ELY MUSEUM

Safeguarding Children and Vulnerable Adults Policy

Approved: 25th November 2025

To be reviewed annually or sooner if required.

Safeguarding Statement for Children and Adults at Risk
The Trustees of Ely Museum are committed to safeguarding all those who visit the Museum, and attend Museum activities and events. Ely Museum seeks to create a safe environment for all those visiting, attending events and working in the Museum. The Museum recognises its responsibility to protect all children and adults at risk under the Children and Young Persons Act 1989, the Protection of Children Act 1999 and the Childrens Act 2004, as well as other government legislation. Our Safeguarding Officer is: Elie Hughes (Curator) Phone /email 01353 666655 / curator@elymuseum.org.uk Trustee Safeguarding Leads – Vickie Jameson and Pip Gardner

1. Purpose

The purpose of this policy is to protect children and vulnerable adults who engage with Ely Museum both onsite and offsite, and provide all staff and volunteers with clear information about the Museum's approach to safeguarding.

This policy applies to all paid permanent and temporary staff, volunteers (including young volunteers between the ages of 12-18), contractors, consultants, work experience students and anyone engaged to work on behalf of Ely Museum.

2. Definitions

For the purposes of this policy, the following definitions apply:

Child
A child, as defined in the Children's Acts 1989 and 2004, is anyone who has not yet reached their eighteenth birthday. 'Children' therefore means 'children and young people' throughout. Until a person has reached their eighteenth birthday, they are the legal responsibility of their parents/carers, even if that person is not present. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

Vulnerable Adult
The term "vulnerable adult" refers to a person aged 18 or over whose ability to protect themselves from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability, illness, old age, emotional fragility, distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

3. Introduction

Many children and vulnerable adults visit Ely Museum each year and we wish to ensure that they and all our visitors are protected from harm whilst on our premises or engaging with our services in the community.

While the primary responsibility for the welfare of children and vulnerable adults rests with the supervising adult(s) (see Appendices), Ely Museum recognises its responsibility to safeguard the welfare of all children and vulnerable adults by a commitment to practice which supports protecting them from harm. The Museum recognises that 'to varying degrees' Safeguarding is 'everyone's responsibility', not just those within the organisation who have a specific responsibility for working with children or vulnerable adults.

Taking into account current legislation, guidance and best practice the Museum does not believe that it currently undertakes any 'regulated activities' for children or vulnerable adults.

Changes to the public programme will be reviewed in accordance with health and safety and risk management policies to assess whether or not they constitute regulated activity. If a risk

assessment concludes that regulated activity is to be carried out, additional checks will be carried out to review spent criminal records and other information, as relevant to the protected group.

The Museum's recruitment and appointment processes include robust and transparent pre-employment checks including DBS checks for staff and volunteers and regular re-vetting where appropriate to the role.

All staff and volunteers are provided with a copy of this Safeguarding Policy and Safeguarding Procedures upon induction. Staff and volunteers may also be required to undergo relevant safeguarding training when required, periodically, as appropriate.

A guide to safeguarding procedures is available in the Keeping Vulnerable Children and Adults Safe: Museum Safeguarding Procedures document.

The museum's Safeguarding Policy and Procedures are available to anyone on request.

4. Policy Statement

Ely Museum aims to:

- ensure that everyone working at the Museum is aware of the need to protect children and vulnerable adults and know how to reduce the risks to them
- provide procedures and guidance for everyone working at the Museum for their own protection
- respect the rights of all children and vulnerable adults
- provide an environment (including museum-led activities off-site) which is safe and welcoming for children and vulnerable adults and which protects them from harm

Ely Museum and everyone who works within it endeavours to safeguard children and vulnerable adults by:

- adopting safeguarding procedures for all which minimise opportunity for abuse and establish appropriate treatment of children and vulnerable adults
- ensuring individuals working with children and/or vulnerable adults are fully aware of and trained to follow the Museum's procedures and guidance as appropriate to their role
- sharing information about the principles of safeguarding and good practice with staff, volunteers and visitors
- providing effective management through supervision, support and training
- ensuring any accompanying individuals (parents, guardians, school teachers etc.) are aware of their own responsibilities in relation to safeguarding
- sharing information about concerns with agencies who need to know, and involving parents/carers as appropriate
- following robust procedures for the recruitment and selection of staff and volunteers and ensuring individuals who are working with children and/or vulnerable adults have the appropriate DBS checks in place

- informing staff that not adhering to the policy and procedures will lead to formal disciplinary action
- designating members of staff to lead on safeguarding issues
- reviewing our policy and practice at regular intervals
- ensuring safeguarding policies and procedures are regularly updated in accordance with current Government legislation and best practice
- taking allegations seriously and responding fairly, swiftly and appropriately

5. Legal context

This policy has been informed by law and guidance that seeks to protect vulnerable groups, namely:

- Children's Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Care Act 2014
- Children and Social Work Act 2017
- Working Together to Safeguard Children July 2018

6. Safeguarding Code of Conduct for staff, volunteers, consultants and contractors

Everyone working at the Museum, both paid and unpaid, has a responsibility to ensure that children and vulnerable adults engaging with Museum services are protected from abuse.

This code has been developed to provide advice which will not only help to protect children and vulnerable adults, but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals.

When working with children and vulnerable adults all staff, volunteers, consultants and contractors are considered by the Museum to be acting in a position of trust. It is therefore important that they act in an appropriate manner at all times and follow the Museum's Safeguarding Code of Conduct (see table below).

All staff, volunteers, consultants and contractors are expected to report any breaches of this code to a Designated Safeguarding Officer.

Employees who breach this code of conduct may be subject to the Museum's disciplinary procedures.

Any breach of this code involving a volunteer, consultant or contractor may result in termination of their engagement.

Serious breaches of this code may also result in a referral being made to the police or a statutory child or adult protection agency.

Please note that:

- All staff, volunteers, consultants and contractors should be aware that some children and vulnerable adults may behave inappropriately. Any sanctions and approaches to discipline should in the first instance be managed by the responsible adult. If a staff member, volunteer, consultant or contractor is in a position where a sanction is to be issued (for example in the case of unaccompanied children who are behaving inappropriately) then this must be appropriate to age and understanding. Please refer to a Designated Safeguarding Officer if you are in any way uncertain of what action to take.

Safeguarding Code of Conduct for working with children and vulnerable adults

You **should**:	You **should not**:
• always follow the Museum's Safeguarding Policy and Safeguarding Procedures • approach any child or vulnerable adult apparently in distress and ask if you can help • seek assistance from colleagues or other adults in order to minimise the amount of time you are alone with the person • ensure that whenever possible there is more than one adult present during activities with children and vulnerable adults, or at least that you are within sight or hearing of others; the adult present may be a teacher or parent • when working with work experience students or young volunteers try to work in public areas or keep doors open so that spaces are not private. • listen to and respect children and vulnerable adults • treat children and vulnerable adults fairly and without prejudice • value and take the contributions of children and vulnerable adults seriously • ensure any physical contact is appropriate and in relation to the nature of the activity (N.B: physical contact may be necessary in the case of emergencies but must remain appropriate and kept to a minimum at all times) • always ensure language is appropriate and not offensive or discriminatory	• physically restrain a child or vulnerable adult except in exceptional circumstances (e.g. to prevent injury, damage to property or collections, or to prevent theft) and even then be careful to use only the minimal restraint necessary • ever use any form of physical discipline • take a child alone with you on foot and never invite a child into your car or any other vehicle • patronise children or vulnerable adults • allow allegations or suspicions to go unreported • give out personal information, or share email, social network site details, or mobile phone numbers with any child or vulnerable adult. • communicate with children or vulnerable adults linked to your work in a 'personal capacity', e.g. don't become 'friends' on Facebook • develop social relationships with children or vulnerable adults; if you do come into contact with those you have worked with in a social situation, try to maintain a professional distance • do things of a personal nature for a child or vulnerable adult that they can do for themselves or that a parent/group leader can do for them e.g. encourage children to put on their own costumes or ask their responsible adult to help.

• recognise that special caution is required when you are discussing sensitive issues with children and vulnerable adults • challenge unacceptable behaviour and report all allegations or suspicions of abuse • only hold a lost child's hand if offered (by the child) and in order to lead them safely to another public space. • stay alert to online and social media activity undertaken by young volunteers or work experience students e.g. you should inform the Designated Safeguarding Officer if personal relationships appear to be developing between students and staff or volunteers, or if inappropriate contact or personal information has been divulged. • Allow well behaved young people to visit the museum unaccompanied, provided that they are over the age of 12 and in a group of no more than 6 at a time. Admission is at the discretion of the staff member on duty.	• take children or vulnerable adults to the toilets. *Instead*, enable their responsible adults to help them access the toilets as they require. • make personal remarks or discuss themes that encourage children or vulnerable adults to share personal information • use sarcasm or insensitive comments or be over familiar in your language or behaviour. • act in a way that can be perceived as threatening or intrusive • make promises to children or vulnerable adults, particularly in relation to confidentiality • jump to conclusions about others without checking facts • either exaggerate or trivialise safeguarding issues • be complacent about the potential risks to others and yourself • allow an organised group of children under the age of 16 to be left unattended in the museum. The responsible adult/s for the group should be with the children at all times. • Allow an unaccompanied child, under the age of 12 to visit the museum alone.

7. Photography and Filming

It is the museum's policy not to photograph or film people without their prior permission. Permission can be obtained using a Photo Consent form. Photographs or videos, including those on websites, must not include any participant unless authorised by the appropriate member of staff, and (in the case of children and/or vulnerable adults) parental or adult consent is given.

There may be occasions when the Museum wants to take images of children and vulnerable adults during activities and events for use in publicity, marketing or recording. However, some children, parents or carers may not be comfortable with images of themselves, or their children being shared. For example:

- if a child and/or their family have experienced abuse they may worry about the perpetrator tracing them online
- children who choose not to or unable to have contact with some members of their family and therefore it has been decided to minimise their online presence.
- families may have religious or cultural reasons for choosing not to be photographed.

It is also important to acknowledge that sharing images of children and vulnerable adults on social media or other online platforms may carry potential risks to their welfare.

The following steps will therefore be undertaken to protect the welfare of children and vulnerable adults:

- The Museum has a photography consent form which, in the case of photographing or filming children or vulnerable adults, must be completed by the relevant guardian (e.g. teacher or parent/carer/guardian)**.** before taking and using a child's image.
- Parental consent must be sought for all images of children. The consent of an accompanying adult who is not the child's parent or legal guardian is not sufficient. Teachers may give consent for photographs of children participating in schools activities provided that their school has sought parental permission for photography of children involved in school trips.
- The responsibility for obtaining signatories rests with the member of staff organising the event at which the photographs will be taken. Once completed forms should be sent to the Learning Officer for secure storage with a record of any associated images.
- The Museum will never publish personal information about individual children (including names).
- Museum staff will ensure that parents and carers understand how images of children will be used, securely stored and for how long (this information will be included in the consent form)
- We will reduce the risk of images being copied and used inappropriately by only using images of children in appropriate clothing (including safety wear if necessary) and using images that positively reflect young people's involvement in the activity.
- Electronic and paper copies of all images containing children and vulnerable adults will be stored securely and only devices belonging to the Museum will be used to take and store photos and recordings of children and vulnerable adults.
- The Education Officer and Curator will ensure that only authorised people will take photographs or images of children and vulnerable adults.
- Visitors should not be permitted to take photographs of children or vulnerable adults with whom they have no association. If necessary visitors should be asked to delete any images that have been taken of children and vulnerable adults with whom they have no association.
- When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will encourage them to only take images of children/vulnerable adults that they are associated with. They will be reminded that they need to obtain parental/guardian consent to take and share any photographs and videos which contain other children. Also, they will be reminded that any images should not be shared on social media.

8. Recruitment and selection of staff, volunteers, consultants and contractors

Disclosure and Barring Service

Everyone working or volunteering at the Museum whose role is eligible, is required to undertake a DBS check, and these checks form an important part of our wider safeguarding policy. These checks will be carried out, where appropriate as part of the recruitment process for all employees, consultants and volunteers within the Museum. This is a requirement of the Museum as part of their safeguarding responsibilities. All staff and volunteers are also required to complete and return a Confidential Declaration and provide details of two referees regardless of whether their role is eligible for a DBS check.

Careful consideration will be given to whether a DBS check is required for each role within the Museum and, if so, which specific level of DBS is required.

Regulated Activity and Enhanced DBS with barred List Checks

'Regulated Activity' is something that must not be done by a person who is barred on the Children's or Adult's Barred list. To be eligible for an enhanced 'with adults and children's barred list check' the position must meet the DBS definition of 'regulated activity'.

This guidance makes it clear that it is unlikely that the Museum will be in a position of delivering 'regulated activity'. The Museum does not come under the list of 'specified places' in the guidance and if activities such as teaching, supervision and caring for children are being conducted under the reasonable day to day supervision of another person who is deemed as being in 'regulated activity', then the Museum is not therefore considered to be delivering 'regulated activity' .

The activities that may be undertaken by the Museum with vulnerable adults do not currently meet the criteria to be deemed as 'regulated activity'.

Other levels of DBS checking

An individual will only be eligible for an enhanced criminal record check, if they engage in work which is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and is 'work with children' and / or 'work with adults' as defined in the Police Act 1997 (Criminal Records) Regulations 2002 (as amended).

All paid permanent and temporary staff, volunteers and consultants at the Museum may be required to undertake an **Enhanced DBS check** as part of their recruitment and induction**.**

- Prospective employees who are eligible for a DBS check may not be permitted to commence work until an appropriate disclosure has been seen and approved by the Designated Safeguarding Officer.
- Existing employees whose roles are deemed to require an enhanced DBS check, or enhanced with barred list check, will be checked every 5 years.
- Where an employed individual is about to commence in an activity which is not part of their regular duties (i.e. supervising a work experience placement) they will also need to apply for an enhanced DBS check, or enhanced with barred list check, and have it cleared before they commence this activity.
- For **consultants and contractors**, the need for an enhanced DBS check, or enhanced with barred list check, must be made evident by the member of staff contracting services. The staff member needs to consider carefully whether they are eligible for either check using the guidance provided. The individual may not be permitted to commence work until their disclosure has been seen and approved by the Designated Safeguarding Officer.
- For volunteers, the need for an enhanced DBS check, or enhanced with barred list check, must be made evident when the volunteer role is created and to the volunteer before they agree to undertake that role/task. Volunteers, who are eligible for an enhanced DBS check, or enhanced with barred list check, will be required to undertake one and may not be permitted to commence their role until an appropriate disclosure has been seen and approved by the Designated Safeguarding Officer.

Additional Points regarding recruitment and employment

The Safeguarding Vulnerable Groups Act 2006 specifies that when a child is aged 16-17 and is in any kind of **paid or unpaid employment**, those who teach, train, instruct, care for or supervise them, or those who provide them with advice and guidance as part of their employment aren't in regulated activity with children. This means that they are not eligible for a Standard or Enhanced Disclosure Check. If the child is under 16 and in any kind of employment, then the person teaching, training etc. them would be in regulated activity (if the period condition is met).

9. Key contact information

Designated Safeguarding Officer
Curator (01353 666655)
curator@elymuseum.org.uk

Police
Non-Emergency 101 / **Emergency** 999
Tell the switchboard you are calling about a possible crime against a child or vulnerable adult

Support for safeguarding concerns involving children:

Cambridgeshire and Peterborough Safeguarding Children Partnership Board (CPSCPB)
www.safeguardingcambspeterborough.org.uk/children-board/about/

Cambridgeshire Children's Social Care Team
0345 045 5203

Peterborough Children's Services Contact Centre
01733 864 180

Out-of-Hours Number for all above Agencies
01733 234 724

Children's Social Care MASH
01733 864170 or 01733 864180 (Mon – Fri 9am to 5pm).

NSPCC Helpline
0808 800 5000 (staffed 24/7)

ChildLine
0800 1111

Support for safeguarding concerns involving adults:

Cambridgeshire and Peterborough Safeguarding Adults Board (CPSAB)
http://www.safeguardingpeterborough.org.uk/adults-board/

Cambridgeshire Customer Services
0345 045 5202

Peterborough Direct
01733 747 474

Out-of-Hours Emergency Duty Team (Cambridgeshire and Peterborough)
01733 234 724

Appendix 1 – Group Leaders'/Teachers' responsibilities when visiting

Ely Museum wishes to ensure that children and vulnerable adults are safeguarded and protected from harm whilst visiting us. In addition to the measures that Ely Museum has put in place, we ask that teachers and group leaders exercise their own responsibilities in relation to their groups.

Responsibility for a child ultimately lies with the parent or whoever is *in loco parentis* for that child. This is usually a teacher, social worker, carer or guardian, whichever applies.

Responsibility for a vulnerable adult ultimately lies with the person undertaking regulated activity relating to that individual.

Local authorities have a responsibility for organisations working with children in their boroughs to have their own safeguarding and child protection policies. Employees from schools and other institutions will therefore comply with their own policies and procedures and the Museum ensures that these responsibilities are always made clear to the organisations it works with.

Groups of children under 16 must be accompanied at the museum and all its organised events by a responsible adult. During school visits the teacher is *in loco parentis*. These adults are responsible for supervising the children in their care at all times and this is made clear at the point of booking.

In particular, all group leaders and teachers must:

- book in advance
- ensure that they supervise the children and vulnerable adults in their care at all times
- ensure that all children under the age of 16 and vulnerable adults remain with a responsible adult at all times
- in case of an accident, they should contact a member Museum staff who will follow Museum procedure
- in the case of a lost child, they should contact a member of Museum staff who will follow Museum procedure
- not verbally or physically abuse a child or vulnerable adult
- inform their group of expected behaviour for the visit (see below)
- be considerate of other visitors and groups visiting The museum
- observe Museum fire evacuation procedures.

Teachers and group leaders are reminded that the children and vulnerable adults in their care remain their responsibility throughout a visit to Ely Museum.

We recommend always having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe (as per NSPCC guidelines)

- **0 - 2 years -** one adult to three children
- **2 - 3 years -** one adult to four children
- **4 - 8 years -** one adult to six children
- **9 - 12 years -** one adult to eight children
- **13 - 18 years -** one adult to ten children

In line with current guidelines, we reserve the right to refuse entry when the level of adult supervision falls short of a ratio of 1:15.

Museum staff will communicate any concerns to the group leader/teacher in charge (unless this person is the cause of concern) and if required, follow this up with the school/organisation following the visit.

Concerns about the conduct of any teacher/leader will be reported directly to the school or organisation and to the Police where there is cause to believe a crime has been or may have been committed.

Group conduct whilst visiting Ely Museum

Ely Museum wants all visitors to have an enjoyable experience with us. We therefore expect all visitors to display courtesy and respect for others and for Museum property at all times.

Group leaders should therefore not allow members of their group to:

- Eat or drink unless by prior arrangement with staff in a designated area
- Use threatening, abusive or violent behaviour.
- Bully (verbally or physically).
- Make any sexist, racist, homophobic or other offensive remarks toward any person or group.
- Vandalise Museum property or displays.
- Use offensive language.
- Smoke.
- Consume alcohol or use illegal drugs.
- Leave litter on Museum premises.
- Enter areas of the Museum that are marked as closed, private, or cordoned off.

In the event that any of the above are not followed, the Museum reserves the right to refuse admission and/or ask the group to leave.

Appendix 2 - Referral Process

For detailed information on our safeguarding procedures please refer to the Keeping Children and Vulnerable Adults Safe: Museum Safeguarding Procedures document.

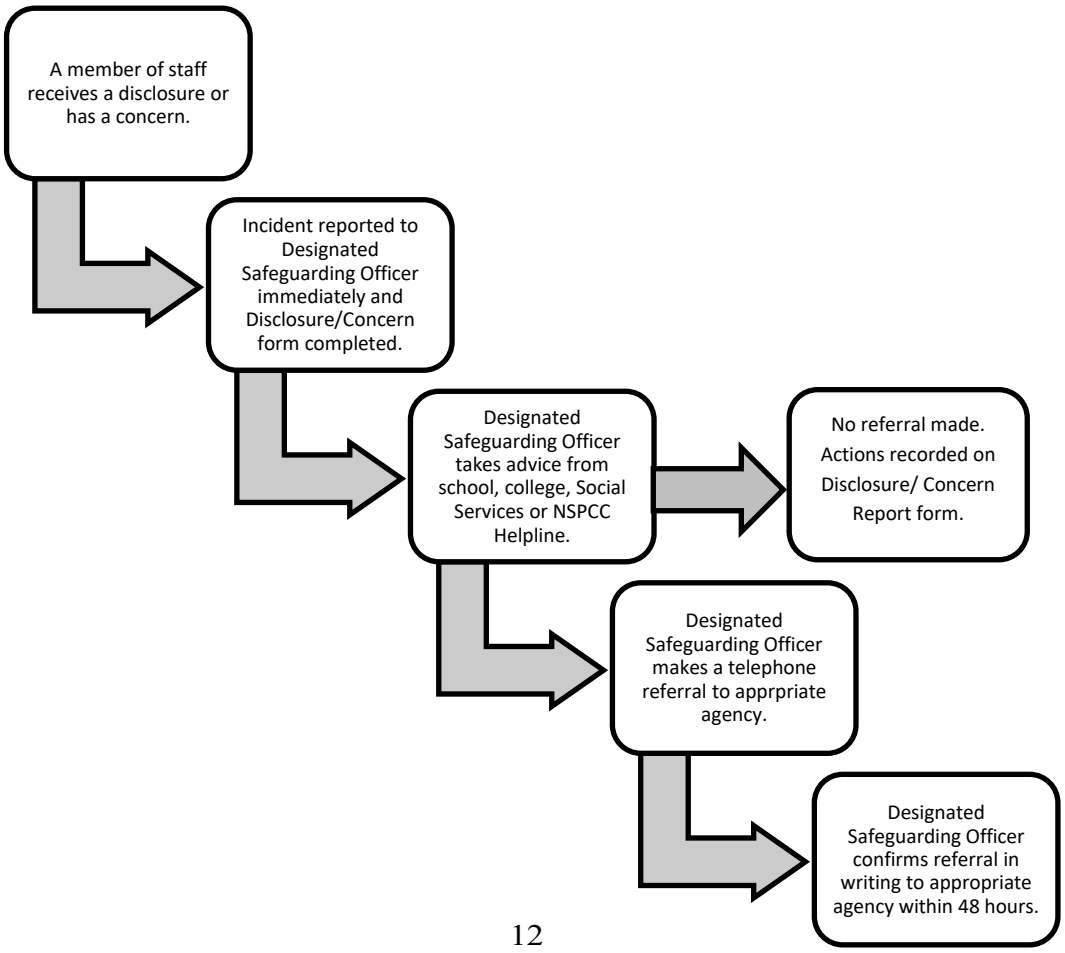
Wherever possible, referrals should be made by a Designated Safeguarding Officer.

A referral can be made to:

- The Multi-Agency Safeguarding Hub (Adults and Children)
- The Police
- The NSPCC Child Protection Helpline – if you ring for advice and the advice is that a referral should be made the helpline can do this on your behalf

Referrals should be made by telephone in the first instance at the earliest opportunity and then confirmed in writing within 48 hours. Advice should always be sought before making a referral involving a child, particularly as to whether parental consent should be sought or whether you should tell parents that you have made a referral.

In the absence of a Designated Safeguarding Officer, the most senior member of staff onsite should assume their role.



Appendix 3 – Forms and Templates

CONFIDENTIAL DECLARATION

For all new Staff and Volunteers at Ely Museum

You are asked to complete the enclosed confidential declaration and return it to the Curator.

If you have any questions regarding the declaration, then please ask the Curator.

The information you supply about your history of working with, or caring for, children and/or vulnerable adults is confidential. It may be shared, on a 'need-to-know' basis, in order to protect children and/or vulnerable adults.

CONFIDENTIAL DECLARATION

Your Full Name:

Date of Birth:

Your Address:

Telephone Number:

Email address:

Current/proposed role at the Museum:

Person to be contacted in event of emergency:

Name:

Telephone Number:

Mobile Number:

Please answer the following questions by ticking the appropriate boxes. If you answer 'yes' to any question, please give details on a separate sheet.

1. Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? (https://www.gov.uk/government/publications/dbs-filtering-guidance). You do NOT need to declare fixed penalty speeding tickets, but include everything else. A criminal offence in the past does not necessarily mean that you will not be able to take the post applied for.

☐ Yes (please give details)

☐ No

2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

☐ Yes (please give details)

☐ No

3. Have you ever had allegations made against you, or been the subject of an investigation or disciplinary action by any official body in relation to your conduct with children or vulnerable adults, even if no further action was taken? (Include information arising from a paid or voluntary job OR from a situation where you had care of a child/vulnerable adult outside work.)

☐ Yes (please give details)

☐ No

4. Are you at present under investigation by any agency or employer?

☐ Yes (please give details)

☐ No

5. Has a child in your care, or for whom you have a parental or family responsibility, ever been removed from your care or been the subject of child protection planning, intervention or a court order involving the care or welfare of the child?

☐ Yes

☐ No

DECLARATION

I declare that the information given is accurate and complete to the best of my knowledge.

Signed:…….

Date:……..……

References

Please give the names of two people who would be able to provide a reference. They should be people who have known you at least two years, and who are not in your family. If you are also employed elsewhere, one of the referees should be your employer.

Referee 1:

Name:

Address:

Tel:

How does this person know you?

Referee 2:

Name:

Address:

Tel:

How does this person know you?

Please return the completed form to the Curator in an envelope marked 'Confidential'.

Photography Consent Form (child)

Name of organisation:	Ely Museum

In accordance with our data protection act 2018 we will not permit photographs, video or other images of people to be taken without the consent of the person being photographed.

Ely Museum will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Ely Museum immediately.

Copyright of photographs taken will remain with the organisation named above

This form is valid for five years.

If the child is under 16, consent must be obtained from parents.

To be completed by parent:

- ☐ I give permission for my child's photograph to be used within Ely Museum for display purposes
- ☐ I give permission for my child's photograph to be used within printed publications
- ☐ I give permission for my child's photograph to be used on the Museum's website
- ☐ I give permission for my child to be videoed for use on the Museum's website
- ☐ I give permission for my child's photograph to be used on the Museum's social media pages
- ☐ I give permission for my child to be videoed for use on the Museum's social media pages
- ☐ I can confirm that I have read or been made aware of how these images or videos will be stored within the organisation.

Signature of parent:	**Print name of parent:**

Activity:

Activity Time:

Date:

Unique File Name:

Photography Consent Form

Name of organisation:	Ely Museum

In accordance with our data protection act 2018 we will not permit photographs, video or other images of people to be taken without the consent of the person being photographed.

Ely Museum will take all steps to ensure these images are used solely for the purposes they are intended and will be stored on the Ely Museum secure computer systems. If you become aware that these images are being used inappropriately you should inform Ely Museum immediately.

Copyright of photographs taken will remain with the organisation named above

This form is valid for five years.

To be completed by person being photographed:

- ☐ I give permission for my photograph to be used within Ely Museum for display purposes
- ☐ I give permission for my photograph to be used within other printed publications
- ☐ I give permission for my photograph to be used on the Museum's website
- ☐ I give permission for me to be videoed for use on the Museum's website
- ☐ I give permission for my photograph to be used on the Museum's social media pages
- ☐ I give permission for me to be videoed for use on the Museum's social media pages
- ☐ I can confirm that I have been made aware of how these images or videos will be stored within the organisation.

Signature:	**Print name:**

Activity:

Activity Time:

Date:

Unique File Name: