

Manx National Heritage

Safeguarding Children and Adults at Risk Policy

December 2023

Approved by Senior Management Team: October 2023

Approved by Board: December 2023

Review Date: December 2026

Executive Summary

Safeguarding is everyone's responsibility. This policy provides Manx National Heritage Trustees, staff, volunteers and contractors with clear guidance regarding safeguarding at Manx National Heritage.

Table of Contents

| Safeguarding Policy | Page |
|-------------------------------|-------------|
| 1. Purpose of Policy | 3 |
| 2. Introduction | 3 |
| 3. Vision and Values | 3 |
| 4. Definitions | 3 |
| 5. Legislative Framework | 3 |
| 6. Safeguarding Framework | 4 |
| 7. Roles and Responsibilities | 4 |
| 8. Contact | 6 |
| 9. Further Reading | 6 |

Safeguarding Policy

1. Purpose of Policy

Manx National Heritage is committed to providing enjoyable, safe environments for all children and adults at risk while visiting our sites. Whilst the primary responsibility for safeguarding the welfare of children and adults at risk rests with the supervising adult, Manx National Heritage recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and adults at risk from harm, abuse and exploitation.

Manx National Heritage acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring that our safeguarding practice reflects statutory responsibilities, government guidance and best practice.

2. Introduction

Manx National Heritage is committed to the safeguarding of all visitors, staff, volunteers and contractors. This includes children, young people and adults at risk as well as taking measures to protect them from potential harm. Safeguarding is everyone's responsibility.

All Trustees, staff and volunteers have a duty to assist in reducing risk of abuse by complying with the terms of this policy. Manx National Heritage will act on any suspicion or allegation of abuse immediately.

Any act of abuse, harm or exploitation of a child or adult at risk is inconsistent with employment in any capacity by Manx National Heritage, whether paid or otherwise (including volunteers).

3. Vision and Values:

- Everyone has the right to live their life free from violence, fear and abuse, and people at risk have the right to be protected from harm and exploitation.
- It is the responsibility of everyone, including Trustees, staff and volunteers to play a part in preventing, detecting and reporting risk of harm to adults at risk and children.
- Manx National Heritage works together with the appropriate agencies to protect adults at risk and children and will report any concerns that a child or adult at risk is being abused.

4. Definitions

An Adult at risk is a person aged 18 years or over who:

- has need for community care and support, and
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

(S42 of the Care Act 2014 [England])

A child is anyone under the age of 18.

5. Legislative Framework

Our safeguarding culture at Manx National Heritage is underpinned by legislation, guidance and best practice drawn from the following sources and agencies:

- IOM Safeguarding Act 2018
- Mental Capacity Act 2005
- Care Act 2014
- Data Protection Act 2018 (GDPR)
- IOM Safeguarding Board
- Safeguarding Together – IOM Statutory Guidance 2019
- The Charity Commission’s Strategy for dealing with safeguarding issues in charities

Although Manx National Heritage is not a Safeguarding Body, we recognise our duty to safeguard children and adults at risk and to co-operate with the relevant Safeguarding Bodies.

6. Safeguarding Framework

To enable MNH to meet its responsibilities we must:

- Adopt policies and procedures including a whistleblowing policy
- Apply suitable procedures for the safe recruitment and selection of trustees, staff and volunteers
- Provide training for all trustees, staff and volunteers so that they can identify abuse of children and adults at risk
- Appoint a Designated Safeguarding Officer and a deputy to act in their absence
- Establish policies and procedures for reporting and recording concerns
- Provide training so that all trustees, staff and volunteers are capable of listening and talking to children and adults at risk

7. Roles and Responsibilities

Safeguarding is everyone’s responsibility, but there are some roles that are responsible for specific safeguarding actions within Manx National Heritage.

7.1 Trustees

- Must complete safeguarding training as part of their induction
- Will be informed by the Executive Lead Safeguarding (ELS) of any safeguarding incidents
- Must ensure that a review of the effectiveness of the Safeguarding Policy is undertaken every three years (or when there is a material change in legislation if earlier) and ensure that all aspects of the policy are followed
- Must review the policy when there are significant internal organisational changes
- Should ensure that the Executive Lead Safeguarding and the Designated Safeguarding Officer receive training to an appropriate standard to achieve the effective implementation of this policy.

7.2 Executive Lead Safeguarding (ELS)

The Head of Operations is the Executive Lead Safeguarding (ELS) for Manx National Heritage.

The Executive Lead Safeguarding will:

- Ensure that this policy is up to date and reviewed at least every 3 years (or when there is a material change in legislation if earlier) and ensure that all aspects of the policy are followed
- Appoint and support the Designated Safeguarding Officer (DSO)

- Ensure that appropriate action is taken when a disclosure or safeguarding incident occurs
- Report to Trustees on any safeguarding issues and developments
- Attend regular and appropriate safeguarding CPD as required

7.3 Designated Safeguarding Officer (DSO)

The Education Services Officer is the Designated Safeguarding Officer (DSO) for Manx National Heritage.

The Designated Safeguarding Officer will ensure:

- All staff and volunteers are aware of the policy and procedures
- All staff and volunteers receive appropriate training and maintain a record of each individuals training
- That staff undertake refresher training every 3 years, using the Isle of Man Gov E-learning module on Safeguarding Children and Adults at risk, or the paper-based equivalent.
- Specific concerns are discussed and appropriate action is taken
- Ensure secure and accurate records relating to individual incidents and disclosures are kept
- Volunteer and staff roles are monitored, ensuring that checks are done in accordance with government advice and regulations.
- Young volunteers and work experience placements are well planned and safe.
- That children and adults at risk undertake age/ability appropriate tasks when engaged as volunteers or undertaking work experience
- Attend regular and appropriate safeguarding CPD as required

7.4 Safeguarding Champions

The following are Safeguarding Champions:

- Learning Support Officer - Marketing Cause and Communications
- Public Engagement Manager – Marketing Cause and Communications
- Visitor Services Development Manager - Operations

The Safeguarding Champions (SC) must:

- Maintain an awareness of good safeguarding practise and disseminate this knowledge to colleagues
- Work with the Designated Safeguarding Officer (DSO) to ensure the MNH safeguarding policy and procedures are up to date
- Assist the (DSO) in providing appropriate level of safeguarding training to all staff and volunteers and maintaining records of each individuals training
- Be an identified contact for colleagues who require advice or have concerns on safeguarding issues
- Respond to staff, volunteer and contractor safeguarding queries where necessary
- Attend quarterly Safeguarding Committee team meetings
- Be aware of standards for safer recruitment and ensure they are followed by the organisation
- Attend regular and appropriate safeguarding CPD when required to do so

7.5 Staff and volunteers:



- Must complete safeguarding training as part of their induction and complete further training as required.
- Must follow the Safeguarding Policy and procedures.
- Have a duty to report all concerns to line managers and supervisors using the procedures set out in this policy and in the appendices.
- Learning Services and Outreach staff will receive additional support and further safeguarding training e.g. Safeguard Champion training.

7.6 Students & Volunteers under 18 will:

- Will receive safeguarding training as part of their induction.
- Will receive a copy of this Policy and Guidance as part of their induction.
- Be reminded that they have a part to play in safeguarding themselves.

8. Contact

Manx National Heritage Designated Safeguarding Officer: Education Services Officer: 648034
safeguarding@mnh.im

10. Further Reading

[Isle of Man Safeguarding Act 2018](#)

[Isle of Man Safeguarding Board](#)

[Save the Children UK](#)

[Charity Commission Guidelines for Trustees](#)

[NSPCC Online Safety](#)