Wimbledon Museum
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THE WIMBLEDON SOCIETY

Safeguarding Policy

Approved as amended June 2024

1. Introduction

- The Wimbledon Society ("the Society"), and its Museum ("the Museum"), are run entirely by volunteers.
- This policy ("the Policy") will form part of the induction for Society Trustees, mandatory training and induction at the Museum and the working practices of all volunteers.
- We believe that all our volunteers and anyone who accesses the Museum premises or attends one of our events or contacts us should be treated with kindness and respect and protected from harm.
- The Museum welcomes visitors of all ages and abilities. Children under the age of 14 must be accompanied by a responsible adult.
- We are committed to providing an enjoyable, safe environment for children and adults at risk participating in the Society's activities.
- We believe that children and adults at risk have the right to be heard, to be listened to and to be taken seriously.
- In all situations the welfare of the child or adult at risk will always be the paramount consideration
- While the primary responsibility rests with the responsible adult, we recognise our responsibility to take all reasonable steps to promote safe practices and protect children and adults at risk from harm, abuse and exploitation.

2. Definitions

2.1 Children

- We define children as persons under the age of 18 years.
- Those under 14 years are regarded as needing a higher degree of protection than those aged 14-17.
- Children under the age of 14 may only visit the Museum in school groups or with a responsible adult such as a teacher, parent or other relative or youth group leader.

2.2 Adult at risk

Adults at risk includes anyone aged 18 or over needing help and support by virtue of an impairment, condition or disability, which may be temporary or permanent.

Harm from abuse is not always straightforward to identify and people may experience more than one type of harm or significant harm.

Harm can be caused by:

- Physical abuse
- Sexual abuse
- Emotional abuse including bullying
- Neglect
- Exploitation
- Harassment

3. Ethics and Legislation

The Wimbledon Society is committed to:

- The UN Convention of the Rights of the Child 1989
- Safeguarding Vulnerable Groups Acts 1989 and 2006
- All other legislation relating to children and adults at risk
- The Museums Association Code of Ethics 2015
- The Health and Safety at Work Act 1974
- COSHH Regulations 2002
- The Data Protection Act 2018 and UKGDPR

4. Review

The Policy will be reviewed in June 2025, and yearly thereafter.

5. Organization and responsibilities

5.1 Overall Accountability

Overall accountability for Safeguarding lies with the Board of Trustees of the Society.

5.2 Delegated responsibilities

The Museum Director is the Designated Safeguarding Officer (DSO) for the Museum. The Museum Director is responsible for drawing the attention of the Chairman of the Society's Risk Management Group (the Safeguarding Sponsor), to any Safeguarding matters that need to be discussed and/or acted upon in relation to the Museum. The Designated Safeguarding Lead (DSL) supports the Museum Director as appropriate.

The Safeguarding Sponsor has delegated responsibility for ensuring that the Policy is carried out within the Society and the Museum. They will take the responsibility of drawing to the attention of the Board any Safeguarding matters that need to be discussed and/or acted upon, and for maintaining a register recording any breaches of the Policy that occur.

6. Aims

The Society aims to:

- Respect the rights of all its volunteers to be treated with kindness and respect while fulfilling their voluntary roles.
- Respect the rights of all children and adults at risk.
- Provide a museum 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 knows how to reduce the risks to them.
- Provide safeguarding procedures, guidance and training for everyone working at the Museum.

7. Commitment

The Society is committed to ensuring that all its volunteers treat each other with kindness and respect.

The Society 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 and adults at risk are fully aware of and trained to follow the Society's policies, procedures and guidance.
- Sharing information about the principles of safeguarding and good practice with volunteers and visitors.
- Ensuring any accompanying individual (parent, guardian, teacher, group leader, etc.) is aware of their own responsibilities in relation to safeguarding. Primary responsibility for the care of children who visit the Museum in school groups rests with the group leader/s. Children under 14 years of age will not be allowed on the premises without a responsible adult.
- Designating Jean Shipton as DSL responsible for safeguarding in the museum, and the Museum Director as DSO. Wherever possible the DSL and DSO will work closely together to jointly manage any safeguarding concerns.
- Taking allegations seriously and responding swiftly, and in accordance with the policy, to allegations of abuse.
- Sharing information about concerns with agencies who need to know and involving parents/carers in accordance with the policy.
- Requiring all volunteers to adhere to the Code of Practice and Behaviour (Annexe 1)

Annexe 1

Code of Practice and Behaviour for Museum Volunteers (Safeguarding Procedures)

'Safeguarding is everyone's responsibility'.

All Museum volunteers have a responsibility:

- To ensure that children and adults at risk visiting the Museum and off-site activities are protected from harm and abuse.

These guidelines will help you to ensure safeguarding guidelines protect the children and vulnerable people in your care but also protect you.

Definitions

- Children are defined as such, in law, if they are under the age of 18.
- Adults at risk includes anyone aged 18 or over needing help and support by virtue of an impairment, condition or disability, which may be temporary or permanent.
- Safeguarding is protecting individuals from maltreatment and impairment of health and development.

Make sure you:

- Are polite and friendly and do not forge relationships with people at risk, nor make favourites. Keep your colleagues safe and ensure fellow volunteers are not behaving in ways which could be misinterpreted.
- Avoid being alone with a child or an adult at risk e.g., accompanying them to the toilets, offering to walk them somewhere or offering a lift in the car. Remain in a public space and be visible to others.
- Keep personal digital information private e.g., personal email, social network sites, phone numbers. Do not communicate with children or adults at risk linked to your volunteering in a personal capacity, e.g., become 'friends' on Facebook, exchange phone numbers or meet up outside the museum.
- Avoid any unnecessary physical contact unless restraint is necessary to prevent injury, damage to property, theft or a criminal offence.
- Don't take pictures of children without completed formal permission forms.

Monitor the areas you volunteer in by:

- Being observant of children or adults at risk or adults together.
- Being aware of children and adults at risk who may be alone and, in the area, a long while.
- Not accepting swearing, bullying or other behaviours from the public when children or adults at risk are either involved or in close proximity.
- Being alert to members of the public/staff approaching, videoing or taking photographs of children or adults at risk who are either alone or not seemingly related to them.
- Reporting any suspicious behaviours/incidents to the designated safeguarding person.
- Being aware of visitors seeming to have no business on the premises.
- Seeking help from another volunteer, DSO/DSL or dialling 999 without delay if such behaviours are criminal or dangerous.

A child or adult at risk may choose to talk to you about something which concerns them, this is called a disclosure. It is important to follow these steps:

- Always take what a child or adult at risk says seriously.
- Listen but do not investigate.
- Never offer or agree to keep secret a disclosure of abuse received from a child or adult at risk. Always explain that this is not the sort of secret you can or should keep, because of the danger to other children or adults if the secret is kept.
- Report factually, record, date, time and sign any concerns you may have on the appropriate form (see Appendix 1 to this Code of Practice) and speak to the DSL/DSO so that they can take responsibility to inform the relevant agencies without delay.
- Observe confidentiality with colleagues, family and friends, do not pass on any information at all as this could compromise any further action.
- You must take any allegations or concerns about abuse or inappropriate conduct seriously. Report them to the DSL/DSO. If something does not feel right or you have any concerns at all report them to the DSL/DSO.
- If you have any concerns about the DSL report this to the DSO. If you have concerns about the DSO report this to the DSL. If you have concerns about both the DSL and DSO report this to the Safeguarding Sponsor (Chairman of the Society's Risk Management Group).

The Designated Safeguarding Lead (DSL) for the Museum is Jean Shipton. The Designated Safeguarding Officer (DSO) is Jacqueline Laurence.

- If you have any safeguarding concerns immediately follow the Raising and Reporting a Concern Flow Chart Appendix 2.
- The DSL/DSO will then immediately consult as to the appropriate action to be taken.

If you have any reason for concern, or are aware of any allegation of child or adult at risk abuse, report this as soon as possible to the DSO on 07765 250071

If the matter could result in death or serious injury phone 999.

Designated Safeguarding Officers

Designated Safeguarding Lead Jean Shipton

Email: museumeducation@wimbledonsociety.org.uk

Tel: 07823 440854

Designated Safeguarding Officer and Museum Director Jacqueline Laurence

Email: museumdirector@wimbledonsociety.org.uk

Tel: 07765 250071

Approved: June 2024, Reviewed June 2025

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Appendix 1 Safeguarding Reporting Form

Form completed by (please PRINT):	
Name of child or adult at risk (if known):	Name(s) of other responsible adults (e.g. class teacher) made aware of the details of this disclosure and/or incident:
Name of adult responsible for child or adult at risk (e.g. teacher or group leader):	Date of incident:
Location of incident/this could be online:	Time of incident:
Is the child or adult aware that you will be sharing this information with others? YES / NO More details (if required):	
Write all details of disclosure or safeguarding incident. If you are recording a disclosure try and use the exact words of the child or adult at risk: Please turn over the page.	

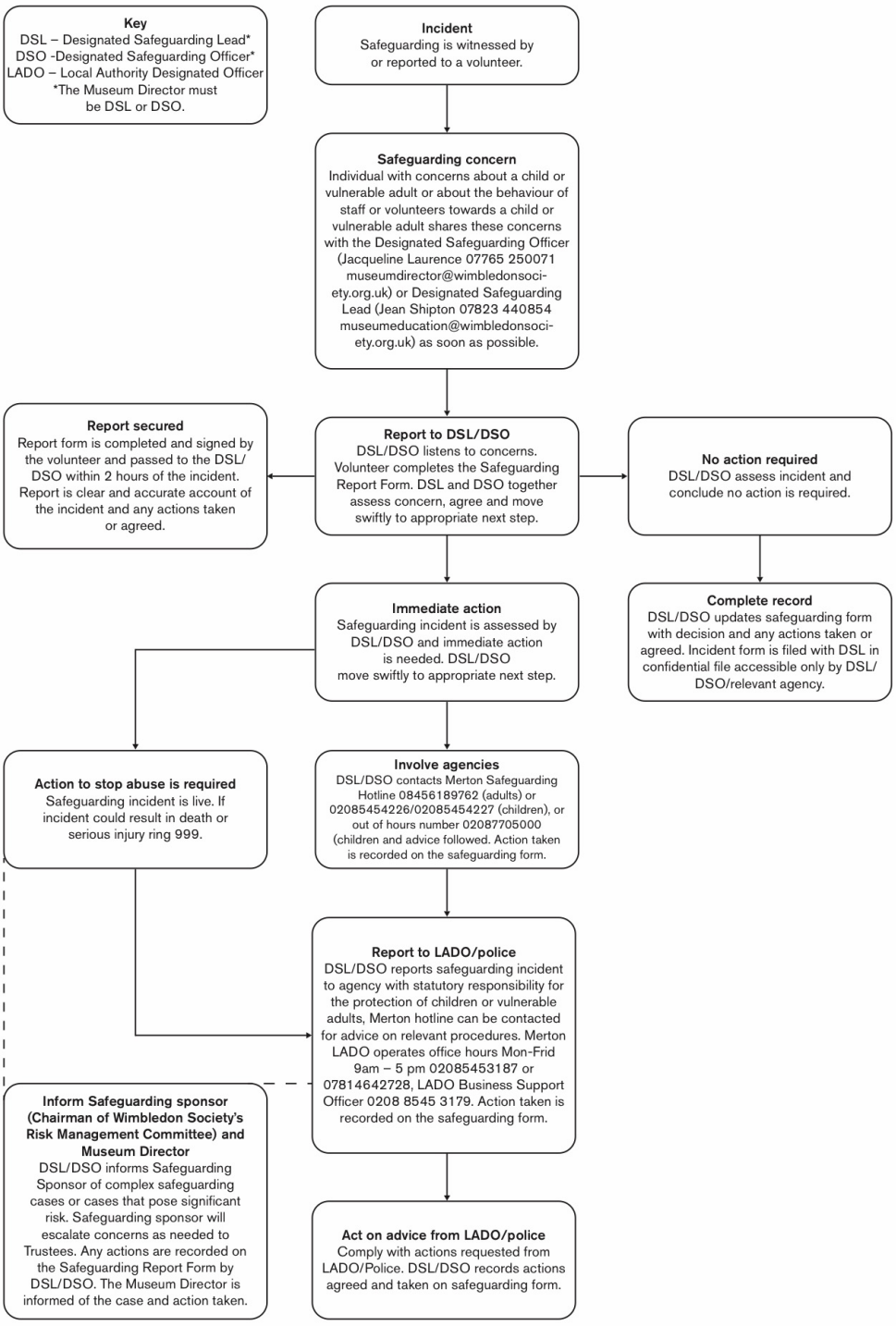
Details of actions taken (this may be completed by the DSO):

To be filled out by Designated Safeguarding Officer

Date received:		
Name of DSO:		Signature

Appendix 2 Flow Chart

Wimbledon Museum

Raising + Reporting a Concern - Flow Chart

Appendix 3