

5th January 2020

Child Protection and Safeguarding Policy

Wholeland works towards creating an environment in which children are safe from emotional, physical or spiritual abuse. Any suspicion of abuse is promptly and appropriately responded to.

For recent guidelines on safe-guarding I refer to Devon area Child Protection Guidelines.

In brief, in order to achieve this I will:

- Prevent abuse through good practice
- encourage children to develop a sense of autonomy and interdependence , through support in making choices and finding words to describe their experiences and feelings, and encouraging manageable and safe ways of expressing them
- always employ helpers who have a recent CRB check
- Ensure any group of children doing an activity has two members of staff present
- any visits to the toilet that need assistance are assisted by parents, teacher, or as a last case, myself only.
- If there is a need for first aid to be administered in privacy, for the child's modesty, there will be two adults present for safety of both the adults and the child. The child can have a close friend present too if they wish.
- Ensure that children are under constant supervision and never spend an inappropriate time alone with another child or adult
- When camping overnight with groups I will provide separate sex sleeping areas (tents), and make sure that the teachers/carers are able to sleep in listening range, but in separate tents, to allow overnight supervision.
- The fire will be have a Wholeland staff firekeeper present through the night.
- Respond to high-level concern or disclosure immediately.
- Keep any observations, suspicions and or disclosures confidential, sharing these only with the parents/teacher/social worker as appropriate. Any notes will be kept separate from any other notes such as first aid notes.

I very rarely employ anyone to work with me, but where and when I do, the following passages apply to anyone employed.

Wholeland has been set up:

- a) To offer nature connection events in schools and nature connection and self-discovery, experiential camps for young people.
- b) To provide safe and challenging field-based activities leading to meaningful and enhanced encounters with other participants and the natural world.

Chris Holland
Happy Valley, Wiggaton, Ottery St Mary, Devon, Ex11 1PY

- c) To provide day workshops or tailored programmes in schools or local community events.
 - d) To support young people to rediscover inner and outer skills that encourage self-esteem and promote diversity without distinction to race, self-image and expression, cultural background, colour, creed, sex, sexual orientation, class, religion, age, political belief or disability.
- The group will be taking young people away from home so rigorous child protection and procedures are in place. These include a behavioural policy, written consent from parents and a thorough registration form asking parents or carers concerning specific requirements or needs and relevant history of the young people (please see attached information).
 - A thorough risk assessment of the site is carried out before camps, though the location is known to be suitable for the purposes of these camps.
 - All staff will receive contracts (volunteers will receive agreements) to ensure clarity of duties and responsibilities. Staff will be required to sign that they fully understand policies and procedures and agree to follow them at all times.
 - Camp policies and procedures will be established in writing and made available to all staff and volunteers prior to operation. A safety briefing and basic induction will be held at the start of each camp. This will include camp rules, local hazards, "what to do if.." scenarios. In addition emergency procedures and signals will be clearly explained and rehearsed by staff and participants.

What we will do:

Wholeland will meet its commitment to safeguard all children through the following means:

- Awareness:** Ensuring that all staff, volunteers, members and officers are aware of the problem of child abuse.
- Prevention:** Ensuring, through awareness and good practice, that staff and others minimise the risks to children.
- Reporting:** Ensuring that staff and others are clear what steps to take where concerns arise regarding safety of children.
- Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To meet these standards we will:

- Ensure that all staff and volunteers not previously known and without a comprehensively clear history of conduct are subject to satisfactory enhanced checks by the Criminal Records Bureau. If concerns and issues are raised as a result of such checks:
 - a. The person in question will be informed in writing.
 - b.** No appointment will be made until such time as the issues and concerns can be

addressed in full and to the satisfaction of the necessary authorities.

- Staff and volunteers will be subject to careful selection and vetting process that includes identity check, references, interview by two people, identifying reasons for gaps in employment or inconsistencies and a supervised probationary period.
- Take seriously any concerns raised.
- Take positive steps to ensure protection of children who are the subject of such concerns.
- Support children, staff and other adults who raise concerns or who are the subject of concerns.
- Act appropriately and effectively in instigating or cooperating with any subsequent process or investigation.
- Guide through the child protection process by the principle of "best interests of the child".
- Listen to and take seriously the wishes of and views of children.
- Work in partnership with parents/guardians and/or other professional to ensure the protection of children.
- All young people will be informed of our policies and procedures at the beginning of each camp, and who the nominated child protection representative is.
- All activities are planned beforehand to ensure appropriateness, meeting of health and safety standards, and staff awareness of necessary precautions.
- All staff and volunteers sign an agreement that among other responsibilities ensures that they read, understand and follow the Policies and Procedures, including Health & Safety, Equal Opportunities, Code of Conduct, Child Protection and Confidentiality (see attached policies). All staff & volunteers will meet before each camp and be made aware of Circle of Life Rediscovery's policies and procedures.
- Policies and procedures will be reviewed on a yearly basis.

Disclosures made by staff by participants will be reported to the camp director who shall ensure that the appropriate persons/agencies are informed in line with the child protection policy and as required by law.

Child protection policies & procedures **How to raise concerns**

It is generally accepted that there are four main types of abuse:

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect**

(Please refer to document 'Working together to Safeguard Children' (1999). Home Office, Department of Health, Department of Education and Employment) for further definitions).

If you are concerned about the safety of a child, i.e.:

You see or suspect abuse

An allegation of abuse is made

Chris Holland
Happy Valley, Wiggaton, Ottery St Mary, Devon, Ex11 1PY

A child discloses abuse



Discuss your concerns with your line manager/person in charge/main contact.

If it is this person who is suspected of abuse, discuss your concerns with:
the next most appropriate person, e.g. a senior staff member, camp director or other
management committee representative.

Discussions should focus on:

Nature of concerns
Risks to child/children
Action/next steps

Concerns should normally be reported within the same day.

Ensure detailed written records are made of all events and what the child has said (where this applies).
Records of concern will be kept in a locked box and remain confidential.



Your manager/person in charge/ main contact must:

Inform the most senior staff or representative of the management committee of the concerns and then...

Take action locally at Camp in line with the action plan agreed with the management committee and established local procedures.



Where possible the matter should be discussed with the management committee as a way of assessing
staff concerns, accessing support and planning any subsequent action.

Where serious concerns exist and there is immediate risk to the child, ACT!

It is essential to avoid delay as inaction may place the child at further risk.

Where for any reason it is not possible to discuss the matter with the management committee, or where it
is essential to take immediate action due to the risk to the child/children, the management committee
should be informed as soon as possible after the event.

**If camp director/child protection representative has continued concerns, then it will be reported to
social services.**

Code of conduct

It is important for all staff and others in contact with children to:

- Be aware of situations, which may present risks and manage these.
- Plan and organise the work and the workplace so as to minimise risks.
- As far as possible, be visible in working with children.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.

- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.
- Talk to children about their contact with staff/others and encourage them to raise their concerns.
- Empower children – discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general it is *inappropriate* to:

- Spend excessive time alone with children away from others.
- Take children to your home, especially where they will be alone with you.

In general *appropriate* conduct is to:

- Avoid physical expressions of emotion with children such as kissing or hugging.
- Avoid intrusive forms of play (e.g tickling, rough and tumble).
- Avoid any physical contact when alone with a child.
- If a child persists in physical contact that is inappropriate, it must be explained that staff should not kiss/hug people that they work for or with – and matter should be brought to senior staff.

Staff and others must never:

- Hit or otherwise physically assault or abuse children.
- Develop physical/sexual relationships with children.
- Develop relationships with children, which could in any way be deemed exploitative or abusive.
- Act in ways that may be abusive or may place a child at risk of abuse.

Staff and others *must* avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never

- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Behave physically in a manner which is inappropriate or sexually provocative. Avoid initiating physical contact with children.
- Have a child/children with whom they are working to stay overnight at their home unsupervised.
- Sleep in the same room or bed as a child with whom they are working.
- Do things for children of a personal nature that they can do for themselves.
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, belittle, or degrade children, or otherwise perpetrate any form of emotional abuse.
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.

Health & safety policies & procedures

1. **Wholeland** will ensure all its operations are fully covered by Liability Insurance.
2. At least one senior staff member will be qualified in emergency wilderness medical first aid. In addition there will be at least one other first aid trained staff.
3. All participants will be required to complete a **Medical Disclosure Form** prior to acceptance.

4. All staff will be required to complete a medical form listing relevant medical information and emergency contact details.
5. All participants will be required to sign a **Liability Waiver/Consent Form** that clearly states any potential risks at camp. The form will also give authorisation for qualified staff to provide emergency first aid or medical assistance in the event of an accident. Signatures of parent/guardians will be required for those below the age of consent.
6. Parents or guardians of participants will be notified immediately, or as soon as possible, in the event of accident or illness.
7. A special tent or facility shall be set aside to function as an infirmary in the event of illness or injury and shall be properly outfitted with first aid supplies.
10. A youth who becomes ill shall be provided with a private facility and be under the close supervision of a competent and appropriately trained adult.
11. Disclosures made to staff by participants will be reported to the camp director who shall ensure that the appropriate persons/agencies are informed in line with the child protection policy and as required by law.
12. All staff will receive contracts (volunteers will receive agreements) to ensure clarity of duties and responsibilities. Staff will be required to sign that they fully understand policies and procedures and agree to follow them at all times.
13. Camp policies and procedures will be established in writing and made available to all staff and volunteers prior to operation.
14. Appointment of staff and volunteers will be subject to satisfactory Checks by the Criminal Records Bureau. If concerns and issues are raised as a result of such checks:
 - The person in question will be informed in writing.
 - No appointment will be made until such time as the issues and concerns can be addressed in full and to the satisfaction of the necessary authorities.
 - If in unlikely situation that CRB checks are not returned in time (CRB office can be slow), all parents will be consulted and offered full references and deposit back if not satisfied.
15. A resident adult camp director and adult staff will ensure adequate supervision and care of participants at all times. **"Adequate supervision"** will vary according to the age and circumstance of participants.
16. A safety briefing will be held at the start of camp. This will include camp rules, local hazards, "what to do if..." scenarios. In addition emergency procedures and signals will be clearly explained and rehearsed by staff and participants.

17. All staff and volunteers will be required to follow Child Protection policies and procedures. Camp staff shall ensure that participants and staff are not subject to physical, emotional, sexual, verbal or racial harassment or neglect.
18. The camp director shall always be notified of any accident or mishap in camp. They will review and monitor all incidents and ensure the information is made available to the Members.
19. The camp base will be equipped with a reliable communication system capable of accessing emergency assistance under all conditions.
20. Camp rules will be established prior to each camp and wherever possible, will be done as a group process. Guidelines for consequences of breaking rules shall be agreed and carried out by staff and participants.
21. The camp will be strictly alcohol and recreational drug-free. Abuse of drugs or alcohol will not be tolerated in any way.
22. Smoking will be restricted to a designated area only.
23. Wholesome, nutritious meals will be provided for staff and participants.
24. Food preparation areas will be kept clean at all times, as will all food storage areas.
25. Waste will be disposed of in an environmentally responsible and safe manner.
26. Large knives primarily used as weapons and any other weapons will not be allowed at camp. Staff shall ensure that improper use of knives will not be tolerated. This includes play threats and unsafe handling.
27. Adequate precautions will be taken to ensure correct protection and procedures in the case of fire. A local fire station or advisory body will be consulted to ensure correct supply of fire extinguishers throughout camp.