

# Safeguarding policy



This document outlines War Memorials Trust's (The "Trust") safeguarding policy. It has been prepared by Trust staff with legal advice and approved by the Board of Trustees.

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## 1. Introduction

The Trust runs a Learning Programme, the purpose of which is to educate young people about war memorials, their history and significance. As such certain members of staff, particularly the Learning Officer and some volunteers, occasionally come into contact with children during the course of their work. From time to time young people may participate in work experience and be under the care of War Memorials Trust staff. This policy has been produced to:

- a. State what the Trust will do to ensure the safety and welfare of all children with whom the Trust works.
- b. Outline how any concerns will be dealt with and provide guidance to staff on what to do should they be concerned about the welfare of any child working with the Trust.
- c. State how the Trust staff will be protected from unfair allegations.

The welfare of those children who do come into contact with the Trust will be of the utmost importance to all staff at the Trust at all times. The Trust is committed to creating a safeguarding culture for children and young people of all ages and backgrounds.

## 2. Definitions

England, Wales, Northern Ireland and Scotland each have their own guidance setting out the duties and responsibilities of organisations to keep children safe, but they agree that a child is anyone who has not yet reached their 18th birthday. The same definition applies throughout this document.

The word "staff" in this document refers to any adult working for or representing the Trust, whether they are a paid employee or volunteer and whether they work for or represent the charity on a full time, part time or occasional basis.

The term 'child protection' deals with identifying and responding to suspected child abuse. This is one element of 'safeguarding' which is broader and also covers

maintaining a child's overall safety. This document covers War Memorials Trust's policy for both these.

### **3. Legislation**

This policy has been written to comply with the *Children Act 2004* and the current guidance from the Department for Education, *Working Together to Safeguard children – a guide to inter-agency working to safeguard and promote the welfare of children 2010*.

### **4. Designated Child Protection Officer**

The Learning Officer is the Child Protection Officer. They are responsible for ensuring effective safeguarding procedures are used by the Trust staff and volunteers. If the Learning Officer is absent, or needs to seek another opinion, the charity's Director should be consulted.

### **5. WMT policy for safeguarding**

The Trust supports the *Every Child Matters* agenda and its policy is therefore to:

- Ensure that all staff are clear about their responsibilities with regard to safeguarding
- Ensure staff understand the expectations for their individual behaviour towards children and, where relevant, provide suitable training.
- Ensure that all suspicions and allegations about child welfare, and disclosures by children to members of Trust staff, are properly investigated and dealt with appropriately.
- Ensure, through co-operation with supervising adults, that activities planned by Trust staff for children are safe and provide a positive experience for children.

The Trust recognises and is keen to ensure that the welfare of children remains paramount at all times and that all children have the right to equal protection from harm.

The Trust also wishes to take appropriate steps to ensure that its staff and volunteers are not subjected to unfair accusations about child welfare.

### **6. Procedures**

The Trust has set up these procedures ensure these responsibilities are fulfilled:

- All staff will treat any young people with whom they come into contact through work with respect and exercise caution to ensure any contact or communication cannot be misinterpreted.
- All new staff, office volunteers and volunteers who carry out tasks related to the Learning Programme will be made aware of this policy and will read it, along with other relevant policies, at the start of their employment or voluntary work with the Trust. If they have any questions about it they should approach the Child Protection Officer.
- Necessary training about child protection and good practice will be provided for new staff and volunteers, especially if their work involves the Learning Programme and contact with children.
- No work experience student or other child under the care of War Memorials Trust will be left alone and all tasks given will be age-appropriate.

- Trust staff will report any concern about a child with whom they are working to the designated Child Protection Officer using the form in Appendix 1 and following the guidance given on that form.
- The Child Protection Officer will then report the concern to the supervising adult in the organisation the Trust is working with (unless the concern involves that adult, in which case it will be communicated to a higher authority within that organisation, or if necessary, to an appropriate authority such as local social services or the NSPCC). If they are unsure of the appropriate steps to take this will be discussed with the Director.
- If a member of staff has a safeguarding concern that involves another member of the Trust staff then it should be reported straight to the Director using the form in Appendix 1.
- Ensure that the supervising adults in settings where the Trust staff carry out educational work (for example, class teachers and youth group leaders) are aware of this policy and the responsibilities the Trust has. The Trust staff will take all reasonable steps to ensure the safety and welfare of children, but overall responsibility for the safety and welfare of any children the Trust staff work with will remain the responsibility of these supervising adults.
- To ensure both the welfare of children and its staff, the Trust will take all reasonable steps to ensure that a supervising member of staff from the organisation with whom Trust staff are working is present during such sessions, and expects that the organisation will co-operate with this. Overall responsibility for the welfare of children in any setting will remain with the staff from that organisation.
- This policy is made available on War Memorials Trust's learning website, [www.learnaboutwarmemorials.org](http://www.learnaboutwarmemorials.org).
- Any questions about this policy should be communicated to the Child Protection Officer, who can be reached by emailing [learning@warmemorials.org](mailto:learning@warmemorials.org) or on 020 7834 0200.

## **7. Who this policy applies to**

All members of staff who work for the Trust are required to abide by this policy, as are all volunteers.

## **8. Policy review**

The safeguarding policy is reviewed annually by the Director in association with other staff and with legal advice. The Board of Trustees will be advised if any changes are required. The policy may also be reviewed as required and the Trust reserves the right to make changes as necessary.

## Appendix 1: War Memorials Trust form for reporting a child protection concern

**Note:** When completing this form as a result of something a child has told you, only state the facts that the child discloses to you, if possible using the child's words. Do not give your own interpretation of what the child says or ask the child any leading questions. Be careful not to trivialise or exaggerate what is being said. Never promise to keep a disclosure confidential.

### Part 1: Your details

<b>Name</b>	
<b>Job title</b>	

### Part 2: Details of concern

<b>Date, time and place of incident or disclosure:</b>
<b>Name of child:</b>
<b>Name of organisation the child belongs to (if applicable)</b>
<b>Details of incident or disclosure:</b> Include, where applicable, anything you said to the child or action you took at the time.
<b>Date passed to CPO:</b>
<b>Your signature:</b>
<b>Action taken by CPO:</b>
<b>Signature of CPO:</b>