances Jeens, frances.jeens@jewishmuseum.co.uk

Secondary Designated Safeguarding Lead (in case of absence of DSL):

Senior Learning Manager, Lisa Shames, lisa.shames@jewishmuseum.org.uk

Table of Contents

Safeguarding.....	3
Safeguarding arrangements and procedures	4
Disclosures.....	4
Whistle Blowing	5
Recording and sharing information.....	5
Recruitment and Vetting.....	6
DBS Clearance.....	6
Training.....	7
Review and Monitoring.....	7
Appendix.....	8
1. The legal definition of a “child”:	8
2. The legal definition of an adult at risk:	8
3. Legal Framework:	8
4. Contacting the authorities:	8
5. Good Practice:	9
6. Forms of abuse:	9
7. Social Media and Safeguarding	11
8. Digital Engagement and Safeguarding	12
9. Links and Partners	14
10. Photography Policy	15

Safeguarding

The Jewish Museum acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk, and is committed to ensuring safeguarding practice reflects statutory responsibilities and government guidance.

The policy recognises that the welfare and interests of children and adults at risk are paramount and that safeguarding is everyone's responsibility: for services to be effective, staff and volunteers should play their full part. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and adults at risk should:

- have a positive and enjoyable experience whilst at the Jewish Museum, in a safe and child centred environment
- are protected from abuse whilst participating in our workshops and events, or outside of these activities whilst in the galleries and other public areas of the museum

As part of our safeguarding policy the Jewish Museum will:

- support a culture of vigilance
- promote and prioritise the safety and wellbeing of children and adults at risk
- ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to those to raise or disclose concern
- ensure that confidential and detailed records of all safeguarding concerns are maintained and securely stored
- prevent the employment of unsuitable individuals through an accurate reference procedure and DBS checks
- ensure that robust safeguarding arrangements and procedures are in operation (please see below for more details)

The policy and procedures will be widely promoted and are mandatory for all staff and volunteers at the Jewish Museum London. Failure to comply with the policy and procedures will be addressed by the Senior Management Team and, if appropriate, the Board of Trustees.

For the purposes of this policy, the same principles that can be applied to children and young people should be used to ensure appropriate action is taken to protect adults at risk.

Safeguarding arrangements and procedures

If a member of staff observes an incident of abuse, has concerns about the welfare of a child or adult at risk, or is party to a disclosure from a child or adult they must then follow this procedure:

1. Use the Raise a Concern form to record, in writing, the nature of the incident including date, time and full details of the event/disclosure. For further information about how to deal with a disclosure, please contact the Designated Safeguarding Lead (DSL) and refer to your staff handbook.
 - Should the concern raised relate to the DSLs then the form must go to the Director of the museum.
2. Share and Analyse: the member of staff or volunteer must then take this information to *both* their line manager and the designated Child Protection Officer.
3. The managers will then take further action if required; they may discuss further with parents, teachers, other staff who also share the concern and if necessary, the Local Authority Designated Officer.
4. This is the responsibility of the Senior Management Team and the member of staff who reported the initial incident will not be asked to take part in this procedure unless necessary.

Disclosures

This guidance must be followed if a member of museum staff receives an allegation of child abuse, or if a child or adult at risk directly discloses an incident of abuse to them. The way in which a disclosure is managed can seriously affect the legal outcome of cases involving child abuse:

- Ensure the welfare of the child / young person or adult at risk. If there are any obvious injuries then a trained first aider should be called for.
- Check your understanding of the situation, without being investigative. Try to use their own words where possible. Under no circumstances should you encourage the child to speak if they are unwilling or lead them to answer questions. Evidence obtained in this way can damage a case against a perpetrator of abuse.
- If possible, try to ensure that another member of staff is with you, and that the key information is written down as soon as possible.
- Explain that you have a responsibility to report what the child / vulnerable adult has said to someone else. You must not promise to keep anything secret, or that you will be able to fix the matter for them.
- Report the matter as soon as possible to your line manager and / or Child Protection Officer.
- The Designated Officer will then liaise with the Camden Safeguarding Children Board about the need to contact parents, carers or guardians and police / statutory authorities.

Link to government guidance

[Relevant Guidance Documents\What to do if you re worried a child is being abused-2.pdf](#)

Whistle Blowing

If an individual discovers information which they believe shows serious malpractice or wrongdoing within the organisation, including all concerns relating to safeguarding and child protection, then this information should be disclosed internally without fear of reprisal and there should be arrangements to enable this to be done independently of line management. The Public Interest Disclosure Act, gives legal protection to employees against being dismissed or penalised by their employers as a result of publicly disclosing concerns.

The staff handbook details whistleblowing policy and the museum's complaints policy
[G:\General staff information\01 Staff Handbook](#)

Recording and sharing information

Safeguarding records will be kept and shared in accordance with the best practice described in the Government's, *'Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers'* (July 2018).

Records concerning disclosures or incidents will be kept securely and should only be accessed by the Designated Safeguarding Lead (DSL) and Managers who are DBS cleared and covering DSL duties.

In acknowledging our responsibility to cooperate with the investigating agencies (the police and social care services), information will only be shared after the bona fides of the person requesting information has been confirmed.

Recruitment and Vetting

Recognising that our staff are in positions of trust, we are fully committed to 'safer recruitment' practices that will deter and prevent the appointment of unsafe adults and minimise the opportunities for them to abuse this trust by promoting a culture of safety and safeguarding.

Securing this objective we will ensure all staff and volunteers:-

- undergo DBS checks at the appropriate level and as required
- undertake safeguarding training as part of their induction and ongoing development and
- adhere to our principles and values and follow the code of conduct expected of all staff and volunteers set out in the staff handbook.

DBS Clearance

Staff who require DBS clearance will:

- Be required to undertake a new DBS clearance through the museum at the start of their employment.
 - If a newly recruited member of staff has a DBS check, from a previous job, that is less than 12 months old and references have been completed then the museum can temporarily accept that DBS check whilst a new DBS is in process. This would be allowed for a maximum of 3 months.
- Be re-checked once every three years
- Be obligated to keep a copy of their clearance document stored in their HR file on the Breathe HR portal
- Be obligated to inform the Designated Safeguarding Lead should anything change in their personal life that would affect DBS clearance. The museum may have to re-check DBS clearance following this information.

Who requires DBS clearance through the Jewish Museum London?

Yes	No
I work in the Learning Team	I am a volunteer in a supervised role
As part of my role I may be required to take photographs of children, young people or adults at risk	I am security staff*
As part of my role I may be required to access to photographs of children, young people or adults at risk (e.g. marketing brochures/report writing)	I am a staff member with no direct contact with or responsibility for children, young people or adults at risk
As part of my role I may be required to be alone with a child, young person or adult at risk (e.g. Duty Manager)	I am a freelancer or practitioner facilitating an event or workshop for the museum*
As part of my role I may be required to administer first aid to a child, young person or adult at risk.	
As part of my role I may be required to work closely with an intern or work experience placement who is under the age of 25 or considered to be an adult at risk.	

* The Jewish Museum London operates a safe recruitment practice and procedure in line with National Guidance to deter, reject or identify people who might harm children. Please confirm that you carry out the vetting, references and identity check to the same high standards expected at Jewish Museum London on all staff supplied to the museum for events and teaching programmes.

Training

Both the Designated Safeguarding Lead (DSL) and the Secondary Designated Safeguarding Lead will attend specialist training to perform their roles.

****All staff are obligated to read the Safeguarding Policy as part of their induction and to undertake all annual Safeguarding training run by the DSL.**

***All staff must read and demonstrate an understanding of this policy, ensuring that they are alert to possible signs or disclosures of abuse or neglect and know how to report their concerns. They should also be aware of their responsibility to report concerns about the conduct of any member of staff or partner professional, following the organisation's whistleblowing procedures. All staff will receive Safeguarding induction training that will be updated annually through training run by the DSL.*

Volunteers are required to read *and demonstrate an understanding* of the Safeguarding Policy and training by the DSL will be provided annually for those who can attend.

Review and Monitoring

The implementation of this policy will be regularly monitored by the Designated Safeguarding Lead and reviewed annually and/or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board (<http://www.cscb-new.co.uk/>) as a result of any other significant change or event within the Museum

This document is reviewed annually by the Designated Safeguarding Lead (DSL).

- If no changes are required the DSL will sign it off.
- If changes are required then the DSL will make these and then take the document to SMT and the Board to be signed off.

Any updates or changes to this policy in accordance with the latest Government advice and established best practice will be noted and If no changes are required the DSL will sign it off. If changes are required then the DSL will make these and then take the document to the Board of Trustees for approval and to be signed off prior to implementation.

Appendix

1. The legal definition of a “child”:

The UN Convention on the Rights of the Child defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier" (Office of the High Commissioner for Human Rights, 1989). The UK has ratified this convention.

At 16 young people can give sexual consent, consent to surgical treatment, and can work fulltime.

In some projects at the Jewish Museum London, the phrase ‘young people’ will refer to those aged 18 – 25, but this is not a legal definition.

2. The legal definition of an adult at risk:

The Mental Capacity Act 2005 is a legal framework which protects people who may lack capacity to make decisions for themselves. It also sets out how decisions should be made on their behalf. The act covers all sorts of decisions, from life-changing events to everyday matters. The act says that:

“... a person lacks capacity in relation to a matter if at the material time he is unable to make a decision for himself in relation to the matter because of an impairment of, or disturbance in the functioning of the mind or brain.”

3. Legal Framework:

‘Working together to safeguard children,’ the statutory guidance on inter-agency working to safeguard and promote the welfare of children, provided by the Department for Education, can be found here: <http://ow.ly/EyZI308pDLk>

‘Safeguarding policy: protecting vulnerable adults,’ the Office of the Public Guardian's policy on protecting adults at risk of abuse or neglect, can be found here: <http://ow.ly/QU46308pNL4>

4. Contacting the authorities:

See Appendix for list of contacts and partners.

5. Good Practice:

Museum staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to protect themselves from allegations of abuse. Safeguarding is the responsibility of all museum staff, even if they do not directly work with children or adults at risk:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets);
- Treat all people equally and with respect and dignity;
- Maintain a safe and appropriate distance from children;
- Involve teachers, parents/carers and other key influencers wherever possible;
- To obtain written consent prior to any photographs, videoing or audio recording;

The following should never be sanctioned:

- Physically restraining a child or adult at risk unless the restraint is to:
 - prevent the physical injury of the young person/other young person/visitors or staff/yourself;
 - prevent damage to any property;
 - prevent or stop the commission of a criminal offence.

6. Forms of abuse:

There are four main forms of abuse of children. The following definitions are based on the legal framework from the Department of Education.

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, institutional setting or community setting; by those known to them, or more rarely by a stranger. They may be abused by adult/s, another child or children.

Physical Abuse

A form of abuse which 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 the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as 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 (including cyber bullying), causing children frequently 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

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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 or 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, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- or ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Forms of abuse may differ for adults at risk:

Physical

This includes assault, hitting, slapping, pushing, giving the wrong (or no) medication, restraining someone or only letting them do certain things at certain times.

Domestic

This includes psychological, physical, sexual, financial or emotional abuse. It also covers so-called 'honour' based violence.

Sexual

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, taking sexual photographs, making someone look at pornography or watch sexual acts, sexual assault or sexual acts the adult didn't consent to or was pressured into consenting.

Psychological

This includes emotional abuse, threats of harm or abandonment, depriving someone of contact with someone else, humiliation, blaming, controlling, intimidation, putting pressure on someone to do something, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.

Financial or material

This includes theft, fraud, Internet scamming, putting pressure on someone about their financial arrangements (including wills, property, inheritance or financial transactions) or the misuse or stealing of property, possessions or benefits.

Modern slavery

This covers slavery (including domestic slavery), human trafficking and forced labour. Traffickers and slave masters use whatever they can to pressurise, deceive and force individuals into a life of abuse and inhumane treatment.

Discriminatory

This includes types of harassment or insults because of someone's race, gender or gender identity, age, disability, sexual orientation or religion.

Organisational

This includes neglect and poor care in an institution or care setting such as a hospital or care home, or if an organisation provides care in someone's home. The abuse can be a one-off incident or repeated, on-going ill treatment. The abuse can be through neglect or poor professional practice, which might be because of structure, policies, processes and practices within an organisation.

Neglect and acts of omission

This includes ignoring medical, emotional or physical care needs, failure to provide access to educational services, or not giving someone what they need to help them live, such as medication, enough nutrition and heating.

Self-neglect

This covers a wide range of behaviour which shows that someone isn't caring for their own personal hygiene, health or surroundings. It includes behaviour such as hoarding.

7. Social Media and Safeguarding

The museum will never post the name of a school visiting that day.

This safeguards children who may not have contact with members of their family and should not know their whereabouts.

The museum can, after the school has left, retweet etc. any posts made by schools/teachers as long as the post and any accompanying images are within our safeguarding procedures i.e. no individual children are named, photographs are suitable.

8. Digital Engagement and Safeguarding

Digital Engagement work encompasses all the work the Jewish Museum London team do as both facilitated and live streamed activities. These activities can either be private sessions e.g., Virtual Classrooms for schools or public sessions e.g. Object Talks. Platforms for these activities include, Zoom, Microsoft Teams, Facebook Live and YouTube Live amongst others.

Included within this policy are the digital safeguarding guidelines below that must be adhered to.

Passwords to all our digital engagement platforms are changed once every 8 weeks and this information is shared only via a locked document.

Following a series of hackings for events in platforms that were named either Jewish or other faiths the police advice in Spring 2020 to help reduce risks of hacking is to avoid this language. E.g. instead of booking on a zoom meeting as Jewish Museum London – Totally Torah Workshop we book as JML – VC.



Digital Safeguarding Guidelines (written April 2020)

The museum's Safeguarding Policy and Procedure remains in place and active. The below guidelines are in addition to this document to help staff with the increase of digital work and the current work from home model.

1. Virtual Classrooms

When running a school workshop on an online platform

a) We will

- Gain parental consent for students to access the virtual classroom
- Log in as the museum, never a personal account
- Where possible we will connect to the internet via an Ethernet cable rather than wifi
- Password protect the platform so only those with passwords can enter
- Lock sessions once they begin to lower the risk of others gaining entry to sessions
- Allow only the museum staff to share screens (not students)
- Ensure that there is always a school teacher present in a session
- Encourage parents to join sessions with students where possible
- Restrict chat functions on platforms so that private conversations are not possible
- Disable the ability for anyone to join a session before museum staff
- Ensure that sessions are streamed from a suitable room. Where possible we will use virtual backgrounds or white walls with good lighting to ensure students are able to concentrate on the facilitator and don't see personal items of the facilitator.
- Staff will be professionally dressed with camera kept at eye height

b) We wont

- Share any photos or videos of the sessions
- Record any sessions

c) Managing Behaviour

- Share guidelines in advance on how to enter the classroom and expectations of the session
- Mute all participants on entry
- If a student is misbehaving the museum staff can put them on hold which temporarily deactivates their video and audio
- It remains the responsibility of the teacher to manage behaviour with a student
- A student can be removed from the classroom if necessary

2. Facebook Live Streaming

The museum is currently running several weekly repeating Facebook live streamed events including object talks, Shabbat quizzes and family events. These events are live and recorded with the videos remaining available permanently on the page.

a) We will

- Log in as the museum, never a personal account
- Where possible we will connect to the internet via an Ethernet cable rather than wifi
- Ensure that sessions are streamed from a suitable room. Where possible we will use virtual backgrounds or white walls with good lighting to ensure students are able to concentrate on the facilitator and don't see personal items of the facilitator.
- Staff will be professionally dressed with camera kept at eye height
- We will encourage families to share their creative work online using our hashtags. We will say that you need parental consent to share these images online.

b) Managing Behaviour

- We will interact with the public using the chat function. If a member of the public becomes abusive or aggressive using this function then comments will be deleted and staff will not interact with the individual. Any threatening or racially abusive behaviour will be reported, as usual, to CST and the police.

9. Links and Partners

Camden Safeguarding Children Board

5 Pancras Square

London

N1C 4AG

020 7974 3317

<https://cscb-new.co.uk/>

LBCMASHadmin@camden.gov.uk

Camden Safeguarding Adults Partnership Board

020 7974 3942

<http://cindex.camden.gov.uk/kb5/camden/cd/service.page?id=isHZviJ6hcw>

Camden Counter Extremism

Nyree Moore: Community Partner (Counter Extremism)

020 7974 5234

Nyree.Moore@camden.gov.uk

Jane Murphey: Schools (Counter Extremism and Prevent)

Jane.Murphy@camden.gov.uk

Camden Met Police

PC Nick Mountain 5061SO

Metropolitan Police

Protective Security Operations

Counter Terrorism Borough Support Officer Area 3

020 8733 6009

Nicholas.Mountain2@met.police.uk

NSPCC

<https://www.nspcc.org.uk/>

Anti-bullying Alliance

<https://www.anti-bullyingalliance.org.uk>

CST

<https://cst.org.uk/>

10. Photography Policy

All photographs that include children, young people or adults at risk must, without exception, be stored centrally in the below folder.

[G:\PHOTOGRAPHY LIVE](#)

This folder is locked and only accessible to those with DBS clearance.

All documents relating to the photography policy, including templates for schools, can be found in the below folder.

[..\..\2. Photography of Children and Adults at Risk Policy](#)