

**TANGMERE MILITARY AVIATION MUSEUM  
TRUST Ltd**

**CHILD AND VULNERABLE ADULT  
PROTECTION POLICY**

**EDITION 3.0**

**February 2008**

## 1 INTRODUCTION

1.1 Every year many children under the age of 18 and vulnerable adults visit the Tangmere Military Aviation Museum. Many of these children and vulnerable adults visit as part of organised groups or with family and friends. While the primary responsibility for their welfare rests with the responsible adult, the Tangmere Military Aviation Museum's trustees recognises a responsibility for ensuring the safety and protection of all children and vulnerable adults whilst they are on the Museum's premises.

1.2 The Museum shall appoint a Child Protection Coordinator who shall be a Museum trustee and be responsible for the implementation of the Child and Vulnerable Adult Protection Policy.

1.3 The Museum reserves the right to deny access to the Museum of any child under the age of 18 who is unaccompanied.

1.4 The Museum will refer any child and vulnerable adult protection issues to the appropriate agencies. In particular if a case constitutes or may constitute a criminal case against a child or vulnerable adult the police will be informed by the Museum's Child Protection Coordinator.

**1.5 The Museum's trustees wish to protect its staff from unfair allegations and the guidelines to staff and the training they are provided with is written with this in mind.**

1.6 The policy applies to all of the Museum's staff. The requirements within the policy may be waived for visiting contractors where the risk is identified by the Museum's Child Protection Coordinator as being low.

1.7 For the purpose of this document the term "child" shall be any young person under the age of 18.

1.8 "Vulnerable adults" are defined as people over the age of 18 who are or may be in need of community care services because of age, illness, physical or learning disability, or those who are unable to take care of or protect themselves against harm or exploitation (including those for whom English is an additional language).

1.9 "Responsible adults" are defined as people over the age of 18 who assume responsibility for children or vulnerable adults during the Museum visit, e.g. teachers, parents and group leaders.

## 2 CHILD PROTECTION LEGAL FRAMEWORK

2.1 The Police Act 1977, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000 provide an integrated system of child protection. Essentially, the legislation provides that individuals may be disqualified from working with children. It is a criminal offence for an employer to knowingly recruit a disqualified individual into a post working with children.

2.2 The only Museum staff who work directly with children are those volunteers within the Education Department and therefore such staff require standard checks from the Criminal Records Bureau. Other staff who come into contact with children, e.g. the Museum Guide and Security volunteers, are **not** considered to be working with children and do **not** require a check. However, this document provides all staff with guidance on the standards of behaviour expected of them with regard to children.

### **3 POLICY STATEMENT**

3.1 The Tangmere Military Aviation Museum believes that:

- a) the welfare of the child and vulnerable adult is vitally important;
- b) all children and vulnerable adults have the right to protection from abuse;
- c) all suspicions and allegations of abuse should be properly investigated and dealt with expeditiously and appropriately;
- d) all staff shall be clear on appropriate behaviour and responses, Failure by any member of the Museum's staff to maintain appropriate standards will be subject to the Museum's disciplinary procedures.

3.2 The Museum's trustees shall ensure that:

- a) staff are carefully selected and trained in issues of child and vulnerable adult protection and regularly monitored by the Museum's Departmental Managers;
- b) all staff are aware of the Child and Vulnerable Adult Protection Policy and procedures.

### **4 ROLES AND RESPONSIBILITIES**

4.1 The Museum's Child Protection Coordinator is responsible for ensuring that all staff are trained on child and vulnerable adult protection matters and for the implementation of the policy within the Museum.

4.2 The role of the Child protection Coordinator shall be to:

- a) assess information on an alleged abuse of a child or vulnerable adult promptly and to clarify or obtain more information about the matter as appropriate;
- b) consult with a statutory child protection agency, such as the local social services department, or the NSPCC helpline (0808 100 2524) to test out any doubts or uncertainties about the concerns;
- c) make a formal referral to a statutory child protection agency or the police as required.

4.3 It is not the role of the Child Protection Coordinator to decide as to whether a child or vulnerable adult has been abused or not. This is the task of the police. The NSPCC also has powers to investigate child protection concerns.

4.4 The Museum's Departmental Managers shall monitor the implementation of the policy. Any allegations of inappropriate behaviour should be reported to the Museum's Child Protection Coordinator.

4.5 All staff have a responsibility to maintain appropriate standards of behaviour and to report lapses in these standards by others. Any concerns or reasonable suspicions of abuse should be reported to Departmental Managers.

4.6 Any allegations of inappropriate behaviour should be reported by Departmental Managers to the Museum's Child Protection Coordinator who will liaise with the police and child protection agencies as necessary.

## **5 STAFF RECRUITMENT**

5.1 The Manager of the Museum's Manning Department shall ensure that all interviewees for a post at the Museum are advised during the first interview that the Museum has a Child and Vulnerable Adult Protection Policy and that all allegations of abuse are investigated thoroughly.

5.2 All applicants will be required to declare all past criminal convictions (and any current or pending investigations) prior to interview.

5.3 All appointments will be subject to the Museum obtaining satisfactory references and a satisfactory probationary period.

## **6 STAFF TRAINING**

6.1 The Museum's trustees shall ensure that all new staff are made aware of the content of the Museum's Child and Vulnerable Adult Protection Policy during the induction training.

6.2 Basic child and vulnerable adult protection awareness training covering the procedures and standards guidance contained within this document shall be given to all staff members.

6.3 Any individual need for more detailed guidance and training on child and vulnerable adult protection will be provided by the Museum's Education Department.

## **7 INTERACTION WITH CHILDREN**

7.1 Museum staff shall avoid being alone with a child without the child's responsible adult being present.

7.2 Children under the age of 16 shall not be allowed to use the Museum's simulators including the bomb aiming exhibit or the aircraft's cockpits unless accompanied by a responsible adult.

7.3 Guidance on the standards of behaviour with regard to children and vulnerable adults is provided at Appendix A of this document.

## **8 PHOTOGRAPHS OF CHILDREN**

8.1 The Museum is aware that there is a danger that photographs of children taken by Museum staff for publicity and other purposes may be vulnerable to abuse by unscrupulous persons. Therefore, if a photograph of a single child or a group of less than 5 children is to be used for material which may be viewed by the public, written permission will be sought from the school or other responsible organisation or from the child's parents or guardians. For groups of 6 or more children, specific permission will not be sought.

8.2 Sometimes children will be asked to pose for publicity photographs. In this case, parents will be asked for written permission for the Museum to use the photographs.

8.3 Visitors and other members of the public who appear to be taking photographs in inappropriate circumstances should be challenged where there are reasonable grounds for suspicion.

## **9 LOST CHILDREN**

9.1 If a child visiting the Museum is reported as missing, the Duty Key Holder shall obtain from the responsible adult the following details:

- Name of the child
- Age and sex of the child
- Physical description of child
- Where child was last seen
- The time the child was last seen
- Address/name of the visiting school

9.2 Once a sufficient check of the Museum's site has been made and the child has not been found the Duty Key Holder shall inform the police.

## **10 PROVISION OF ASSISTANCE TO VULNERABLE ADULTS**

10.1 The Museum welcomes visitors with physical and learning disabilities and people for whom English is an additional language. It is important that these visitors are given assistance appropriate to their needs. However, for the protection of all parties, the following guidelines should be followed:

- Staff should not provide mobility assistance – this should be provided by responsible adults. Staff may provide appropriate assistance to the responsible adults
- In the case of a vulnerable adult requiring assistance, e.g. a person with a visual impairment, then the nature of the contact should be explained and agreed before it takes place. If the vulnerable adult asks to be escorted to another location, then staff should ensure that a second member of staff is present

- Responsible adults, not staff, should take responsibility for pushing wheelchairs or guiding other mobility devices. The exception is if the situation is an emergency or if the wheelchair user would be in danger if help was refused. In these cases permission should be obtained from the vulnerable adult
- Where visitors do not have English as their first language, or have a speech or hearing impairment, staff should ensure that they are able to express themselves fully through responsible adults or translators/signers

## **11 PROCEDURE TO BE FOLLOWED BY MUSEUM STAFF IN THE CASE OF SUSPECTED OR ALLEGED CHILD OR VULNERABLE ADULT ABUSE**

11.1 A member of staff who suspects that child or vulnerable adult has been abused shall follow the procedure below.

11.2 Abuse may be neglect, physical, emotional or sexual. Possible sources of abuse include:

- Abuse by museum staff
- Abuse by the public
- Parental abuse
- Self harm
- Child peer abuse (bullying). Such abuse should always be taken as seriously as perpetrated by an adult. A significant proportion of sex offences are committed by teenagers, and on occasion, by younger children. Adults should not dismiss such abusive behaviour as 'normal' between young people.

11.3 Any member of staff who:

- Suspects that a child or vulnerable adult has been, or is at risk of being abused; or
- Has a disclosure made to them; or
- Receives a complaint from a member of the public relating to child or vulnerable adult protection issues in the Museum; or
- Has a direct allegation made against them

Should discuss the matter immediately with their Departmental Manager or, if not available, with another Manager.

11.4 The Manager should assess the situation and take whatever action is appropriate to stop or prevent the abuse or potential abuse. The Manager should make a written report on the incident within 24 hours to the Museum's Child Protection Coordinator at the earliest opportunity. It is important that all allegations are recorded fully and that the complainant's contact details are obtained.

11.5 If the child or vulnerable adult involved is part of an organised group, the Manager should consult with the group's designated leader and will make every effort to agree an appropriate course of action.

11.6 If the child or vulnerable adult involved is with a family member or other responsible adult the Manager will consult this person and will make every effort to agree an appropriate course of action.

11.7 Any member of staff receiving an allegation of child abuse from a child shall:

- Show that they have heard what the child is saying and that the allegation is being taken seriously;
- Encourage the child to talk but not to prompt or ask leading questions;
- Explain the actions that must be taken in a way that is appropriate to the age and understanding of the child;
- Not to promise that what has been told is secret;
- Write down what has been told, using the exact words if possible;
- Make a note of date, time, place and people who are present during the discussion with the child;
- Report concerns and details to the Departmental Manager or other Manager if the Departmental Manager is not available.

11.8 All details of any alleged inappropriate behaviour shall be passed by the Manager to the Museum's Child Protection Coordinator who shall liaise with the child protection agencies or police as necessary.

## **12 POLICY REVIEW**

12.1 The policy and procedures contained within this document shall be reviewed at least every three years.

## APPENDIX A

### GUIDANCE ON STANDARDS OF BEHAVIOUR EXPECTED OF MUSEUM STAFF WITH REGARD TO CHILDREN AND VULNERABLE ADULTS

#### DO:

- Approach any child or vulnerable adult apparently in distress and ask if you can help;
- Seek assistance from colleagues where appropriate;
- Be aware of the possibility of danger from others and question situations that you find suspicious;
- Keep a look out for children apparently unaccompanied and communicate the details of any lost children to the Duty Key Holder;
- Keep any lost children in a public area where they can be clearly seen,
- Be aware of appearances and avoid situations which might appear compromising;
- Report any allegation of abuse or inappropriate conduct to your Departmental Manager or other Manager present in the Museum if the Departmental Manager is not available.

#### DO NOT:

- Engage in any 'rough and tumble' or other horseplay;
- Physically restrain a child or vulnerable adult;
- Make sexually suggestive comments;
- Use foul or abusive language;
- Do things of a personal nature e.g. tie up a child's shoe laces, that they can do themselves or that a responsible adult can do for them;
- With regard to children, allow or engage in inappropriate touching of any kind. The main principles of touch are:
  1. the desire to be touched should always be initiated by the child;
  2. touch should always be appropriate to the age and stage of development of the child
- Search children or vulnerable adults, or their property, without approval of the responsible adult who should be present at all times
- Give a child or a vulnerable adult medication e.g. aspirin

#### STRONGLY RECOMMENDED - STAFF SHOULD NOT, EXCEPT IN EMERGENCY SITUATIONS:

- Go into a toilet with a child or vulnerable adult unless the responsible adult is present or gives permission;
- Spend time alone with a child. If you are in the situation where you are alone with a child, make sure you can be clearly seen by others
- Assist children into aircraft cockpits – if required ask the responsible adult to assist the child