

# MARVELLOUS HISTORY LTD

## Safeguarding Policy Statement

---

### The purpose and scope of this policy statement

Marvellous History Ltd, formerly known as Viking School Visits Ltd (and hereby known as MH Ltd) is an independent provider of educational workshops to children and adults. MH Ltd operates primarily through third party clients, e.g. schools, clubs & museums, with the client's customer base as contracted to do so.

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults who receive MH Ltd's services from harm.
- to provide clients, contractors, staff and other interested parties, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of MH Ltd, including the directors, management, paid staff, contractors, volunteers, sessional workers, agency staff and students.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the United Kingdom.

A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning)

This document has been prepared by:

Domini Thorpe  
Safeguarding Lead  
Marvellous History Ltd  
February 2020

Reviewed June 2021

Reviewed July 2022

Reviewed August 2023

## Supporting information

This document forms part of the Risk Assessment process and should be distributed to clients in advance of every workshop, visit or event.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

| Supporting information  | Location          |
|---|-------------------|
| Role description for the designated safeguarding officer            | Appendix A        |
| Dealing with disclosures and concerns about a child or young person | Appendix A        |
| Recording concerns and information sharing                          | Appendix A        |
| Safer recruitment   | Appendix B        |
| Managing allegations against those representing MH Ltd              | Appendix B        |
| Managing complaints   | Appendix B        |
| Photography and sharing images guidance                             | Appendix C        |
| Risk assessment   | Separate document |
| Health and safety policy  | Separate document |
| Code of conduct for staff and volunteers                            | Separate document |

## We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection and safeguarding lead for children, young people and vulnerable adults
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for those representing MH
- providing effective management for those representing MH through supervision, support, training and quality assurance measures so that all representatives know about and follow our policies, procedures and behaviour codes confidently and competently
- contracting and selecting our representatives safely, ensuring all necessary checks are made
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](https://ico.org.uk/for-organisations)]
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against representatives of MH appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where representatives of MH, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



## Contact details

### Nominated child protection lead

Name: Domini Thorpe  
Phone: 01379 890792  
Email: info@marvelloushistory.com

This policy statement came into force on 25<sup>th</sup> February 2020

We are committed to reviewing our policy and good practice **annually**.

This policy statement and accompanying procedures were last reviewed on 31/8/23

Signed: .....*Thorpe*.....

Date: .....31<sup>st</sup> August 2023.....

## Supporting Information – Appendix A

### Role description for the designated safeguarding officer

The Safeguarding officer named in this document shall be responsible for:

- Drawing up and enforcing the company's safeguarding policy.
- Being alert to and recognising possible welfare issues, being sure to challenge poor practice.
- Sharing appropriate information with relevant people.
- Gathering any other relevant information and evidence.
- Consulting local safeguarding children board procedures for additional information and guidance if needed.
- Making referrals to social services when appropriate.
- Ensuring that all representatives having contact with children have received appropriate training on safeguarding issues.
- Being the first point-of-call for all representatives who have safeguarding concerns.

### Dealing with disclosures and concerns about a child or young person

MH Ltd works under contract from schools, clubs, museums and other clients to provide educational workshops to children and adults. At no point does MH Ltd take sole responsibility – either as an organization or individual representatives – for the care of children attending our workshops.

MH representatives shall therefore follow the safeguarding policies and procedures of the client by whom we are employed to perform the workshop.

However, should we feel that any client has insufficient safeguarding procedures in place, or the concerns of any representative are ignored or not taken seriously, then representatives shall bring this to the attention of MH's safeguarding lead as named in the Safeguarding Policy. The Safeguarding Lead shall then decide how to escalate the concerns, whether through the client or directly to the local statutory bodies responsible for investigating safeguarding concerns.

### Recording concerns and information sharing

Where MH is satisfied with the safeguarding procedure supplied by a client, the client shall be deemed to be responsible for recording any concerns raised by representatives of MH. MH will also keep records that concerns have been raised by our representatives, for the purposes of investigations by any regulatory or statutory outside body. These records will not include any personal or identifying information about individual children unless, as in Appendix A Section



# Supporting Information – Appendix B

## 1. Safer recruitment

This recruitment policy statement sets out Marvellous History Ltd's commitment to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the contracting process
- responding to concerns about the suitability of representatives once they have begun their role
- ensuring all new representatives receive information about their duties with respect to child protection

## 2. Managing allegations against those representing MH Ltd

Any allegation or concern that a representative has behaved in a way that has harmed, or may have harmed, a child will be taken seriously and dealt with sensitively and promptly.

Depending on the situation, an appropriate response may involve:

- the police investigating a possible criminal offence
- the local child protection services making enquiries and/or assessing whether a child is in need of support
- MH following the relevant disciplinary procedures with individuals concerned.

MH will also make sure any children involved are given appropriate support.

## 3. Managing complaints

Any complaints made about a representative of MH, whether relevant to a safeguarding situation or otherwise, shall be dealt with as follows:

- Complaints may be made verbally in the first instance but then should be followed up in writing.
- Complaints will be investigated by the Directors of the company in consultation with the representatives and any other persons involved.



- If a complaint includes a safeguarding element then Appendix B section 2 (*Managing allegations against those representing MH Ltd*) applies.
- Complaints will be deemed to be resolved once all parties have agreed satisfaction, or should satisfaction not be reached, then resolution shall be deemed to have occurred 90 days from the date of the last correspondence from the complainant. This does not affect the complainant's statutory rights.



# Supporting Information – Appendix C

## Photography and sharing images guidance

1. Visitors will not take photographs or video whilst on school premises without verbal permission from a school representative with the authority to do so.
2. Visitors will not take photographs in which any child can be personally identified, without express written permission from the school.
3. Visitors will not share images taken by themselves, photographic or video, either online or in physical print form, without express written permission from a school representative with the authority to do so.
4. Representatives of MH will not, without express written permission from a school representative with the authority to do, so share any images from the workshop (whether taken by a representative of MH the school, or a third party e.g. a press photographer) unless they are already in the public domain (e.g. on the school website or social media account).