

Safeguarding Policy of Atwell Wilson Motor Museum

Introduction

This policy is intended to provide all trustees and other volunteers with clear guidelines regarding the safeguarding of children and vulnerable adults who engage with the Atwell Wilson Motor Museum (AWMM), both on and off-site. It applies to all volunteers working in any way within the museum.

Definitions

Safeguarding is about promoting the welfare of children and vulnerable adults as well as taking measures to protect them from harm. These duties are underpinned by a legal framework, including the Children Act 2014 and the Care Act 2015 (for adults).

A child is legally defined as a person who has not yet reached their 18th birthday.

A vulnerable adult is a person 18 or over who has or who may need community care services because of age, illness, physical or learning disability, or someone who is unable to take care of or protect themselves against harm or exploitation.

A volunteer is defined as any member of AWMM, including a trustee, who gives up their time voluntarily to help AWMM.

A trustee is an elected member of the board of AWMM and at times is distinguished from a volunteer within the policy to establish two levels of action or authority.

Safeguarding is everyone's responsibility.

Everyone has the right to live their life free from violence, fear and abuse, and vulnerable people have the right to be protected from harm and exploitation. It is the responsibility of everyone to play a part in preventing, detecting and reporting risk of harm to children and vulnerable adults.

The AWMM provides public access to its collections and is committed to ensuring it provides a safe and welcoming space for children and vulnerable adults which protects them from all forms of abuse.

All AWMM volunteers are responsible for safeguarding and should be aware of the need to protect children and vulnerable adults and know how to reduce the risks to them.

The AWMM will act on any suspicion or allegation of abuse immediately and will work together with the appropriate agencies to protect vulnerable adults and children when necessary.

Roles and Responsibilities

Designated Safeguarding Lead (DSL) The DSL at AWMM is the **Membership Secretary**

The DSL is responsible for:

Developing and reviewing the safeguarding policy and procedures in conjunction with AWMM trustees. Taking a lead in implementing safeguarding policies and procedures, including ensuring that anyone working with children and vulnerable adults **understands** the safeguarding policy and knows what to do if they have concerns about a child or vulnerable adult's welfare.

Ensuring that all safeguarding issues relating to children and vulnerable adults are responded to swiftly and appropriately, including where necessary making formal referrals to appropriate agencies.

Keeping accurate records relating to individual incidents and disclosures and ensuring they are kept in a secure place.

Ensuring young volunteers and work experience placements are well planned, safe and age-appropriate and that on-site school visits are safe.

Volunteers

All volunteers must abide by this safeguarding policy whether on site or working in the community.

All volunteers are responsible for reporting any concerns about a child or vulnerable adult's welfare directly to the DSL.

In the absence of the DSL, concerns should be reported to the **Youth leader** who will decide on any actions and then contact the DSL.

If a volunteer is unsure how to proceed, please talk to the DSL.

If there is immediate danger, phone the police or ambulance service on 999 before contacting the DSL.

Young volunteers and children undertaking work experience placements.

Young volunteers and work experience students will have an induction session when they first attend AWMM that covers safeguarding as well as health and safety delivered by the youth supervisor.

All young people on work placements or volunteering will have a named contact (usually the person in charge of the youth team) and will understand how to report any concerns they have about their own welfare or the welfare of others.

Recruitment of volunteers

Only members of AWMM can be volunteers.

Any volunteers who are likely to undertake 'regulated activity' with children or vulnerable adults will be required to have a Disclosure and Barring Service (DBS) check (DBS checks are only necessary for those who undertake regulated activities at least 4 times a month).

Regulated activities relating to children include unsupervised teaching, training, instruction, care or supervision of children, giving advice and guidance on wellbeing or conveying children in a vehicle.

Regulated activities relating to vulnerable adults include social work, healthcare, personal care, assistance with managing finances, or conveying adults to, from or between places where they receive health, social or personal care.

Each new volunteer will be provided with this policy plus additional information about best practice when working with young children and vulnerable adults.

Volunteers also play a part in identifying areas they feel require training in and may make requests to the DSL.

Designated Safeguard Lead: Diana Covey

Youth Leader: Jon Goodchild

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period/date
1.0	Board	Dec 2025	Initial draft approved	Annually
2.0	Board	19/05/26	Final draft approved	19/05/27