



Haslemere Educational Museum Safeguarding Statement

The following has been taken from the Museum's Safeguarding Policy, which can be sent on request by emailing education@haslemeremuseum.co.uk

Education Visits

School or group leaders bringing children to HEM premises remain responsible for their care and supervision. Any school, group or organisation bringing children to our site should ensure they have planned, and risk assessed attendance according to the needs of the attendees and our environment. Our own Museum risk assessments may be sent on the booking of the trip as guidance. Pre -visits are also encouraged.

It is the responsibility of attending organisations that staff supervising children have been recruited in accordance with recommended safe recruitment procedures and that Disclosure and Barring Service checks have been undertaken in advance for any Regulated Activity.

It is the responsibility of attending organisations to ensure that adequate insurance cover is provided for supervisors and children.

The Museum recognises its duty to safeguard and protect visitors to our premises and consequently will provide safeguarding expectations to be adhered to by everyone visiting or working within its grounds. To that end, appropriate behaviour must be always demonstrated to ensure the safety of the group and others.

In the event of incident or accident, supervisors should contact staff members immediately to allow emergency procedures to be undertaken as appropriate.

In the event of a lost child, attending supervisors must contact a HEM staff member immediately. In the event of serious issue, the Education Officer and Museum Manager or Duty Manager should be notified, and further action can be taken as appropriate. Further action may include asking the group to leave, reporting concerns back to the school/organisation and if necessary, the police. Any such action must be documented and submitted to the Education Officer, to ensure that there is organisational learning and to prevent where necessary the same group/organisation attending again.

Visiting Groups Ratios

- A minimum of two adults must always be present.
 - One adult for every 5 children in school Years R to 3 (children aged 4-8).
 - One adult for every 10 children in school Years 4 to 6 (children aged 9 -11 years).
 - One adult for every 15 children in pupils from school Year 7 onwards (children aged 12+).
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- At least one member of staff should be a qualified first aider and aware of the special medical needs of any member of the party.
 - Higher ratios may be appropriate for particular groups of pupils. Supervisors must ensure that children are supervised at all times, including during rest or refreshment/meal periods.

Safeguarding Statement

Haslemere Educational Museum and its Trustees recognise that the ultimate responsibility for safeguarding rests with the Trust. The Museum is committed to providing a safe and welcoming environment for all visitors, staff, and volunteers.

Our Safeguarding Policy, last reviewed and approved by the Trust on 4th March 2026, outlines clear procedures to protect everyone on site. The Designated Safeguarding Officer (DSO) and key Trustees have completed up-to-date safeguarding training, and all staff and volunteers receive ongoing guidance to ensure they understand their responsibilities. In the event of an incident, accident, or safeguarding concern, staff and volunteers must contact the DSO, Duty Manager, or Museum Manager immediately so appropriate action can be taken and recorded.

Safeguarding awareness is regularly reinforced through training sessions, volunteer meetings, and visible reminders across the Museum. Copies of the Safeguarding Policy are available at Reception, in the office, the shop, and can be requested by emailing education@haslemeremuseum.co.uk

The Museum remains committed to ensuring safeguarding is understood, implemented, and embedded throughout the Museum's community.

Haslemere Educational Museum
78 High Street, Haslemere, Surrey, GU27 2LA
T: 01428 642112 | enquiries@haslemeremuseum.co.uk | www.haslemeremuseum.co.uk

Museum Patrons: Rt. Hon. Baroness Bottomley of Nettlestone, Roger Dellar ROI, RI, DS, Sir Vernon Ellis, Loyd Grossman OBE, FSA, Rt. Hon. Jeremy Hunt MP, Philip Jackson CVO DL, Sir Rob Margetts CBE, FREng, FICHEM, Sir Andrew Motion FRSL

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