How we keep people safe

An Easy Read version of our Safeguarding Policy
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In this easy read document, difficult words are in **bold**. We explain what these words mean in the sentence after they have been used.

Some words are **blue and underlined**. These are links which will go to another website which has more information.
Introduction

Wellcome Collection is a free museum and library about people’s health.

Keeping people safe is an important part of the way we work.

We have written this information to show how we keep people safe when they do anything with us.

It also shows how we follow:

• Government rules about keeping people safe.
• The rules about how charities keep people safe.

• The law about keeping people safe.

We call this information our **Safeguarding Policy**.

**Safeguarding** is keeping people safe from harm and abuse.

A **policy** is the way an organisation does things.
Keeping people safe

How people contact us
We want to make sure that everyone who has any contact with us is safe.

People may contact us:

- Online - taking part in online events.
- To see our exhibitions.
  Exhibitions are events where you show something interesting to people.
- To work with us on something.
- To take part in an event.
• At a School Study Day - this is where you come from school to learn from us.

• At a youth project.

• At a Hub residency - where you might take part in a project with a group that are based with us for a time.

• To use our library.

• To visit our bookshop, cafe or restaurant.
Children and adults

We have to keep both children and adults safe.

Children and young people are people who are under 18 years old.

Adults are over 18 years old.

We must keep adults safe who are at-risk.

At-risk means that you need care and support to stay safe.
Who keeps people safe

The Board of Governors of Wellcome are responsible for keeping everyone safe.

The senior managers are responsible for making sure that there are ways to make sure everyone is safe.

Everyone in Wellcome Collection is responsible for making sure people are safe.

This includes:

• Full time or part time staff.

• Any person or company that is doing work for us.
• Any organisation that is working with us.

The Safeguarding Policy should be followed in all our offices, buildings, meeting rooms and spaces.

This includes:

• The library.

• Our online spaces - where people can meet and share information.
Principles

**Principles** are the things that are important to us.

Everyone is responsible for keeping people safe.

All children and adults have an equal **right** to be safe.

**A right** is something that every person should have or be able to do, by law.

Some people are more likely to suffer from abuse because of their:

- Age.

- Gender.
• Race or **ethnicity**.  
Your **ethnicity** is your race and the country that your family came from.

• Religion.

• Disability.

We must make sure that these people are safe.

Keeping people safe should be done in a way that:

• Is right for each individual person.

• Helps people to be stronger.
• Stops abuse from happening.

• Is right for each occasion.

**Working with other organisations**
We should work with other organisations to keep people safe.

Other organisations should make sure their staff are safe and healthy.

**Being fair to everyone**
We should always be fair to everyone.

We should make sure that everyone is able to access our services.
We should include people from all different backgrounds.

**Being open**

We should work in a way that lets people see how we work.

We should always be learning how to do things better.

We should welcome comments and complaints from people so we can learn how to improve.

**Complaints** are when someone tells us they are not happy with what we have done.
High standards

We have high standards when we work to keep people safe.

People
We train our staff so they understand our principles and know how to keep people safe.

How we work
We check that the way we work keeps people safe.

If anyone is worried about safety, we will deal with it quickly.

Checking and learning
Our managers check that staff are following our principles and keeping everyone safe.
Our managers make sure that we learn from:

• Any situations where someone is not safe.

• Any complaints we receive.
Who does what

All staff
All the people in Wellcome Collection are responsible for keeping people safe.

All staff have to follow this Safeguarding Policy.

All staff should have training so they understand this policy.

Managers
Managers are responsible for making sure staff have the right training to keep people safe.
Safe

Safeguarding Officers
Safeguarding Officers give advice and guidance about keeping people safe.
They are responsible for reporting anything that is not safe.

Senior managers
Senior managers must make sure staff know about this Safeguarding Policy.
They have to think about safety when they plan any new work or activities in Wellcome Collection.

Safeguarding Lead
The Safeguarding Lead is the person who checks to see if the Safeguarding Policy needs to be improved.
They give advice to everyone at Wellcome Collection about how to keep people safe.

Governors
The Governors are responsible for everything at Wellcome Collection.
This includes keeping people safe.
Safer ways of working

Wellcome Collection

We regularly check our building and exhibitions to make sure they are safe.

Some of the exhibitions may be upsetting or not suitable for children or some adults.
We have signs that explain if some parts of the exhibition may be upsetting.

Public events

These are events that anyone can come to.

We check that these events are safe.
If an event is for families or younger children, we make sure we have staff who are trained to keep children safe.
Youth events
Youth events are for young people aged 14 to 19.

Youth events could be:

- In the Wellcome building.

- In other buildings.

- Online.

We check that all staff who work with children have not been in trouble with the law.
If we are working with schools or other groups, we share information about the ways we keep children and young people safe.

**Online**
We want to keep everyone safe when they are online with us.

We check that people will be safe when we run online events.

**Photographs**
We sometimes want to take photos of people who come to our museum, library or events.

We will ask for permission before taking any photos.

We will ask for the permission of parents before taking pictures of children.

We will ask the permission of carers before taking pictures of adults who are at-risk.

We look out for anyone taking pictures without permission. We will report anyone who is suspicious to the Safeguarding Officers.
If someone is not safe

If we think someone may not be safe, we will tell the Safeguarding Officers or the Safeguarding Lead.

Anyone can report something by sending an e-mail to: Safeguarding@wellcome.org

If anyone is worried about safety, we will take it seriously.

If someone is in danger, we will report it to the police or the local council.

We will report anything that happens to the Charity Commission. The Charity Commission checks that charities are working properly.
Checking and improving this policy

We will check this policy every year to make sure it is up to date.

Every year we will make any changes to this policy that are needed.

We will always try to improve the way we keep people safe.
For more information

You can look at our website here: www.wellcomecollection.org

If you need more information please contact us by:

• post:
  Wellcome Collection
  183 Euston Road
  London
  NW1 2BE

• phone: 020 7611 2222

• email: info@wellcomecollection.org

This Easy Read information has been produced by easy-read-online.co.uk