



## Safeguarding Policy

### Policy statement

The Trustees and staff, volunteers and people working with Horniman Museum and Gardens and its trading subsidiary, Horniman Museum Enterprises [referred to as employees/volunteers] acknowledge that they have a moral and legal obligation to do their utmost to ensure that children and adults at risk are protected from harm while they visit all areas of their properties.

Through the implementation of this policy throughout the organisation and effective monitoring of processes and procedures the Horniman will be assured that the highest standards are maintained.

This will be achieved by:

1. Having in place a clear **structure of roles and responsibilities** in relation to safeguarding.
2. Having in place a framework for safe **recruitment, selection**, suitability and deployment of individuals working or interacting with children and adults at risk.
3. Putting in place **training and supervision** to ensure all employees/volunteers understand safeguarding issues, behaviours and reporting mechanisms and are fully aware of this policy and guidance;
4. Taking preventative steps to ensure the **health, safety and welfare** of any child, young person or adult at risk visiting or in contact with the Horniman;
5. Putting in place all **reasonable steps to prevent** any employees/volunteers or members of the public from physically, emotionally or sexually abusing or neglecting any child or adult at risk;
6. Ensuring any **accidents or incidents** involving children and adults at risk are recorded and investigated appropriately.
7. Setting out **guidance on photographing children and communicating through new technologies**.

### Policy framework

#### What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and adults at risk and to protect them from harm.

Safeguarding means:

- protecting from abuse and maltreatment
- preventing harm to health or development
- ensuring children grow up with the provision of safe and effective care

- taking action to enable the person to have the best outcomes.

Working Together To Safeguard Children 2015<sup>1</sup> sets out expectations of those working with children to ensure their safety:

- protecting children from maltreatment
- preventing impairment of children's health or development  
ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

The Care Act 2014<sup>2</sup> outlines six key principles that underpin all adult safeguarding work:

- empowerment – people being supported and encouraged to make their own decisions and informed consent
- prevention – it is better to take action before harm occurs
- proportionality – the least intrusive response appropriate to the risk presented
- protection – support and representation appropriate to the risk presented
- partnership – local solutions through services working with their communities
- accountability – Accountability and transparency in delivering safeguarding.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children and adults at risk, namely:

- The Children Acts 1989 and 2004
- Working Together to Safeguard Children: HM Govt. March 2015
- The Care Act 2014
- The Mental Capacity Act 2005
- London Multi Agency Policies and Procedures to Safeguard Adults, 2015, (commonly referred to as the Pan London Guidelines)
- [London Safeguarding Children Partnership: Procedures and Practice \(2023\)](#)

The same principles and procedures apply for an adult at risk (vulnerable adult) as they do for children in this policy.

### Who does this policy safeguard?

This policy aims to safeguard all children (defined as under 18) and adults at risk who may be visiting, volunteering or on placement on Horniman properties. This applies whether an adult or carer accompanies them or not.

An **adult at risk** is defined as any person aged 18 years and over who meets all the following criteria<sup>3</sup>:

- Has care and support needs
- Is experiencing, or is at risk of experiencing, abuse or neglect, and
- Is unable to protect themselves because of their care and support needs.

<sup>1</sup> [Working Together to Safeguard Children](#) HM Govt, March 2015

<sup>2</sup> <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

<sup>3</sup> <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

The guidance is also meant to protect staff, volunteers and people working with Horniman Museum and Gardens and its trading subsidiary, Horniman Museum Enterprises, from false allegations of improper conduct.

### **Who needs to follow this policy?**

This policy applies to all staff, volunteers and people working with Horniman Museum and Gardens and its trading subsidiary, Horniman Museum Enterprises. This includes contractors, freelancers, temporary or agency staff, placement students and those organising or taking part in events on the sites. The term employees/volunteers is used in this guidance, and should be taken to also include these other groups.

It is the responsibility of the Event Manager or relevant Section Head planning, booking or involved in the granting of permission for an activity to be held on site to ensure that all agents who will be running or participating in the event are aware of the Horniman's expectations of them and appropriate procedures.

### **Monitoring and review**

This policy will be reviewed by trustees at least every three years.

The implementation of this policy and safeguarding procedures will be regularly reviewed by the Safeguarding Working Group and an annual report made to the Senior Management Team in May/June each year.

The Board has appointed a Designated Safeguarding Trustee, with specific responsibility for safeguarding. Quarterly management reports from SMT to trustees will include an update on safeguarding.