



CHILTERN
OPEN AIR
MUSEUM

*Where buildings come
alive through history*

CHILD PROTECTION POLICY

This is the Child Protection Policy Statement of Chiltern Open Air Museum Ltd.

Our statement of general policy:

- To have an environment in which all children and vulnerable adults are safe from abuse.
- To respond to any suspicion of abuse promptly and appropriately.
- To provide information, instruction and supervision for employees, contractors, volunteers, re-enactment groups and external events organisers.
- To ensure all employees, contractors and volunteers are competent to do their tasks and to provide them with adequate training.
- To review and revise this policy as necessary at regular intervals.

Signed:

Name:

Position:

Date: 21st January 2008

Review date: January 2011

1. Policy statement:

Chiltern Open Air Museum intends to create an environment in which all children and vulnerable adults are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

2. Chiltern Open Air Museum:

2.1 Chiltern Open Air Museum Ltd. is an independent museum and registered charity. Much of the organisation's work involves access to the Museum site, buildings, activity workshops, special events and clubs by children (up to the age of 18 years old) and vulnerable adults.

2.2 The Museum is located on a 45-acre site of parkland and woodland, with over 30 historic buildings that have been re-erected. Approximately 90% of the Museum site is open 10.00 am until 5.00 pm, April until October each year for the general public and 10.00 am until 2.30 pm, February until November for pre-booked school parties. The other approximate 10% of the site is used for workshop and storage space which is inaccessible (through visible barriers and notices) to the public, pre-booked parties, re-enactment groups and exhibitors unless arranged prior to the visit.

2.3 This policy relates to all areas of Museum business where children and vulnerable adults have access to the Museum site, buildings and general activities including activity workshops and volunteering.

3. Categories of ways in which children and vulnerable adults use Chiltern Open Air Museum site and buildings:

- General Museum visitors.
- School party visits.
- Group party visits.
- Volunteering opportunities and work experience students.
- Arborfield Adventurers holiday club, children's courses and the Young Volunteers Club.
- Re-enactment groups at Museum site and building based special events.

4. Categories of activities which impact upon children and vulnerable adults using Chiltern Open Air Museum site and buildings:

- Interpretation activity workshops and demonstrations.
- First Aid.
- Lost Children.
- Re-enactment groups and exhibitors at Museum site and building based special events.
- Photography and filming.

5 General strategies for ensuring a safe environment:

5.1 Exclude known abusers from being in a supervisory role whilst working with children:

- It will be made clear to applicants for posts involving regular supervisory roles for children and vulnerable adults (e.g. Museum Teachers) that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- All applicants for work at the Museum, whether paid or voluntary, will be interviewed before an appointment is made. Applicants for work involving regular supervisory roles for children and vulnerable adults will be asked to provide at least two references (and all such references will be followed up) and will be requested to apply for a disclosure from the Criminal Records Bureau, which will be updated every 1 to 2 years.
- All appointments involving regular supervisory roles for children and vulnerable adults, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless Chiltern Open Air Museum is confident that the applicant can be safely entrusted with children and vulnerable adults.

5.2 Seek and provide training for employees, contractors and volunteers:

- All employees, contractors and volunteers receive basic Health & Safety and Child Protection induction training.
- It is the aim of Chiltern Open Air Museum to provide training opportunities in child protection issues for all employees, contractors and volunteers involved in regular supervisory roles for children and vulnerable adults.

5.3 Prevent abuse by means of good practice:

- All employees, contractors, volunteers, re-enactment groups and external event organisers are made aware of and undertake to abide by the Museum's "Code of Behaviour".
- As far as is reasonably practical, employees, contractors and volunteers will not be left alone with individual or small groups of children/vulnerable adults during any pre-booked activity workshops or public interpretation sessions, excluding holiday or after school clubs and young volunteers, which will be led by individuals with the relevant qualifications and/or experience.
- No unknown adults (e.g. employees of external organisations) will be allowed into areas occupied by children on pre-booked activity workshops, holiday or after school clubs without prior permission and supervision.
- Chiltern Open Air Museum will respond to changes in legislation and advice published by Chiltern District Council and other relevant bodies.
- All children visiting the Museum are to be accompanied and supervised by their parent/teacher/carer at all times whilst on the Museum's site, excluding holiday and after school clubs and young volunteers, where other safeguards are in place.

- Procedures are in place to cover the many differing ways that children and vulnerable adults use the Museum site and buildings, as set out in the appendices.
- Where children up to the age of 18 years old are involved in any pre-arranged activity (including volunteering) at the Museum where parents/guardians/carers are not present, parents/guardians/carers will be provided with a Parental Consent Form and risk assessments.
- Chiltern Open Air Museum Ltd. is a Registered Umbrella Body with the Criminal Records Bureau and is able to undertake disclosure applications on behalf of the Museum and other organisations.

6. Discovery or suspicion of abuse:

6.1 All suspicions of child abuse will be taken seriously and will be dealt with privately and discreetly.

6.2 Visitors to the Museum, contractors and/or employees (paid or voluntary) who would like to raise any concerns regarding child protection issues will be directed to a member of staff.

6.3 Members of staff will deal with any child protection concerns in accordance with the procedures laid out in Appendix C.

7. General responsibilities for ensuring a safe environment:

7.1 Parents, Guardians and/or other responsible adults who enter the Museum site with children and/or vulnerable adults (e.g. general visitors) are responsible for the behaviour and safety of those children and/or vulnerable adults whilst visiting Chiltern Open Air Museum. This is clearly stated on Health and Safety notices in Blythe Road Pavilion ticket office.

7.2 Teachers/Group Leaders and adult helpers with pre-booked school and youth group parties are responsible for the behaviour and safety of their party whilst visiting Chiltern Open Air Museum. This is clearly stated in all information issued on booking their visit.

7.3 Parents, Guardians and/or other responsible adults who volunteer at the Museum are responsible for the behaviour and safety of any children under the age of 16 years old who accompany them.

7.4 Volunteers, work experience students, Duke of Edinburgh Award participants (between the ages of 16 and 18 years old) and participants of the Museum's holiday club, children's courses and young volunteers club (ages from 4 years old) are not permitted to attend any activities on the Museum site until a signed and completed Parental Consent Form has been received by the Museum.

7.5 External companies, exhibitors and/or re-enactment groups are responsible for the behaviour and safety of any member of their group under the age of 18 years old as laid out in any agreements in place.

7.6 Full procedures and safeguards are recorded in the appendices.

8. Photography and Filming:

8.1 Any photography or filming undertaken on behalf of Chiltern Open Air Museum of children under the age of 18 years old or of vulnerable adults requires written, signed permission from the child's/vulnerable adult's parent/guardian/carer.

8.2 If, at any time, permission to use the image is revoked by a parent/guardian/carer the image will be, where possible, removed from use.

8.3 Whenever permission to use an image of a child or vulnerable adult is sought, the parent/guardian/carer is informed of the various uses of the image (for example publicity in leaflets, Museum website and newspaper advertisements).

8.4 Commercial photography or filming requires the permission of the Museum Director or Press and Marketing Consultant, with a signed written agreement stating that no visitor to the Museum should be photographed without consent, with particular reference to children and vulnerable adults.

9. Review:

This policy is to be reviewed whenever there is a change in legislation relating to child protection issues or every three years.

LIST OF APPENDICES:

- Appendix A:** Definitions of terms and abuse.
- Appendix B:** Procedure for the use of disclosures.
- Appendix C:** Discovery or suspicion of abuse.
- Appendix D:** Safeguards in place for general visitors.
- Appendix E:** Safeguards in place for school party visits.
- Appendix F:** Safeguards in place for group party visits.
- Appendix G:** Safeguards in place for volunteering opportunities and work experience students (over the age of 16 years old).
- Appendix H:** Safeguards in place for Arborfield Adventurers holiday club, children's courses and young volunteers (under the age of 16 years old).
- Appendix I:** Safeguards in place for re-enactment groups and exhibitors at Museum site and building based special events.
- Appendix J:** Safeguards in place for Interpretation activity workshops and demonstrations.
- Appendix K:** First Aid
- Appendix L:** Lost Children
- Appendix M:** Code of Behaviour
- Appendix N:** Photographic consent form.
- Appendix O:** Template of Facilities Agreement between Chiltern Open Air Museum and Commercial Photography/filming individuals or organisations.
- Appendix P:** Museum Teacher Reference and Declaration forms.
- Appendix Q:** Parental Consent Forms.
- Appendix R:** "What to See and Do" Leaflet.
- Appendix S:** Teachers' Terms and Conditions and Practical Guidance sheets.
- Appendix T:** Group Leaders' Terms and Conditions and Practical Guidance sheets.
- Appendix U:** Template of agreement between Chiltern Open Air Museum and re-enactment groups.
- Appendix V:** Template of agreement between Chiltern Open Air Museum and external event organisers.
- Appendix W:** Template of agreement between Chiltern Open Air Museum and external Museum Teachers.
- Appendix X:** Template of agreement between Chiltern Open Air Museum and external Museum Teachers.
- Appendix Y:** Volunteers' Handbook.

Appendix Z: Education Service Handbook

Appendix Za: Arborfield Adventurers Staff Handbook

Appendix A: Definitions of terms and abuse.

Definition of Terms:

Child	A child is a person up to the age of 18 years old.
Vulnerable Adult	A person between the ages of 18 and 25 years old who has moderate to severe learning difficulties. This can depend on the severity of the learning difficulties.
Parent/Guardian /Carer/ Responsible Adult.	A person responsible for a child or vulnerable adult over the age of 18 years old.
Teacher	A teacher employed by the visiting school, who is ultimately responsible for the children.
Group Leader	An adult over the age of 18 years old who is the named adult in charge of a group visit and is ultimately responsible for the children.
Adult helper	An adult over the age of 18 years old who accompanies the school or group party visit and ensures that minimum adult to child ratios are enforced. Adult helpers report to the Teacher or Group Leader.
Museum Teacher	Individuals (both paid and unpaid) who work within the education service to provide activity workshops and demonstrations for children visiting the Museum with school and/or group parties and as general visitors during group and public interpretation and special event programmes.
Arborfield Adventurers Leaders	An adult over the age of 18 years old who leads the holiday club session as a volunteer. They report to the Education Officer.
Arborfield Adventurers Adult helper	An adult over the age of 18 years old who assists with the holiday club sessions to ensure that the minimum adult to child ratios are enforced. Adult helpers report to the Arborfield Adventurers Leaders.

Lead Counter signatory A member of staff who is registered with the Criminal Records Bureau (CRB) and can verify the disclosure applications and view disclosure certificates. This person is also the main contact for the CRB and is also responsible for ensuring good practice.

Counter signatory A member of staff who is registered with the CRB and can verify the disclosure applications and view disclosure certificates.

Volunteer A member of unpaid Museum personnel who undertakes a variety of roles and responsibilities.

Young volunteers Club Children aged between 10 and 16 years old who undertake organised volunteering activities at the Museum, without their parent/guardian/carer present, with supervision from Arborfield Adventurers Leaders.

Work experience/ Duke of Edinburgh Award Placements Children aged between 16 years old and up to 18 years old who require a period of work experience/volunteering opportunities provided by Chiltern Open Air Museum

Regular Supervisory role Positions which involve a Museum Teacher or Arborfield Adventurers Leader/adult helper or other staff member or volunteers providing activity workshops for children visiting the Museum on pre-booked party visits, pre-booked activities or as general visitors or work experience placements.

Commercial Photographic & Filming projects Any individual or company who will make an income from photographs or filming projects produced on the Museum site.

Definition of abuse:

- An abused child is a boy or girl under the age of 18 years who has suffered from, or is believed to be at significant risk of, neglect, physical injury, emotional abuse or sexual abuse.
- Child abuse may be perpetrated by anybody, including other children
- Child abuse may be the result of direct acts towards the child or by failure of those who have responsibility for the child to provide reasonable care.

Appendix B: Procedure for the use of disclosures provided from the Criminal Records Bureau.

- All disclosures will be handled by the registered Counter Signatories, and will only be shown to other members of staff when the job description requires or to members of the Board of Trustees involved in the interview process.
- All disclosures will be kept in a locked filing cabinet, with access limited to the Lead Counter Signatory, for a maximum of 6 months after which they will be destroyed.
- Disclosures will only be taken into account if the unspent (or spent) sentences are of relevance to the job description (i.e. working with children). An applicant will not be discriminated against on the basis of the contents of the disclosure.

Appendix C: Discovery or suspicion of abuse.

Due to the nature of the majority of the work with children undertaken at the Museum, it is unlikely that you will either suspect that a child is being abused and/or have a child tell you if they are being abused. The only exception is the Holiday Club each summer or work experience placements and volunteering opportunities where children may come year after year and build relationships of trust with adult helpers. However, as the Museum works regularly with children, we have a duty of care to those children, including those visiting with their families.

What is child abuse?

Child abuse has been separated into 5 types:-

1. **Physical abuse** – an actual injury inflicted (or knowingly not prevented) by a person having care of a child including bruises, fractures, burns, scratches, poisoning, etc.)
2. **Sexual abuse** – the exploitation of children to meet the sexual demands of adults including direct abuse (genital contact, penetration etc) and indirect abuse (“flashing”, exposure to or inclusion in pornographic material, etc.).
3. **Emotional abuse** – including verbal attacks, humiliation, isolation, extremes of inconsistent care, etc.
4. **Neglect** – the denial of a child’s right to food, warmth, medical care or other aspects of care including lack of supervision which could put them in physical danger.
5. **Bullying** – including verbal, physical, emotional, racist or any form of discrimination.

Recognising and recording abuse

All Museum personnel working with children need to be aware of the possible signs of abuse. These might be:

- Any significant changes in the children’s behaviour.
- Any unexplained bruising or marks
- Any comments children make which give cause for concern
- Any deterioration in a child’s general well being.

If any of the above occurs then the school/group leaders should be informed and they should follow the school/group procedure in this matter.

What to do if you think a child is being abused

- Write down why you are suspicious that they are being abused, including observations, location, time and date.
- Let the Education Officer (the Museum's designated Child Protection Officer) know and find out if anyone else has noticed anything.
- If on the Holiday Club or helping with a work experience student or younger volunteer and if appropriate, ask the child about it, using open questions. For example, for a bruise, "that looks sore – how did you get it?"
- If after talking it through with the Education Officer and you are still suspicious then the Education Officer will talk to the parents/teacher/leader and/or the Buckinghamshire County Council's Early Years and Childcare Services. The individual reporting the event will need to be available for future discussions with the relevant services.
- The Education Officer will request that the authorities continue to update the Museum on the progress of the investigation when possible.
- If the Education Officer is not available, speak to the other counter signatory with the CRB (when they have been appointed) or the Museum Director. If none of these people are available speak to any other member of Museum Staff.
- All records will be kept within a locked confidential filing cabinet, with access limited to the Education Officer.

What to do if a child tells you that they are being abused

- Listen to the child.
- Accept what they are saying.
- Allow the child to talk openly.
- Do not ask direct questions.
- Do not criticise the alleged abuser.
- Reassure the child that it wasn't their fault.
- Stress that telling someone was the right thing to do.
- Do not make promises that you cannot keep, **especially** that what they are saying will be kept confidential.
- Explain what has to be done next and who has to be told.

Afterwards:-

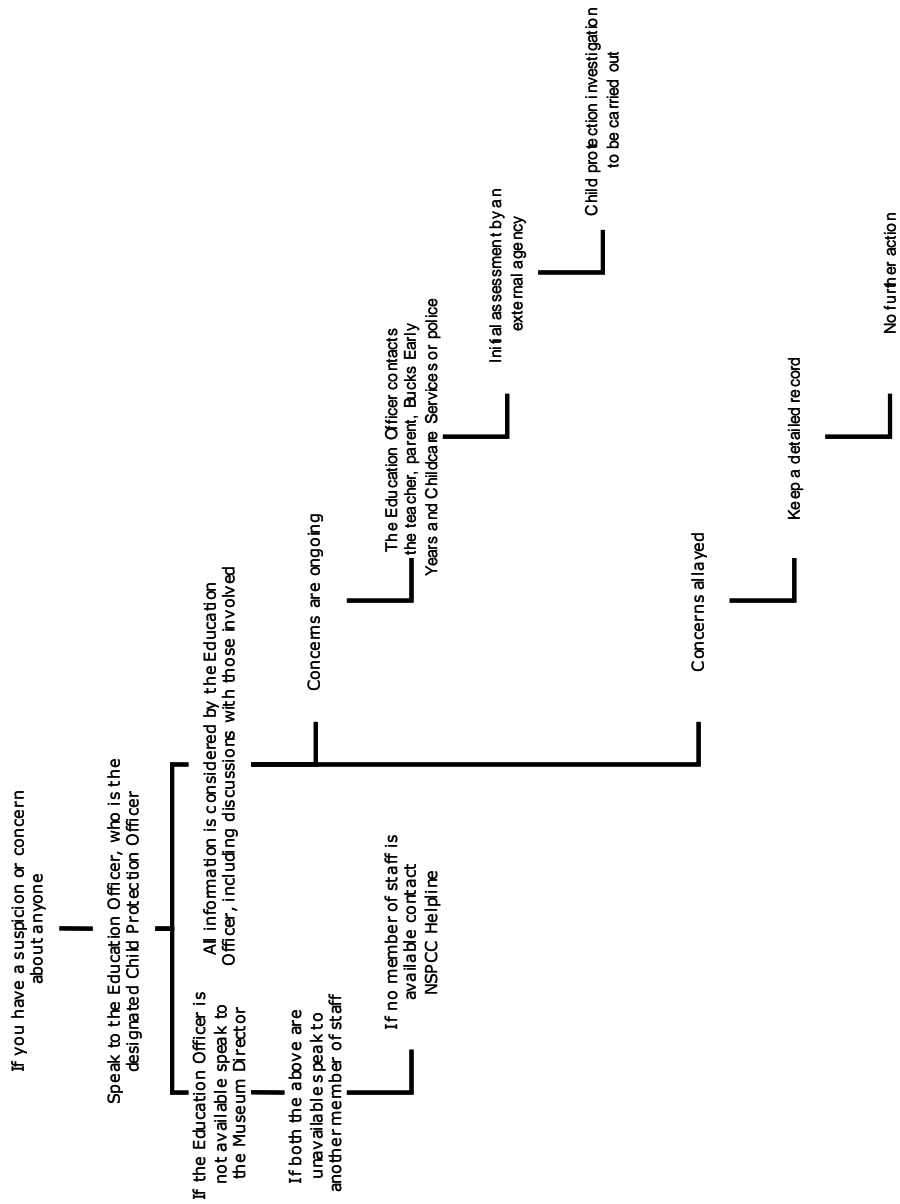
- Make notes as soon as possible after the conversation.
- Do not destroy original notes (they may be needed for further investigations).
- Record the date, time, place and any noticeable non-verbal behaviour as well as the words used by the child.
- Draw a simple diagram to indicate the position of any bruising or other injury.
- Record only statements and observations rather than interpretations or assumptions.

- Pass all this on to the Education Officer, who will contact Buckinghamshire County Council's Early Years and Childcare Services. The individual reporting the event will need to be available for future discussions with this service and possibly other authorities. If the Education Officer is unavailable, speak to the other counter signatory with the CRB (when they have been appointed) or the Museum Director. If none of these people are available speak to any other member of Museum Staff
- All records will be kept within a locked confidential filing cabinet, with access limited to the Education Officer.

What to do if an allegation of abuse is made about a member of Museum personnel

- All allegations are either recorded (if told by a child) or put in writing (if made by an adult) to the Education Officer.
- The Education Officer will then request a meeting with the individual making the allegation and then with the individual who has had the allegation made about them.
- After all the information has been reviewed, the Education Officer will discuss the issue with the Director.
- The Director and Education Officer will then take action on this matter in contacting the Buckinghamshire County Council's Early Years and Childcare Services (for help and support) and in the form of observation and discussions with the individual concerned. The Director will alert the Board of Trustees to the issue. The individual reporting the incident will remain anonymous throughout the investigation.
- The Director and the Education Officer, in discussion with the Board of Trustees, will then decide on the best course of action. This may include dismissal of the individual and notification to the relevant bodies (e.g. Buckinghamshire County Council's Early Years and Child Care Services, social services or the police). The Museum Director's or Board of Trustee's decision is final.
- All records will be kept within a locked confidential filing cabinet, with access limited to the Education Officer.

Organisational chart for dealing with allegations of abuse



Child protection - Safety concern form (child)

Name of Child: _____ Age of Child: _____

School / Group / Parent Name: _____

Nature of concern: _____

Action taken (including any agencies/people contacted)

Action: _____

_____ Date: _____

Follow-up

Action: _____

_____ Date: _____

1 Signed: _____ 2 Signed: _____

Name (print): _____ Name (print): _____

Position: _____ Position: _____

Date: _____ Date: _____

This form provides a record within Chiltern Open Air Museum of concerns or incidents relating to child protection.

**Child protection - Safety concern form
(staff or volunteer/contracted interpreter/Museum visitor)**

Name of Interpreter: _____ Date: _____

Name of person reporting the incident: _____

Nature of concern: _____

Action taken (including any agencies/people contacted)

Action: _____

_____ Date: _____

Follow-up

Action: _____

_____ Date: _____

1 Signed: _____ 2 Signed: _____

Name (print): _____ Name (print): _____

Position: _____ Position: _____

Date: _____ Date: _____

This form provides a record within Chiltern Open Air Museum of concerns or incidents relating to child protection.

Appendix D: Safeguards in place for general visitors (with family and friends).

Children between the ages of 0 and 16 years old:

Safeguards in place:

- All children under the age of 16 years old must be accompanied by a Responsible Carer/Parent/Guardian on entering the Museum and throughout their visit. This is clearly stated to the Responsible Carer/Parent/Guardian at the ticket office upon entering the Museum and in the “What to See and Do” leaflet all visitors are given at the point of entry.
- The “What to See and Do” leaflet provided to all visitors upon entering the Museum states that the Ticket Office is the congregation point for lost children.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors.
- Lost children.

Children between the ages of 16 and 18 years old (classed as an adult ticket):

Safeguards in place:

- The “What to See and Do” leaflet provided to all visitors upon entering the Museum states that the Ticket Office is the congregation point for lost children.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.

Areas of risk:

- Children aged between 16 years and 18 years are classed as adults within the Museum’s ticketing structure and therefore can use the Museum unattended.

- Children may experience abuse from other visitors.

Appendix E: Safeguards in place for school party visits.

Foundation Stage school parties:

Safeguards in place:

- A ratio of 1 adult to every 4 children is allowed free entry to the Museum on a Foundation Stage pre-booked school visit.
- All pre-booked school visits are provided with “Terms and Conditions” and a Teachers’ Resource Pack that contains “Practical Guidance”.
- Teachers and adult helpers should supervise their school parties at all times.
- By law all teachers must risk assess their visit and hold a register of children present.
- All teachers must provide a minimum staffing ratio as laid out in their Local Education Authority’s Education Visits policy.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Key Stage One and Two school party visits:

Safeguards in place:

- A ratio of 1 adult to every 6 children is allowed free entry to the Museum on a Key Stage One and/or Two pre-booked school visit.
- All pre-booked school visits are provided with “Terms and Conditions” and a Teachers’ Resource Pack that contains “Practical Guidance”.
- Teachers and adult helpers should supervise their school parties at all times.
- By law all teachers must risk assess their visit and hold a register of children present.
- All teachers must provide a minimum staffing ratio as laid out in the Local Education Authority’s Education Visits policy.

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Key Stage Three and Four school party visits:

Safeguards in place:

- A ratio of 1 adult to every 6 students is allowed free entry to the Museum on a Key Stage Three and/or Four pre-booked school visit, although the minimum staffing level required by the Local Education Authority is usually 1 adult to every 10 children.
- All pre-booked school visits are provided with “Terms and Conditions” and a Teachers’ Resource Pack that contains “Practical Guidance”.
- Teachers and adult helpers should supervise their school parties at all times.
- All teachers must risk assess their visit and hold a register of children present by law.
- All teachers must provide a minimum staffing ratio as laid out in the Local Education Authority’s Education Visits policy.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- Some teachers may allow students aged 12 years plus to use the Museum site and buildings unaccompanied by adults.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Special Educational Needs (SEN) school party visits:

Safeguards in place:

- All adult helpers/carers are allowed free entry to the Museum on a SEN pre-booked school visit.
- All pre-booked school visits are provided with “Terms and Conditions” and a Teachers’ Resource Pack that contains “Practical Guidance”.
- Teachers/Carers and adult helpers should supervise their school parties/groups at all times.
- All teachers must risk assess their visit and hold a register of children present by law.
- All teachers must provide a minimum staffing ratio as laid out in the Local Education Authority’s Education Visits policy.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

“Forest School”

Safeguards in place:

- A member of the nursery staff is always present at Forest School, plus the Forest School Leader (either the Museum’s or the Hawk and Owl Trust’s Education Officer) and possibly one extra adult.
- A Forest School Service Handbook detailing procedures is available.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of Risk:

- Children may experience abuse from Museum visitors and members of their group.
- Lost children.

Hawk and Owl Trust organised school party visits:

Safeguards in place:

- The Hawk and Owl Trust have their own practical guidance and terms and conditions for pre-booked groups.
- The Hawk and Owl Trust have their own Child Protection Policies and Procedures.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum and Hawk and Owl Trust personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Appendix F: Safeguards in place for group party visits.

Youth groups (Guides, Scouts, etc):

Safeguards in Place:

- A ratio of 1 adult to every 6 children (or 4 children if the children are under the age of 5 years) is allowed free entry to the Museum on a pre-booked youth group visit.
- All pre-booked youth group visits are provided with “Terms and Conditions” and “Practical Guidance” within their booking pack.
- Group leaders and adult helpers should supervise their groups at all times.
- All group leaders must risk assess their visit and hold a register of children present by law.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Special Educational Needs groups

Safeguards in place:

- All adult helpers/carers are allowed free entry to the Museum on a SEN pre-booked group visit.
- All pre-booked youth group visits are provided with “Terms and Conditions” and “Practical Guidance” within their booking pack.
- Group leaders/Carers and adult helpers should supervise their groups at all times.
- All group leaders must risk assess their visit and hold a register of children present by law.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.

- An Education Service Handbook detailing procedures is available.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child or vulnerable adult to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Children's birthday parties

Safeguards in place:

- A ratio of 1 adult to every 6 children (or 4 children if the children are under the age of 5 years) is allowed free entry to the Museum on a pre-booked birthday party.
- All pre-booked birthday parties are provided with "Terms and Conditions" and "Practical Guidance" within their booking pack.
- Parents responsible for the party should supervise their group at all times and know how many children they have at the party and who they are.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Family outings:

Safeguards in place:

- All children under the age of 16 years old must be accompanied by a Responsible Carer/Parent/Guardian on entering the Museum and throughout their visit. This is clearly stated to the responsible adult at the time of booking and in the “Terms and Conditions” and “Practical Guidance” information within their booking pack and the “What to See and Do” leaflet all visitors are given at the point of entry.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Education Service Handbook detailing procedures is available
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- The responsible adult sending a child to an area of the Museum (e.g. toilets, exhibit building) on their own.
- Children may experience abuse from other visitors and members of their group.
- Lost children.

Appendix G: Safeguards in place for volunteering opportunities and work experience students (over the age of 16 years old).

Work Experience school placement schemes

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- Work experience students on school placements are always supervised by a responsible adult Museum volunteer or staff member (until training has been completed and/or at the discretion of the Museum staff member they are reporting to).
- A full risk assessment and parental consent form are provided for all work experience student’s schools.
- No work experience students will be accepted if they are under the age of 16 years old.
- All work experience students will be offered a placement at the Museum at the discretion of a staff member after an interview has taken place.

Areas of risk:

- Children may experience abuse from visitors.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure.

Further and Higher Education Work Experience

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

- Work experience students are always supervised by a responsible adult Museum volunteer or staff member (until training has been completed and/or at the discretion of the Museum staff member they are reporting to).
- A full risk assessment and parental consent form are provided for all work experience student's schools.
- No work experience students will be accepted if they are under the age of 16 years old.
- All work experience students will be offered a placement at the Museum at the discretion of a staff member after an interview has taken place.

Areas of risk:

- Children may experience abuse from visitors.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure.

Duke of Edinburgh Award Scheme volunteers

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- Duke of Edinburgh students are supervised by a responsible adult Museum volunteer or staff member (until training has been completed and/or at the discretion of the Museum staff member they are reporting to).
- No Duke of Edinburgh students will be accepted if they are under the age of 16 years old.
- All Duke of Edinburgh students will be offered a placement at the Museum at the discretion of a staff member after an interview has taken place.

Areas of risk:

- Children may experience abuse from visitors.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure.

Volunteers who are vulnerable adults with special educational needs and special access requirements

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- Volunteers are supervised by a responsible adult Museum volunteer or staff member at all times or until training has been completed, depending on the severity of the special educational needs and special access requirements.
- No volunteers will be accepted if they are under the age of 16 years old.
- All volunteers will be offered a placement at the Museum at the discretion of a staff member after an interview has taken place.

Areas of risk:

- Children may experience abuse from visitors.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure.

Child volunteers with a family member

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- The Responsible Carer/Parent/Guardian/Adult is responsible for the safety and behaviour of their child at all times.
- The Responsible Carer/Parent/Guardian/Adult allows unsupervised movement of children under 16 years old between specified locations at their discretion, (whilst following set procedures for children under 12 years old, including the use of Museum radios to notify the relevant Museum personnel at the final destination).
- Child volunteers under the age of 16 years cannot undertake volunteering activities without the Responsible Carer/Parent/Guardian/Adult being present.

- Child volunteers under the age of 16 years old are not permitted entry to certain areas of the Museum (e.g. Glory Mill Store) without supervision by the Responsible Carer/Parent/Guardian/Adult.

Areas of risk:

- Children may experience abuse from visitors.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure.

Child volunteers without a family member

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- Children who volunteer at the Museum without a Responsible Carer/Parent/Guardian/Adult present **must** be over 16 years old and will be supervised by a responsible adult Museum volunteer or staff member until training has been completed and/or at a Museum staff member’s discretion.
- Child volunteers between the ages of 16 years and 18 years are not permitted entry to certain areas of the Museum (e.g. Glory Mill Stores) without supervision by a responsible adult Museum volunteer or staff member.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- All volunteers will be offered a placement at the Museum at the discretion of a staff member after an interview has taken place.

Areas of risk:

- Children may experience abuse from visitors.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure

Appendix H: Safeguards in place for Arborfield Adventurers holiday club, children's courses and young volunteers (under the age of 16 years old).

Arborfield Adventurers Holiday club for 5 years to 7 years

Safeguards in place:

- All Arborfield Adventurers personnel have an Enhanced CRB disclosure.
- All Arborfield Adventurers personnel clearly display a name badge.
- A minimum of two Arborfield Adventurers personnel should accompany children attending at all times, especially during toilet breaks.
- Registration and collection will be undertaken in a dedicated and recognisable position.
- Arborfield Adventurers personnel are to be given specific groups at registration to aid in group management.
- Children to be labelled with "Arborfield Adventurers Holiday Club" to aid recognition by all museum personnel.
- Arborfield Adventurers Leaders to undertake a register at the beginning of each session, which will be carried within their safety bag throughout the session.
- Arborfield Adventurers Leaders to carry a Museum radio which is on and audible at all times.
- Arborfield Adventurers Leaders to undertake a register at collection time when each child is collected by the responsible named adult (to be provided when the children are registered in the morning).
- If an un-named responsible adult arrives to collect a child the Museum's Education Officer will contact the parent/guardian named on the Parental Consent Form to obtain permission to allow the child to leave, if permission is not received the child will remain with the Arborfield Adventurers personnel until the responsible named adult arrives to collect the child.
- If no adult arrives to collect a child the Museum's Education Officer will use the booking and consent form's information to contact a responsible adult. If after 45 minutes the child has not been collected the Museum's Education Officer will contact the police.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.

- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Arborfield Adventurers staff manual is provided that details emergency and child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- Children may experience abuse from visitors and other child members of the holiday club.
- Lost children.

Arborfield Adventurers Holiday Club for 8 years to 12 years

Safeguards in place:

- All Arborfield Adventurers personnel have an Enhanced CRB disclosure.
- All Arborfield Adventurers personnel clearly display a name badge.
- A minimum of two Arborfield Adventurers personnel should accompany children attending at all times, especially during toilet breaks.
- Registration and collection will be undertaken in a dedicated and recognisable position.
- Arborfield Adventurers personnel to be given specific groups at registration to aid in group management.
- Children to be labelled with “Arborfield Adventurers Holiday Club” to aid recognition by all museum personnel.
- Arborfield Adventurers Leaders to undertake a register at the beginning of each session, which will be carried within their safety bag throughout the session.
- Arborfield Adventurers Leaders to carry a Museum radio which is on and audible at all times.
- Arborfield Adventurers Leaders to undertake a register at collection time when each child is collected by the responsible named adult (to be provided when the children are registered in the morning).
- If an un-named responsible adult arrives to collect a child the Museum’s Education Officer will contact the parent/guardian named on the Parental Consent Form to obtain permission to allow the child to leave, if permission is not received the child will remain with the Arborfield Adventurers personnel until the responsible named adult arrives to collect the child.

- If no adult arrives to collect a child the Museum's Education Officer will use the booking and consent form's information to contact a responsible adult. If after 45 minutes the child has not been collected the Museum's Education Officer will contact the police.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- An Arborfield Adventurers staff manual is provided that details emergency and child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- Children may experience abuse from visitors and other child members of the holiday club.
- Lost children.

Craft / history courses for 8 years to 12 year olds

Safeguards in place:

- All Arborfield Adventurers personnel have an Enhanced CRB disclosure.
- All Arborfield Adventurers personnel clearly display a name badge.
- A minimum of two Arborfield Adventurers personnel should accompany children attending at all times, especially during toilet breaks.
- Registration and collection will be undertaken in a dedicated and recognisable position.
- Arborfield Adventurers Leaders to undertake a register at the beginning of each session, which will be carried within their safety bag throughout the session.
- Arborfield Adventurers Leaders to carry a Museum radio which is on and audible at all times.
- Arborfield Adventurers Leaders to undertake a register at collection time when each child is collected by the responsible named adult (to be provided when the children are registered in the morning).
- If an un-named responsible adult arrives to collect a child the Museum's Education Officer will contact the parent/guardian named on the Parental Consent Form to obtain permission to allow the child to leave, if permission is not received the child will remain with the Arborfield Adventurers personnel until the responsible named adult arrives to collect the child.

- If no adult arrives to collect a child the Museum's Education Officer will use the booking and consent forms information to contact a responsible adult. If after 45 minutes the child has not been collected the Museum's Education Officer will contact the police.
- An Arborfield Adventurers staff manual is provided that details emergency and child protection issues.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- Children may experience abuse from visitors and other child members of the course.
- Lost children.

Young Volunteer's Club for 10 to 16 year olds

Safeguards in place:

- All Arborfield Adventurers personnel have an Enhanced CRB disclosure.
- All Arborfield Adventurers personnel clearly display a name badge.
- A minimum of two Arborfield Adventurers personnel should accompany children attending at all times, especially during toilet breaks.
- Registration and collection will be undertaken in a dedicated and recognisable position.
- Arborfield Adventurers Leaders to undertake a register at the beginning of each session, which will be carried within their safety bag throughout the session.
- Arborfield Adventurers Leaders to carry a Museum radio which is on and audible at all times.
- Arborfield Adventurers Leaders to undertake a register at collection time when each child is collected by the responsible named adult (to be provided when the children are registered in the morning).
- If an un-named responsible adult arrives to collect a child the Museum's Education Officer will contact the parent/guardian named on the Parental Consent Form to obtain permission to allow the child to leave, if permission is not received the child will remain with the Arborfield Adventurers personnel until the responsible named adult arrives to collect the child.
- If no adult arrives to collect a child the Museum's Education Officer will use the booking and consent forms information to contact a responsible adult. If after 45

minutes the child has not been collected the Museum's Education Officer will contact the police.

- A staff manual is provided that details emergency and child protection issues.
- The Museum has a "Code of Behaviour" that Museum personnel abide by.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- Children may experience abuse from visitors and other child members of the club.
- Lost children.

Appendix I: Safeguards in place for re-enactment groups and exhibitors at Museum site and building based special events.

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- The Responsible Carer/Parent/Guardian is responsible for the safety and behaviour of the child at all times.
- The Responsible Carer/Parent/Guardian must supervise children at all times.
- The Responsible Carer/Parent/Guardian of a child must be over the age of 18 years old.
- A copy of the Museum’s child protection policy and procedures will be provided to the named representative of the re-enactment or exhibitor group and it is their responsibility to ensure that these requirements are undertaken.
- The Museum is registered as an Umbrella Body with the CRB and as such can undertake CRB disclosures on behalf of re-enactment groups and exhibitors at their request.

Areas of risk:

- Children may experience abuse from visitors and other members of their group.
- Lost children.
- The Responsible Carer/Parent/Guardian may not supervise their children at all times and allow them to access areas of the Museum alone.

Appendix J: Safeguards in place for Interpretation activity workshops and demonstrations.

Public / family activities and demonstrations

Safeguards in place:

- All children under the age of 16 years old must be accompanied by a Responsible Carer/Parent/Guardian on entering the Museum and throughout their visit. This is clearly stated to the Responsible Carer/Parent/Guardian at the ticket office upon entering the Museum and in the “What to See and Do” leaflet all visitors are given at the point of entry.
- The “What to See and Do” leaflet provided to all visitors upon entering the Museum states that the Ticket Office is the congregation point for lost children.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- Museum Teachers (both paid and unpaid) are permitted to suspend an activity or demonstration, if safe to do so, until an unsupervised child’s teacher/parent/carer/guardian is located.

Areas of risk:

- Children may experience abuse from visitors and other members of their group.
- Lost children.
- Some Museum volunteers/demonstrators/ contractors have not undergone a CRB disclosure.
- Some parents/guardians/carers may not supervise their children at all times and leave them unattended with a Museum Teacher.

School and group visit activities and demonstrations

Safeguards in place:

- A ratio of 1 adult to every 6 children is allowed free entry to the Museum on a Key Stage One, Two and Three pre-booked school visits and child orientated group visits.
- All pre-booked school and child orientated group visits are provided with “Terms and Conditions” and a Teachers’ Resource Pack/Group booking pack that contains “Practical Guidance”.
- Teachers/Parents/Carers/Guardians and adult helpers should supervise their school/group parties at all times.
- All teachers must risk assess their visit and hold a register of children present by law.
- All teachers must provide a minimum staffing ratio as laid out in the Local Education Authority’s Education Visits policy.
- Museum Teachers are asked to undertake an Enhanced CRB disclosure.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.
- Museum Teachers (both paid and unpaid) are permitted to suspend an activity or demonstration, if safe to do so, until an unsupervised child’s teacher/parent/carer/guardian is located.

Areas of risk:

- Children may experience abuse from visitors and other members of their group.
- Lost children.
- Some Museum volunteers have not undergone a CRB disclosure.
- Some parents/guardians/carers/teachers may not supervise their children at all times and leave them unattended with a Museum Interpreter.

Appendix K: First Aid

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- First Aid can only be administered by a member of Museum personnel who hold a valid First Aid Certificate.
- Museum First Aiders must ask the teacher/parent/carer/guardian’s permission before administering first aid to a child.
- Museum First Aiders should, under good practice, inform the child and their teacher/parent/carer/guardian of their intended actions before administering first aid (e.g. letting the child know if you need to lift their trouser leg to look at a cut).
- If a First Aider is uncertain of a situation they should radio for another member of Museum personnel to join them.

Areas of risk:

- Not all First Aiders have undergone a CRB disclosure.

Appendix L: Lost Children

Safeguards in place:

- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the “Code of Behaviour” in place.
- All Museum personnel undergo Health and Safety Training which includes child protection issues.
- The Museum has a Child Protection Policy and procedures.
- The Museum has a dedicated procedure for dealing with lost children.

Areas of risk:

- Children may experience abuse from other visitors.

LOST CHILDREN PROCEDURES:

If a lost child is reported:

- If you do not have a radio take the parent/guardian to the nearest place or person with a radio.
- Radio the Duty Manager / Staff immediately to inform everyone with a radio that a child is missing, stating the last place that they were seen, give a general description of the child and state where the parent/guardian is.
- **NEVER** give out the child's name over the radio.
- Ensure that someone remains with the parent/guardian to reassure them of the Museum's efforts and of any news.
- The Duty Manager / Staff should co-ordinate all available staff and volunteers (with a radio) to search specific areas (e.g. one person covers the village green while another covers wood end).
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- When the child is found the Duty Manager/Staff should be informed immediately.
- Take the parent/guardian to where the child is.
- If the child is not found on the Museum site within a reasonable space of time radio the Duty Manager/Staff and the next course of action will be taken at the Duty Manager's discretion after speaking with the parent/guardian.

If a lost child is discovered:

- If you do not have a radio go to the nearest place or person with a radio.
- Radio the Duty Manager/Staff immediately to inform everyone with a radio that a child has been found, give a general description of the child and state your location.
- **NEVER** give out the child's name over the radio.
- The Museum asks all staff, volunteers and outside contractors (including Museum Teachers and re-enactment groups) to accept and abide by the "Code of Behaviour" in place.
- The Duty Manager / Staff should co-ordinate all available staff and volunteers (with a radio) to search specific areas (e.g. one person covers the village green while another covers wood end).
- Remain with the child until the Duty Manager arrives and/or the parent/guardian has been located.
- If the parent/guardian is not located within a reasonable space of time the next course of action will be taken at the Duty Manager's/Staff's discretion.

If a child goes missing whilst visiting with a pre-booked school/group party:

- It is the school/group leader's responsibility to ensure the safety and location of the other children.
- Museum staff will then search the immediate area and put the Chiltern Open Air Museum Lost Children Procedure into action.
- If the child is not found immediately then the school/group will be informed and it will be their responsibility to contact the parents to check if the child has gone home.
- If the child is still not located then the police will be notified.
- Chiltern Open Air Museum will work with the guidance of the police from this point.

Appendix M: Code of Behaviour

- ✓ Always sign in and out when working at the Museum.
- ✓ Inform the office if you cannot come in when you have previously arranged to do so.
- ✓ Always wear the appropriate badge on site at all times.
- ✓ Carry a radio (when available) so that you can contact the office in case of an emergency.
- ✓ Familiarise yourself with the location of telephones on the site.
- ✓ Be aware of any health and safety guidelines (read the risk assessments) associated with the activity and ensure that they are adhered to.
- ✓ Act as a welcoming host to visitors at all times and treat everyone with respect.
- ✓ Ensure that adults responsible for children do not leave the children unattended at any time.
- ✓ Know that adults with groups, or parents/carers/guardians, are responsible for the behaviour of their children and you have the authority to halt an activity if the behaviour of adults or children is a danger to themselves or others.
- ✓ Familiarise yourselves with the position of clean water taps, sinks with soap and first aid boxes on the site.
- ✓ Remember that someone else might misinterpret your actions, no matter how well intentioned.
- ✓ Inform management of any problem or danger immediately.
- ✓ If an activity involves touching a child, remember to try to keep touch to a minimum and to always ask the child's permission first.
- ✓ Do speak to the Education Officer if you are unsure about an activity or unhappy about any aspect of any activity you are asked to do.
- ✓ Do speak to the Education Officer if you are concerned for any child's safety.
- X Do not allow any abusive activities between children such as bullying.
- X Do not have any inappropriate physical or verbal contact with others.
- X Do not make any suggestive gestures or remarks to others even in fun.
- X Do not work in isolated areas of the Museum if working with a child by yourself.
- X Do not work with children if you are disqualified to do so by law.
- X Do not let suspicion, disclosure or allegation of abuse go unrecorded or unreported.
- X Do not assume that it will never happen to you.

Appendix N: Photographic consent form.

PUBLICITY CONSENT FORM



Chiltern Open Air Museum is a small independent museum with charity status. From time to time photographs may be taken during public opening times and special events, which may be kept for a period of time and used for future publicity purposes. (For example, use on our web site, in our Museum updates and in newspapers and magazines).

I understand and authorise the use of my photograph and/or that of my dependent(s) for publicity purposes for Chiltern Open Air Museum.

Name of person(s) photographed:

.....Age (if under 18):

.....Age (if under 18):

.....Age (if under 18):

.....Age (if under 18):

.....Age (if under 18):

.....Age (if under 18):

Signed

If under 18, please ensure that it is signed by a parent/guardian.

Name of parent/guardian (if applicable for signature above)

.....

Date:

www.coam.org.uk
 Newland Park, Gorelands Lane,
 Chalfont St Giles, Bucks HP8 4AB
 Office tel: 01494 871117
 24-hour info. line: 01494 872163
 Fax: 01494 872774
 Museum Charity No: 272381
 Friends Charity No: 286534

Appendix O: Template of Facilities Agreement between Chiltern Open Air Museum and Commercial photography/filming individuals or organisations.

**Chiltern Open Air Museum
FACILITIES AGREEMENT**

[Name & Address]

Photography at Chiltern Open Air Museum on

This is to confirm the terms on which your have been granted access to the Museum site.

1. You are permitted to photograph all areas of the Museum which are open to the public.
2. You **MUST NOT** attempt to gain access to areas of the Museum, which are **NOT** open to the public.
3. No areas of the Museum will be closed off for your exclusive use.
4. Members of the public have priority ahead of any of your filming requirements to all open areas of the Museum.
5. No members of the public, Museum staff or Museum volunteers may be photographed without their permission - it is your responsibility to gain such permission in each case.
6. Parking of vehicles will be in designated areas only - no vehicles will be allowed onto the Museum's site.
7. A strict no smoking policy will be observed in or near the Museum's buildings.
8. No items are to be fixed to the museum's buildings or other property. Objects belonging to the museum may only be moved by prior agreement; this must be under the supervision of a member of the museum's staff.
9. By signing this agreement you confirm that the photographs taken today are not for any commercial purposes (that they will not be offered for sale to any individuals, companies, newspapers or other publications etc.).
10. You and each member of your party will be expected to pay the normal Museum admission charge in order to gain access to the site.

Signed

Date

Signed

(on behalf of Chiltern Open Air Museum)

Date

Appendix P: Museum Teacher Reference and Declaration forms.

Museum Teacher Registration and Declaration Form



Chiltern Open Air Museum operates a Child Protection Policy. This is to safeguard the welfare of all young people by taking reasonable steps to protect them from physical, sexual and/or emotional harm. We therefore ask all those who wish to work at Chiltern Open Air Museum as an Museum Teacher to fill in this form and supply details of references as requested.

The duties which our Museum Teachers undertake involves work and contact with children and young people and are therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared. All information given will be treated in the strictest confidence and will not be used to discriminate against you unfairly. Please note that our process involves checks with the Criminal Records Bureau. By signing this form you give permission for us to contact your referees and permission to access the records detailed above.

Name: _____ Any surname previously known by: _____

Telephone Number: _____ Date of birth: _____

Place of birth, nationality: _____ National Insurance Number: _____

Address: _____

Postcode: _____

How many years have you lived at this address? _____

If you have lived there less than five years, please give details of your previous address.

Please give details of experience (if any) of work with children or young people.

Please give the names and addresses of two local independent referees (not family members) we can contact to verify the information you have supplied, one of whom can comment on your experience of work with young people.

Name: _____ Position: _____
Address: _____

Name: _____ Position: _____
Address: _____

Declaration:

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order? Yes No If yes, please give details.

I have read a copy of the Child Protection Policy, and the Code of Behaviour, and agree to comply fully with them.

Signed: _____ Date: _____
Name (print): _____

Thank you for your time.



CHILTERN
OPEN AIR
MUSEUM

*Where buildings come
alive through history*

Museum Teacher Reference Form
—
Confidential

Museum Teacher Name:

Address:

Tel. no:

The above person is a Museum Teacher at Chiltern Open Air Museum Ltd., working with school children and families, and has given your name as a referee in accordance with our Child Protection Policy.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential. We would appreciate your being extremely candid in your evaluation of this person.

1. How long have you known this person? _____

2. In what capacity? _____

3. What qualities does this person have which would make them suitable as an Interpreter?

4. How would you describe their personality? _____

5. Please comment on this person's experience of work supporting children and young people.

We are anxious to know if you have any reason at all to be concerned about this person being in contact with children or young people. Yes No (please tick)

If you have answered 'Yes', or if for any reason we feel a need to, we will contact you in confidence.

Signed: _____ Position: _____

Name (print): _____ Tel. no: _____ Date: _____

With thanks from

Melissa Maynard, Education Officer.

Chiltern Open Air Museum Ltd., Newland Park, Gorelands Lane, Chalfont St. Giles, Bucks .HP8 4AB

Tel: 01494 875542.

Appendix Q:

Parental Consent Forms.

[Service Heading]

Parental Consent Form

Child's Name:..... Child's Date of Birth://

Parent/Guardian's Full Name.....

Child's Home Address:

.....

Contact Telephone No. (in case of emergency): Home:

Work:

Mobile:.....

Has the child, at any time, suffered from any of the following (please tick):

	Yes	No
Asthma or Bronchitis		
Sight or hearing disabilities		
Heart condition		
Fits, Fainting or Blackouts		
Severe Headache		
Diabetes		
Any known allergies to drugs		
Any other allergies e.g., food, pollen, materials, plasters		
Any other illness or disability		

If the answer to any of the above questions is YES then please give details, including details of medication. (if you are concerned about any of these details then please speak to a member of staff in confidence).

.....

.....

.....

As a parent/guardian of the child named above, I have read, fully understood and am satisfied with the details supplied regarding [name of the service] activities and agree for my child to take part in them.

I am aware that [name of the service] activities on the Chiltern Open Air Museum site will be covered by the Museum's public liability insurance.

I know of no medical reason why he/she should not participate.

In the event of a minor accident I agree for First Aid to be administered by a qualified First Aider which could include the use of antiseptic wipes and/or plasters.

Photographs will be taken for publicity purposes and to record activities at Chiltern Open Air Museum. Please tick the box if you **DO NOT WISH** the child to be photographed.

Signed: Date:

Name: Relationship to child:

Name of Child: