

AN IODHLANN – TIREE'S HISTORICAL CENTRE

Safeguarding Children and Adults at Risk Policy 2024

This policy was approved by the Trustees of the An Iodhlann on 12 March 2024 and will be reviewed annually.

INTRODUCTION

An Iodhlann has not previously worked with children unless accompanied by a responsible adult.

As we begin to implement outreach projects this may change. As a result, the following policy will be implemented.

An Iodhlann is committed to ensuring access to its collections for children and adults at risk. Everyone who accesses premises, exhibitions, staff and resources should be safe and protected from harm.

This policy is in place to ensure that An Iodhlann is following the requirements of the Safeguarding Vulnerable Groups Act and the Protection of Vulnerable Groups (Scotland) Act and all relevant legislation.

It is mandatory for everyone working at the Museum to abide by the Museum's safeguarding policy, procedures and guidance and undertake any relevant training appropriate for their role.

DEFINITIONS

Child

A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their 18th birthday. Throughout the Museum's safeguarding documentation, the words 'child' and 'children' are used to mean anyone up to the age of 18.

Adult at Risk

An adult at risk is defined as a person aged 18 and over who is or who may be in need of community care services because of age, illness, physical or learning disability, or someone who is or may be unable to take care of or protect themselves against harm or exploitation (including those who have difficulty in communication and may need additional help).

SCOPE AND ASSOCIATED POLICIES AND PROCEDURES

This policy applies to everyone working at An Iodhlann

including: Trustees, employees, contractors, agency workers and volunteers.

As part of its safeguarding commitment the Museum has allocated responsibilities to a Safeguarding Team. Their role is to act as a point of contact for everyone working at the Museum with safeguarding concerns and to advise on safeguarding matters. The group consists of the Archive Manager and Chair of Trustees. The Safeguarding Children and Adults at risk Policy is used in conjunction with the following policies and procedures:

- Data Protection Code of Practice
- Disciplinary Procedure
- Recruitment Guide
- Volunteer Policy
- Whistleblowing Procedure
- Social Media Code of Conduct

AIMS

An Iodhlann aims to:

- respect the rights of all children and adults at risk
- provide an environment (including museum-led activities off-site) which is safe and welcoming for children and adults at risk and which protects them from all forms of abuse
- ensure that everyone working at the Museum is aware of the need to protect children and adults at risk and know how to reduce the risks to them
- provide procedures, training and guidance for everyone working at the Museum for their own protection

COMMITMENT

An Iodhlann endeavours to safeguard children and adults at risk by:

- adopting safeguarding procedures for all which minimise any opportunity for abuse and establish appropriate treatment of children and adults at risk
- ensuring individuals working with children / adults at risk are fully aware of and trained to follow the Museum's policies, procedures and guidance
- sharing information about safeguarding and good practice with staff, volunteers and visitors
- providing effective management through supervision, support and training
- sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with children / adults at risk have the appropriate PVG checks in place where relevant.
- informing staff that not adhering to the policy and guidelines may lead to disciplinary action under the Disciplinary Procedure and taking action as required
- designating members of staff to lead on safeguarding issues
- reviewing our policy, procedure, guidance and practice at regular intervals and updating these in and accordance with current Government legislation and best practice
- taking all safeguarding concerns seriously and responding fairly, swiftly and appropriately to any incidences reported.

PROTECTING VULNERABLE GROUPS (PVG) SCHEME

An Iodhlann staff and volunteers do not currently meet the criteria to require PVG checks.

Extract from mygov.scot:

The PVG scheme does not apply to all jobs and volunteering. It only applies to 'regulated work'. There are 2 types of regulated work – work with children and work with protected adults. Examples include:

- jobs with caring responsibilities
- teaching or supervising children or protected adults
- providing personal services to children or protected adults
- working directly with children or protected adults

There are many different roles where the PVG scheme can apply. They can be paid or unpaid. Some examples are:

- nurse
- child-minder
- girl guide leader
- dentist

It can also apply to certain positions of trust within organisations, even when the role does not involve direct contact with children or protected adults. Examples include:

- membership of certain council committees
- trustees of charities focused on children
- trustees of charities focused on protected adults

Existing Employees

Where an employed individual is about to commence a regulated activity which is not part of their regular duties they will need to apply for a PVG check, and have it returned clear before they commence this activity.

Contractors and Freelancers

The need for an enhanced PVG check, or enhanced with barred list check, must be made evident by the member of staff contracting services from a contractor or freelancer when necessary. The staff member needs to consider carefully the question whether they are eligible for a check.

The individual will not be permitted to commence work until their disclosure is returned and has been approved by the Safeguarding Lead.

Volunteers

An Iodhlann volunteers are not expected to meet the criteria to require a PVG check.

If a Volunteer role is created which will require a PVG check, then the prospective volunteer will be told beforehand.

Safeguarding Leads:

Chair of Trustees: Dr John Holliday doc.holliday@tireebroadband.com

Archive Manager: David Beaman aniodhlann@tireebroadband.com

Procedures:

Procedures will be made known at An Iodhlann as follows:

Any safeguarding concerns should be directed in the first instance to the Archive Manager or alternatively to the Chair of Trustees.

If a criminal offence is suspected then contact should first be made with the Police.