

## Safeguarding Policy: Children and Young People

### 1. Introduction

#### 1.1 Purpose of the policy

The purpose of this policy is to provide a framework for all staff and volunteers within Historic Royal Palaces (HRP) when dealing with safeguarding issues. It should be used in conjunction with *Safeguarding and Procedures: Children and Young People* to prevent and reduce the risk of abuse to all children who visit and engage with Historic Royal Palaces onsite, offsite, online or who come into contact with staff or volunteers.

#### 1.2 Scope

**Safeguarding and protecting children and young people from abuse is everyone's responsibility.**

This policy and its associated procedure are mandatory for all staff including temporary, agency, freelance and contractors (hereafter referred to as 'staff'), trustees and volunteers, as they must be aware of their individual and collective roles and responsibilities in safeguarding and protecting children and young people from abuse and neglect.

The policy and procedures are implemented within the framework of relevant national legislation and guidance which includes: *Working Together to Safeguard Children: A guide to inter agency working to safeguard and promote the welfare of children, HM Government, March 2015*, and *Keeping Children Safe in Education, statutory guidance for schools and colleges, DfE, March 2015*.

#### 1.3 Link to Cause and Principles

Our aim is to help everyone explore the story of how monarchs and people have shaped society, in some of the greatest palaces ever built.

This welcome to 'everyone' includes children, young people and vulnerable adults. We want their experience of engaging with our palaces and their stories to be meaningful, enjoyable and safe. This can only be attained if children, young people and vulnerable adults are safeguarded and protected from abuse and neglect and, where appropriate, prevented from becoming at risk of abuse.

Children and young people usually visit as part of family or with an organised group, such as school, youth or community groups. While primary responsibility for the child/young person's safety and welfare lies with the supervising adult (parent/carer/teacher/group leader), HRP wishes to ensure that all children and young people are safe and protected while visiting its sites or participating in its work off-site or engaging with us digitally.

The *Safeguarding Procedures: Children and Young People* that accompany this policy states our responsibilities, obligations and standards.



#### 1.4 Outcomes

As a result of the policy and associated procedure being followed, children will be better protected from the impact of abuse and neglect. Staff, volunteers and trustees will take the necessary steps to safeguard and protect children including, where guided to in procedures, contacting the police or other statutory agencies or/and discussing concerns with parents/carers.

## 2. Key Principles

HRP recognises that:

- The welfare of the child/young person is paramount; this is enshrined in the *Children Act 1989* and should be evident in all responses to any concerns of abuse and neglect.
- Children and young people, including disabled children, have an equal right to protection from all types of harm and abuse; all staff and volunteers should advocate where necessary to ensure this principle is applied by all.
- Working in effective partnership with statutory agencies (and where possible parents/carers, children, young people) should be instigated whenever there are concerns about abuse and neglect for a child.
- All staff and volunteers have a shared and individual professional responsibility to take appropriate steps to protect and safeguard children in line with this policy and associated procedure.
- Primary responsibility for children/young people lies with their supervising adult when engaging with us onsite, offsite during an event or outreach activity and online.

## 3. The Policy Statement

- This policy and associated procedure applies to all staff, volunteers, trustees and representatives of HRP including agency staff and temporary staff, freelance facilitators and contractors.
- HRP is committed to the prevention of and protection from abuse and neglect of all children and young people who come into contact with the organisation through its staff, volunteers or representatives, in whatever capacity that contact occurs.
- HRP is committed to taking all necessary steps to stop abuse happening, whether that abuse is perpetrated by staff, volunteers, family members of children, members of the public or other children or young people.
- HRP is committed to its duty of care to the children and young people it has contact with. If there are concerns about staff or volunteers abusing a child or young person, it will initiate any action required to address this without delay. This will include actions required to address abusive behaviours and attitudes. Where a member of staff has been dismissed because of safeguarding concerns they will be referred by HRP to the Disclosure & Barring Service (DBS) and relevant professional bodies.
- All staff, trustees and volunteers should be clear on appropriate behaviour and responses with regards to working with children and young people safely. Failure to comply with safeguarding policies and



procedures may be treated as gross misconduct and appropriate action may be taken.

- HRP will publish online the safeguarding policy and procedure.
- HRP is committed to ensuring that the right staffing and reporting structure is in place to enable safeguarding concerns to be dealt with effectively and to ensure the correct processes are followed as detailed in the procedure. This includes the escalation of concerns posing a significant risk to senior staff within HRP.

## Roles to Support Safeguarding:

**Designated Safeguarding Lead (DSL)** - has the lead responsibility for all safeguarding and protection matters at the site or within the area allocated (HR or L&E) and to escalate concerns to the Safeguarding Sponsor and where appropriate make referrals to external bodies such as police. As a group they champion safeguarding, raise awareness and ensure safeguarding training is delivered. They work together to make recommendations to the Safeguarding Sponsor, update policies and procedures every two years, communicate changes and keep information up to date on the intranet and internet.

There are seven **Designated Safeguarding Leads (DSLs)** for Historic Royal Palaces.

Site/Area	Name	Contact Details (ext & email)
Hampton Court Palace	Christian Lax	020 3166 6509 <a href="mailto:Christian.Lax@hrp.org.uk">Christian.Lax@hrp.org.uk</a>
Hampton Court Palace	Lucy Hutchings	020 3166 6502 <a href="mailto:Lucy.hutchings@hrp.org.uk">Lucy.hutchings@hrp.org.uk</a>
HR	Kate Morris	020 3166 6169 <a href="mailto:Kate.Morris@hrp.org.uk">Kate.Morris@hrp.org.uk</a>
Hillsborough Castle	Sandra Pryce	028 9268 1312 <a href="mailto:Sandra.Pryce@hrp.org.uk">Sandra.Pryce@hrp.org.uk</a>
Kensington and Kew Palaces	Gina Grubb	020 3166 6125 <a href="mailto:Georgina.Grubb@hrp.org.uk">Georgina.Grubb@hrp.org.uk</a>
Kew Palace	Rachel Mackay	020 3166 6143 <a href="mailto:Rachel.Mackay@hrp.org.uk">Rachel.Mackay@hrp.org.uk</a>
Public Engagement	Alison Lightbown	020 3166 6692 <a href="mailto:Alison.Lightbown@hrp.org.uk">Alison.Lightbown@hrp.org.uk</a>
Public Engagement	Lotty Englishby	020 3166 6758 <a href="mailto:Lotty.englishby@hrp.org.uk">Lotty.englishby@hrp.org.uk</a>
Tower of London and BHW	Debra Whittingham	020 3166 6220 <a href="mailto:Debra.Whittingham@hrp.org.uk">Debra.Whittingham@hrp.org.uk</a>



Tower of London and BHW	James Murly-Gotto	020 3166 6260 <a href="mailto:James.murly-gotto@hrp.org.uk">James.murly-gotto@hrp.org.uk</a>
Safeguarding Sponsor	Tom O’Leary	020 3166 6363 <a href="mailto:Tom.oleary@hrp.org.uk">Tom.oleary@hrp.org.uk</a>

Each of the DSLs has responsibility for responding to concerns about the abuse of children and young people when these are raised with them. Once procedures have been followed the DSLs will escalate concerns that pose a significant risk to the **Safeguarding Sponsor**. The **Chief Executive** has overall responsibility for all safeguarding matters within the charity as a whole.

**The Safeguarding Sponsor** is a senior member of staff, they provide support to the DSLs when cases that pose significant risk are escalated. They meet the DSLs a minimum of twice a year to review activity, take measures to improve systems and practices where necessary, ensure training is sufficient and that all staff are aware of the policies and procedures which are easily accessible. The Sponsor will brief the CEO and Executive Board annually on safeguarding matters including volume of activity, location, trends, risks and actions taken. An update on safeguarding will be provided to the Board of Trustees on an annual basis.

- Historic Royal Palaces is committed to ensuring all staff and volunteers, including those with designated responsibilities, have received appropriate levels of up-to-date safeguarding training. This will be a minimum of every two years for the DSLs.
- The Executive Board are responsible for reviewing the policy and procedures every other year.
- HRP will ensure staff and volunteers are carefully recruited and necessary checks are made in line with the Recruitment and Vetting Policies.
- Historic Royal Palaces is committed to working with the police and Children’s Services and their Local Authority Designated Officer (LADO) in the borough in which the palaces are located especially if there are concerns about, or perceived risks, in respect of staff, trustees, contractors or volunteers.

#### 4. Risk Assessment

Should this policy and associated procedure be ignored or disregarded, the possible outcomes are:

- **For children and young people** – placed at further risk of harm and neglect.
- **For staff and volunteers** – potentially subjected to inquiry, investigation internally or externally for failing to take appropriate steps, which may then lead to a disciplinary process.
- **For the Designated Safeguarding Leads, Safeguarding Sponsor, the Chief Executive and Board of Trustees** – possible inquiry and report from the Charities Commission and regulators or recommendation from local authorities to regulators.



- **For Historic Royal Palaces** – possible risk of public scrutiny and ultimately risk of prosecution. All of the above can lead to negative media attention and damage to Historic Royal Palaces’ reputation. The visiting public may lose confidence in HRP as an organisation resulting in fewer visitors, especially children and young people and therefore failure to deliver our charitable and corporate objectives.

## 5. Definitions

**Children** - as in the *Children Acts 1989* and *2004* respectively, a **child** is anyone who has not yet reached their 18th birthday. ‘Children’ therefore means ‘children and young people’ throughout.

**Safeguarding and promoting the welfare of children** - is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children’s health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

## 6. Legislation and Regulation requirements

For HRP to meet its responsibilities the following legislation and associated guidance are of significance.

### Legislation

The Children Act 1989.

The Children Act 2004.

Safeguarding Vulnerable Groups Act 2006.

### Guidance

Keeping Children Safe in Education, 2018

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. 2018

Policy owner:	Chief Executive
Approved by:	Governing Body/ Board of Trustees
Date Policy reviewed:	November 2018
Date Policy to be reviewed	November 2019

