

Last updated 05/02/2020

The Adventure Element Ltd Safeguarding Policy

Our Company encourages children's, young people's and vulnerable adults' participation and enjoyment in adventurous outdoor activities in the following ways:

- Through schools' activity programmes
- Through the Duke of Edinburgh's Award
- Through participating in activities with family and friends.
- By interacting with The Adventure Element Ltd on our social media platforms

We want children to enjoy their involvement with The Adventure Element Ltd (hereafter referred to as TAE) and we must operate safely, with safeguarding as the top priority. We also recognise that we may have incidental or targeted interaction with vulnerable adults and their carers, and need to act, and be seen to act, appropriately at all times.

We are committed to safeguarding the welfare of children and vulnerable adults. They are entitled to protection from physical, sexual and emotional harm and have the right to a safe, positive and enjoyable environment when involved with TAE.

The purpose of this policy

- To provide protection for children and vulnerable adults who undertake activities with TAE
- To provide Leaders with guidance on procedures they should adopt in the event that they suspect a child or vulnerable adult may be experiencing, or be at risk of, harm.

The policy applies to all staff, including Leaders (our freelance staff), Contractors, students, or anyone working on our behalf.

The policy and procedures will be widely promoted and are mandatory for everyone involved with TAE. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Company.

Definitions

- A Child is defined as an individual under the age of 18 (The Children Act 1989).
- A vulnerable adult is "A person who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"

Legal framework

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

- The Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017

A summary of the key legislation is available from www.nspcc.org.uk/learning

This policy has been developed using NSPCC Safeguarding on-line guidance.

This Safeguarding Policy is based on the following key principles:

- The welfare of the child is paramount
- All children will have a positive, enjoyable and safe experience with TAE
- All participants, regardless of age, disability, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnicity, or national origin), religion and belief, sexual orientation, ex-offender status or socio-economic background, have the right to protection from harm, abuse or exploitation
- All allegations, suspicions of harm or abuse and concerns will be taken seriously and responded to swiftly, fairly and appropriately
- Everyone will work in partnership to promote the welfare, health and development of children and vulnerable adults
- Our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and regulatory requirements wherever we operate as a charity

TAE acknowledges that some children or vulnerable adults, including those who are disabled can be particularly vulnerable to abuse, and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

All staff regardless of their role (or anyone working on behalf of TAE) have a responsibility for understanding our policy and implementing our safeguarding approach.

As part of our Safeguarding Policy, The Adventure Element Ltd:

- Promotes and prioritises the safety and well-being of children and vulnerable adults
- Ensures everyone working with children and vulnerable adults clearly understands their roles and responsibilities in respect of safeguarding and is provided with appropriate training opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults

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- Ensures appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
- Ensures that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevents the employment/deployment of unsuitable individuals to roles involving working with children or vulnerable adults
- Ensures robust safeguarding arrangements and procedures are in operation

We seek to safeguard children and vulnerable adults by:

- Valuing, listening to and respecting children and vulnerable adults
- Adopting child protection and vulnerable adult guidelines through appropriate procedures and a code of conduct for staff
- Recruiting responsibly, ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with children, parents, carers, vulnerable adults and staff
- Sharing information about concerns with appropriate agencies who need to know, and involving carers, parents, children and vulnerable adults appropriately
- Providing effective leadership and management for staff working with children and vulnerable adults through supervision, support and training
- Using our procedures to manage any allegations against staff appropriately

Policy review

This policy will be reviewed on an annual basis.

This policy was last reviewed on:

Next review due:

5th Feb 2020

5th Feb 2020

By: Ben Keen
Managing Director

Signed:

Date: 5th Feb 2020

Designated Safeguarding Officer (DSO)

Name: Ben Keen, Managing Director

Phone: 01768 800212 email: ben@theadventureelement.co.uk

Safeguarding Procedures

Introduction

All personnel working or helping within The Adventure Element Ltd (TAE). must ensure that:

- The welfare of the child or vulnerable adult is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff (paid/unpaid) have a responsibility to report concerns to the appropriate officer. (Note: Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.)
- All staff are aware that Ben Keen is the proprietor of TAE. is the Designated Safeguarding Officer, and can be contacted on 07793288647 or 01768 800212

Policy aims

The aim of the TAE. Safeguarding Policy is to promote good practice:

- Providing children, young people and vulnerable adults with appropriate safety and protection whilst in the care of TAE.
- Allowing all staff /volunteers to make informed decisions and give confident responses to specific issues.

Definitions

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Good Practice Guidelines for The Adventure Element Ltd Leaders

TAE. has a duty of care to safeguard from harm all children or vulnerable adults involved in any of our events and activities. All children and vulnerable adults have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. TAE. will ensure the safety and protection of all children and vulnerable adults involved in our activities and events through adherence to these Safeguarding guidelines.

All personnel should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

- Avoid situations where you are alone with one child/vulnerable adult.
- If any form of physical support/contact is required ask the participants' permission, explain what you are doing and why to both the child/vulnerable adult and their parents/carers or teachers.
- Where possible ask parents/carers or teachers to be responsible for children/vulnerable adults in changing rooms. Always ensure that whoever supervises young people work in pairs.

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- Don't allow physically rough or sexually provocative games, or inappropriate talking or touching. Conduct yourself in a professional manner.
- If it's necessary to do things of a personal nature for children/vulnerable adult, make sure you have another adult accompanying you. Get the consent of the parent/carer and if possible the child/vulnerable adult. Let them know what you are doing and why.
- If visiting staff, e.g. school teachers, are available and present, any allegations should be reported to them and the visiting Company's policies should be put in to action.
- Ensure that any claims of abuse by a child/vulnerable adult are taken seriously and that it is dealt with by people who know what to do. If you need urgent advice contact the NSPCC Child Protection 24-hour Help Line. 0808 800 5000.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treat all young people/disabled adults with respect and dignity.
- Build relationships based on mutual trust, which empowers children to share in the decision-making process.
- Ensure that during residential events, adults should avoid entering children's bedrooms and should never invite children into their private rooms.
- Recognise the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will.
- Secure parental consent in writing for the child's participation, if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given.
- For unaccompanied walking groups, such as DofE expeditions, it is recommended that mobile phone numbers are exchanged for emergency use only. Any such use must be carefully recorded by the instructor/supervisor in the expedition log and returned to TAE. No other communication by phone/text/email etc. is permitted between children and adults working for TAE.
- Follow guidelines within The Adventure Element Ltd 'DofE Open Expeditions: Code of Practice for Sleeping Arrangements'. Appendix 1.

These guidelines have been compiled with reference to both the BCU and BMC policies on protecting Young People and Vulnerable Adults. All TAE. Leaders are encouraged to read both of these policies in order to protect all participants, Leaders and other parties such as teachers or assistants. These policies are available to read at www.bcu.org.uk/ and www.thebmc.co.uk/

Incidents that must be reported / recorded

If any of the following occur you should report this immediately to the company or to another colleague and record the incident. It may also be appropriate to ensure the parents of the child are informed:

- If you accidentally hurt a child or vulnerable adult
- If he/she seems distressed in any manner
- If a child or vulnerable adult appears to be sexually aroused by your actions
- If a child or vulnerable adult misunderstands or misinterprets something you have done.

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Use of photographic/filming and digital imaging equipment

All staff should be vigilant to ensure that outdoor activity events are not used as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions, and any concerns should be reported to the company and the Designated Safeguarding Officer.

Images of Children will only be taken and used with the written permission of their parent / guardian.

Participants with Special Educational Needs and Disabilities

TAE positively encourages the participation of group members with disabilities and special educational needs. We aim to do this by close consultation with party organisers and/or individuals themselves to enable us to provide a challenging, rewarding and safe outdoor experience for all participants.

The information received prior to the running of the course allows us to use staff with experience of working with people with disabilities and special educational needs. The information allows us to programme suitable activities at appropriate venues, arrange for the use of aids or other specialist equipment and adjust staff: student ratios accordingly.

Recruitment and Training of Staff and Volunteers

TAE recognises that anyone may have the potential to abuse children or vulnerable adults in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children or vulnerable adults.

Recruitment

All TAE staff are employed on a freelance basis. As part of the recruitment process all staff will:

- Have been personally recommended by an existing member of TAE freelance staff; or other reputable business or organisation for which they have worked.
- Have an extensive amount of experience of working the outdoors and with the type of client for which they are employed to work with.
- Hold the relevant qualification(s) for the work they are being contracted to carry out.
- Undergo a telephone or in-person interview with the Managing Director – Ben Keen.

Induction

All new TAE Leaders should receive formal or informal induction, during which:

- Their qualifications should be substantiated.
- Our requirements and their responsibilities should be clarified.
- They should agree to work within the Company's Health & Safety Policy and this Safeguarding Policy, in which procedures are explained.

Training

In addition to pre-selection checks, the safeguarding process includes raising awareness through discussion to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child, young person or vulnerable adult.
- Work safely and effectively with children or vulnerable adult.

The Adventure Element Ltd requires that:

- All Leaders read the advisory information herein outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another.
- All Leaders are to be qualified First Aid practitioners, holding a current certificate to an appropriate level.
- All Leaders working for TAE should hold an Enhanced DBS certificate; ideally registered to the DBS Update Service, or obtained within the past 12 months.

Appendix 1

DofE OPEN GOLD EXPEDITIONS:

CODE OF PRACTICE FOR SLEEPING ARRANGEMENTS

The Adventure Element Ltd will:

- Make all parties aware (e.g. participants and the parents / guardians of under 18's) that their expedition is open to, and may therefore, include 16-24 year olds.

Sleeping arrangements when camping:

- Participants will only ever share and sleep in same sex tents
- 2-person tents will be shared and occupied by either under 18s or over 18s.
- Where this is not practicable, a 3-person tent will be used so that under 18s are not sharing a tent alone with an over 18, or;
- Where this is not possible, participants will be offered the option of occupying a single tent.*
- Leaders will never share or occupy the same tent as participants.

*Arrangements will be made to support any individual sleeping in a single tent, with the carrying of the additional equipment that will be incurred.

Sleeping arrangements when staying in a hostel, or similar accommodation

Where practicable sole occupancy accommodation will be used. Where this is not practicable and shared use hostel accommodation is used, the following guidelines will be followed:

- Participants will only ever share single sex rooms
- Where possible TAE.'s participants will have sole-use of a room (i.e. not share with members of the public).
- Wherever practicable, but always in the case of not having sole-use occupancy of rooms, rooms will be shared and occupied by either under 18s or over 18s.
- Where this is not practicable, rooms will be occupied by no less than 3 individuals of the same sex.
- The Adventure Element Ltd Leaders will never occupy the same room as our participants.