

Active Training and Education

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The ATE Safeguarding and Child Protection Policy Suite

Overview

This document contains documents covering all policies relating to Safeguarding and Child Protection for Active Training and Education.

The Safeguarding Policy Suite is made up of the following documents:

- [The ATE Safeguarding Policy Statement](#)
- [Procedures for responding to concerns about a child or young person's wellbeing](#)
- [Dealing with allegations of abuse against a child or young person](#)
- [Role of the designated safeguarding officer](#)
- [Managing allegations against staff and volunteers](#)
- [Safer recruitment policy and procedures](#)
- [Code of conduct for staff and volunteers](#)
- [Anti-bullying policy and procedures](#)
- [Online safety policy and procedures for responding to concerns about online abuse](#)
- [Photography and image sharing guidance](#)
- [Child protection records retention and storage policy](#)
- [Whistleblowing policy](#)
- [Policy Review and Contact Details](#)

For questions and queries regarding these documents please contact the designated Safeguarding Officer through the [Policy Review and Contact Details section](#).

The ATE Safeguarding Policy Statement

The purpose and scope of this policy statement

The Active Training and Education Trust (ATE) works with children and families as part of its activities. We are an educational charity with a unique approach in working creatively with children and young people. We create shared, social experiences and play-packed days which we believe provide the best environment for them to grow and learn. Our summer camp adventure holidays are open to all children aged 8-16, and we partner with schools and education groups to provide bespoke trips, events and activity days.

The purpose of this policy statement is:

- to protect children and young people who receive ATE's services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of ATE, including senior managers and the board of trustees, paid staff and volunteers.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England where our summer camps take place. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

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 the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal 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 Designated Safeguarding Lead (DSL), Designated Safeguarding Officer and a lead trustee for safeguarding
- developing child protection and safeguarding policies and procedures which reflect best practice

- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers 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
- developing and implementing an effective online safety policy and related procedures
- sharing information about child protection and safeguarding best practice with children, their families, through our website and with staff and volunteers via staff training and our website
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- 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
- recording and storing information professionally and securely.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- [Procedures for responding to concerns about a child or young person's wellbeing](#)
- [Dealing with allegations of abuse against a child or young person](#)
- [Role of the designated safeguarding officer](#)
- [Managing allegations against staff and volunteers](#)
- [Safer recruitment policy and procedures](#)
- [Code of conduct for staff and volunteers](#)
- [Anti-bullying policy and procedures](#)
- [Online safety policy and procedures for responding to concerns about online abuse](#)
- [Photography and image sharing guidance](#)
- [Child protection records retention and storage policy](#)
- [Whistleblowing policy](#)

Procedures for responding to concerns about a child or young person's wellbeing

At ATE we believe that young people have the right to be safe, secure and free from threat, treated with respect, and to have their concerns listened to and acted upon.

We have procedures in place to address poor practice, and to help any young person who appears to be at risk, or who appears to be a victim of abuse. We shall offer help and support when a child or young person tells us that they are affected by these issues.

We shall take steps to ensure that all staff working with children are suitable to do so, through a thorough safer recruitment process, the use of references and background checks. We shall ensure that all relevant people have been vetted and approved through the Disclosure and Barring Service checks.

ATE has named members of staff who are specifically responsible for children, young people and child protection. These staff members have attended Group 3 Safeguarding Course.

Procedures for Pastoral and Domestic Staff

Safeguarding is the responsibility of all staff both paid and volunteers on a Superweek. All staff are expected to read and follow the procedures outlined in the Safeguarding Policy Suite.

If concern about any child's welfare comes to your attention:

1. Take seriously any suspicion or allegation of abuse, or any disclosure of concern made by a child or adult, however apparently minor.
2. Record information including relevant details. Be sure to record opinions or feelings as such, and do not record them as facts. Do not question or interview the people involved in the incident of concern.
3. **Report any concerns within the area of child protection (physical, emotional or sexual abuse, neglect or bullying) to the Director, who will contact ATE's Designated Safeguarding Officer (DSO) without delay.** If a DSO cannot be contacted and there appears to be an immediate risk, contact the police or your local Social Services.

Never discuss an allegation or suspicion with another person before receiving advice from the ATE Director who will have contacted the ATE DSO

Procedures for Directors when there are concerns about a child or if a report of abuse is made:

1. React calmly.
2. Reassure the child that he or she was right to tell and not to blame.
3. Take what the child says seriously.
4. Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask for explicit details.
5. Reassure, but do not promise confidentiality as this may not be possible in the light of

subsequent developments.

6. Inform the child/young person what you will do next.
7. Make a full and written record of what has been said and heard immediately, and pass on the information to the ATE named Child Protection Officer as soon as possible. The written record should be made in the child's presence.

Reporting and recording allegations of abuse:

The report will include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing his or her own concerns or those of someone else.
- The nature of the allegation, including dates, types and special factors, and any other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries, and any indirect signs, such as behavioural changes.
- Details of any witnesses.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Information that parents or carers have been contacted or not.

On receipt of such a report, the DSO will advise the Director of what further action to take. If necessary, the DSO will consult with the appropriate authorities in the Child Protection Service before replying to the Director

All records of such reports which are retained by ATE will be stored with due regard to duties of confidentiality and data protection principles.

Role of the designated safeguarding officer

The designated safeguarding lead is the person appointed to take lead responsibility for child protection issues within ATE. The person fulfilling this role must be a senior member of the ATE staff.

ATE will have two named Designated Safeguarding Officers (DSO), at least one of whom will be contactable at all times while Superweeks are in progress. These DSOs will have completed a Group 3 training course in Safeguarding and Child Protection and will have established contacts with Worcestershire Child Protection services should there be a need to seek further professional advice.

The designated safeguarding lead will ensure that all employees and those who undertake work on its behalf maintain a proper focus on safeguarding children and young people; this is manifested in sound individual practice and ATE's policies and guidance.

All permanent and contracted staff working with children and young people must:

- give highest priority to children's welfare
- recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- respond appropriately to disclosure by a child, or young person, of abuse
- respond appropriately to allegations against staff, other adults, and against themselves

The responsibilities of the Designated Safeguarding Lead include:

Working with others:

- work with the Training and Delivery Directors, Lead Instructors and Council to ensure safeguarding is at the heart of ATE's ethos and that all staff are supported in knowing how to recognise and respond to potential concerns.
- liaise with the Council to keep them informed of any safeguarding of issues especially ongoing enquiries and police investigations
- as required, liaise with the local authority case manager or the designated officer at the local authority if a concern has arisen regarding a member of staff
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- act as a source of support, advice and expertise for staff.

Manage referrals.

The DSL should:

- refer cases of suspected abuse to Children's Social Care, and support staff who have raised concerns about a child or have made a referral to Children's Social Care
- refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI where a member of staff has been dismissed following concerns they posed a risk to a child.
- refer cases to the police where a crime has been or may have been committed.

Managing allegations against staff and volunteers

These procedures should be applied when there is an allegation or concern that any person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

These behaviours should be considered within the context of the definitions of [abuse and neglect](#) and should include concerns relating to inappropriate relationships between members of staff and children or young people

If a member of staff or volunteer has a concern about the behaviour of another adult working in the setting then they should share this concern without delay with either:

- The Superweek Director (first port of call)
- ATE's Designated Safeguarding Officers via the TaDD on call in that session
- Or ATE's Chair of Council

Allegations should be reported using the hierarchy above, the first point of call is the Superweek Director. Where the Superweek Director is not available, or where the allegation pertains to the Director, the concern should be escalated to a DSO, or where the DSO is of concern to ATE's Chair of Council.

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. They should:

- make a written record of the information (where possible in the child/adult's own words), including the time, date and place of incident/s, persons present and what was said
- sign and date the written record
- immediately discuss the issue with the DSO. Where the designated senior manager is absent, or is the subject of the allegation, they should approach the deputy or other appropriate senior manager.

It is essential that this person to whom an allegation or concern is first reported does **NOT** investigate or ask leading questions, make assumptions or offer alternative explanations, or promise confidentiality.

The DSO will then consider the alleged behaviour drawing upon Local Safeguarding Children Board Procedures and the DFE guidance Keeping Children Safe in Education. Did they:

- act in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- or behave towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Consideration should always be given to the need to immediately protect a child or children and contacting Children's Services and/or Police without delay.

As a result of this consideration the DSO will either:

- Contact Children's Services without delay to make a referral that will be forwarded to the Local Authority Designated Officer (LADO).
- Contact the LADO to discuss the allegation before taking further action.
- Decide that referral to Children's Services is not required but consideration should be given to an internal investigation.

Missing?

A guide for a member of ATE staff subject to an allegation that has been referred to the Local Authority Designated Officer for managing allegations against adults working with children

Any allegation is likely to cause anxiety and concern. This brief guide is to provide you with information if you are subject to an allegation.

The Designated Safeguarding Officer will consider whether the allegation needs to be referred to the police and/or children's services because you may have:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates you would pose a risk of harm to children

If from the outset there is evidence to suggest the allegation is unfounded, false or malicious then the DSO will inform you that no further action will be taken and they will provide support to you. If the above criteria have not been met the DSO may still need to consider whether your actions or behaviour warrant further disciplinary consideration.

However, when the above criteria have been met the DSO will need to refer the allegation to the Local Authority Designated Officer (LADO) for consideration by children's services and police. A strategy discussion and/or meeting will then take place to determine when you can be told about the allegation and what information you can be given. The strategy meeting will also consider any other children with whom you have significant contact. It will also consider whether you need to be suspended from working with children. The decision to suspend you is ATE's decision but they will need to take account of police and children's services views. Alternatives to suspension should always be considered.

Although you will not be able to discuss the allegation with members of the ATE community, a nominated member of staff will be appointed to liaise with you. They will keep you informed as to the progress of your case.

If police and children's services decide to take no further action ATE may still need to undertake an investigation in line with ATE's [Staff Code of Conduct](#)

Safer recruitment policy and procedures

The Recruiting Process

The following procedure will be used when recruiting for the Monitor's Course.

The relevant member of staff will:

1. Define the role and ensure that person specifications are up to date.
2. Collate information for the post which will include:
 - a. information about being a monitor.
 - b. information about ATE.
 - c. terms and conditions of volunteering
 - d. details of the Safeguarding responsibilities.

This information is made publically available on the ATE website, and sent to 'ex-children', 6th forms, university departments and volunteering centres.

The Selection Process:

- Application forms received by the closing date will be forwarded to the relevant member of staff for selection.
- Prior to final selection, references will be sought.
- Applicants will be chosen using the person specification.
- Final selection will be made in consultation with one other member of staff.
- Applicants will be informed of their success or otherwise by email.
- Information packages will be posted to successful applicants with further details of the course.

Training and DBS Checking

All volunteer staff that are working with children must attend a week long residential training course. During which individuals are trained and assessed on their suitability for the role of a Monitor.

Staff will attend the Safeguarding training during the residential course and are required to read, understand and sign the staff [Code of Conduct](#).

Those who successfully complete the course, are then required to undertake an Enhanced DBS check prior to them working with children and young people on a residential holiday.

ATE also employs individual to work on Superweeks: Matrons, Caterers, Specialists and General Assistants. These members of staff are expected to abide by the [Code of Conduct](#), and are subject to DBS checks. These also undertake induction training which covers details of Safeguarding and reporting outlined [above](#).

Code of conduct for staff and volunteers

1. Be professional and maintain the highest standards of professional behaviour at all times.
2. Recognise the trust placed in adults by children, and recognise the power held over children by adults. Treat this trust and this power with the highest responsibility.
3. Try to work in an open and accountable manner at all times. Work in the view of others wherever possible, be wary of working alone and unobserved, and be willing to accept question or criticism regarding good practice.
4. Expect others to work in an open and accountable manner. Question and criticise the practice of others if necessary.
5. Maintain a professional relationship with children. Any contact which could be construed by others as grooming or any sexual contact with a child is unacceptable and could lead to disciplinary or legal action.
6. When in a supervisory role, never be under the influence of drink, drugs or any illegal substance.
7. Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, punching, kicking, slapping) is illegal and also completely unacceptable.
8. Use appropriate language, don't swear, and never make sexual or suggestive comments to a child. If a child makes such comments, be prepared to enforce these boundaries in your response.
9. Do not appear to favour one child or show interest on one child more than another.
10. Do your utmost to treat children fairly irrespective of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
11. Use physical contact with children only where necessary. If contact is necessary change the approach if the child appears uncomfortable.
12. Be aware of situations that could be misunderstood or manipulated by others. For example, if a monitor is alone with a child in a changing room, he or she may lay themselves open to allegations of misconduct.
13. Be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive or intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of their actions, and should sensitively address any misunderstandings.
14. Possible suggestions
 1. Social Media conduct (general chat about the fact we don't have any guidance on social media contact). Would this be a good way of putting the responsibility on the monitor. We can discuss.
 2. Doing anything that brings about reputational damage for the organisation (in or out of their work with us)

3. Confirm they have read the Safeguarding policy or a one page summary of the dealing with allegations page. Would be a good way of ensuring all staff are regularly recapping the essentials.

I have read ATE's Code of Conduct, and I, as ATE trained staff, understand my responsibilities and agree to abide by them.

Name:

Role

Signed:

Date:

Anti-bullying policy and procedures

Bullying is behaviour which has the intention of repeatedly hurting another person. It results in physical or emotional pain and distress to the victim.

Bullying can be:

- Emotional
- Physical
- Racial
- Sexual
- Homophobic
- Related to an impairment or disability

This list is not exhaustive.

We are committed to providing a caring, friendly and safe environment for all our children and young people, so that they enjoy their holiday in a relaxed and secure atmosphere. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. On an ATE holiday, children and young people may need to learn ways of behaving towards each other and living with one another.

Main aims of the policy:

- Bullying will be dealt with promptly and consistently. The child's perception of the incident will be taken at face value.
- All pastoral staff have an understanding of what bullying is, know what the policy is on bullying, and follow it when bullying is noticed and/or reported.
- Children, young people and parents will be supported when bullying is reported.

Implementation:

All ATE staff are made aware through training of the ways in which a child may indicate by signs or behaviour that he or she is being bullied.

The Monitor system ensures that monitors are vigilant, no children are left unattended and all activities

are appropriately supervised. This minimises the risk of incidents occurring.

Strategies have been planned to prevent bullying.

As and when appropriate, these may include:

1. Additional staff around at key times e.g. bed time.
2. Children made aware that there is a possibility of 'Time out' if they feel they need it.
3. Directors discuss the anti-bullying policy with monitors at the start of each holiday. All staff have had training on what to look for with regard to bullying in their group.
4. Children could sign a behaviour contract if there has been an issue on previous weeks.

Procedures for managing incidents of bullying:

1. If bullying does occur, all children and young people should feel able to tell a member of staff, and be confident that incidents will be dealt with promptly and effectively.
2. Anyone who knows or suspects that bullying is happening is expected to tell the director.
3. Monitors should deal with bullying if it arises in their group, asking for help if necessary.
4. All incidents should be reported to the director who will decide whether to take any further action. This could be asking the matron, assistant director or monitors to check on the children involved as the holiday progresses.
5. When appropriate, the director will talk to the child/young person who has made the accusation, recording their complaint on an incident report form.
6. The director will then talk to the person accused of the incident.
7. At this stage, the children/young people involved will be given the opportunity to choose someone to come to this meeting as support.
8. If appropriate, the director will then talk to all parties involved together. They should discuss how the situation could be improved for all children involved.
9. The bullying behaviour, or threats of bullying must be investigated and all bullying dealt with quickly.
10. The children/young people involved will be monitored closely by the staff on the holiday to ensure their continued well-being and happiness.

At any point in the process, at the director's discretion, parents could be contacted to inform them of the situation.

Reporting stages:

1. The Director will be made aware of any incidents that occur.
2. The incidents will be recorded by the director on an Incident Report Form.
3. In serious or persistent cases the director will inform the ATE office.
4. At the end of the week, the director will forward all incident reports to the ATE office.
5. If the parents are informed, the office will be contacted and informed.

The children/young people involved in an incident will be given support during the holiday to ensure they are not chastised by other members of the group or staff for anything that has happened.

After an incident has been reported and dealt with, the children/young people will be monitored by staff as the holiday progresses to ensure that no further incidents occur.

Responses and sanctions:

1. In serious or persistent cases, the on-call TaDD and the office will be informed.
2. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
3. If possible the children/young people will be reconciled
4. In extreme cases, the child/young person will be removed from the group or sent home

Online safety policy and procedures for responding to concerns about online abuse

ATE's Superweeks have been developed with a central ethos of traditional values. We believe that time is best spent building face-to-face communities through shared experiences. As such, children on our Superweeks do not have access to digital technologies that would allow them to access any online materials during their residential stay.

We do this by:

- Removing and securely storing children's online-enabled devices such as smartphones, ipads, etc.
- Not using web-enabled technologies within our activities.
- Asking staff to carry mobile phones, but to keep their usage for emergencies only.

We do however acknowledge that our duty of care not only falls within a Superweek, but also in the ways that young people may interact with ATE through our social media outside of the Superweek environment.

We monitor our social media carefully and where a child interacts with us on social media, and the interaction raises safeguarding concerns, we will:

- Raise any concerns to the DSO
- The DSO will review the concern and either:
 - Reach out to the child and signpost support
 - Contact the child's parents (where appropriate)
 - Contact the LADO for further guidance

Child protection records retention and storage policy

Detailed records of any incidents that take place on a Superweek are stored securely at the ATE Office after a Superweek.

Following a Superweek, Child Protection records will be:

- posted or hand-delivered by the Director to the DSO at the ATE Office
- reviewed by the DSO,
- stored securely in locked filing cabinets , archived by year.
- destroyed after the recommended number of years.

Whistleblowing policy

This Whistleblowing Policy expresses the commitment of ATE to listen and to take all concerns seriously. It outlines the procedure to be followed where an individual member of ATE staff feels the need to raise serious concerns. It applies where an individual believes that there is wrongdoing within the organisation which cannot be challenged by speaking to the individual most directly concerned, by setting out arrangements for the matter to be raised independently of line management.

The policy covers the procedure to be followed if an individual member of ATE staff believes they have discovered malpractice or impropriety (a “public interest disclosure” within the meaning of the Public Interest Disclosure Act 1998) and do not feel able to raise it directly through usual channels with the person concerned or their line manager.

The policy and process does not exist to question financial or business decisions taken by ATE or to reconsider concerns which have already been addressed by the organisation, e.g. under complaints, disciplinary, appeals or other policies. It does not cover complaints relating to any member of staff’s own treatment at work or own contract of employment, unless this arises directly because of the action of whistleblowing.

Framework

All members of ATE staff are encouraged to use this policy to raise genuine concerns which they feel are in the public interest. Members of ATE staff will not be treated less favourably once a disclosure has been made, even if they are mistaken in their belief. Any colleague who raises a concern under this policy will not be subjected to a detriment nor will they be dismissed for doing so. Victimisation of a whistleblower by any other colleague for raising a concern under this policy will in itself constitute a disciplinary offence.

However, where ATE believes that a colleague has knowingly made a false allegation or acted maliciously, the colleague will be subject to disciplinary action, which may include dismissal for gross misconduct.

Procedure

The whistleblower must make their disclosure in writing (in a sealed envelope marked Private and Confidential) or by telephone to the Designated Safeguarding Officers. E-mail/electronic communication is not a secure enough medium for this purpose.

The DSO will acknowledge receipt of the disclosure in writing within a week. They will seek further information if required, which may include a face to face interview, at which the whistleblower may be accompanied by a supporter if they so choose. If wrongdoing is established by the DSO, this will be referred by the DSO to the Chair of Council, who will decide what further action is needed, e.g. internal investigation, report to the Police, independent enquiry. The whistleblower will be informed of the progress of the investigation by the DSO in a timely manner.

Policy Review and Contact details

Nominated Designated Safeguarding Lead

Name: Joe Shimwell

Phone/email: joeshimwell@gmail.com | 07971 232 873

Nominated Safeguarding Officer (s)

Name: Liz Macartney

Phone/email: liz@ate.org.uk | 07929 729 619

Council Safeguarding and Child Protection Lead

Name: Heather Forrest

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This policy was last reviewed on: July 2019