

RAW Adventures Mountain Activities Ltd

Safeguarding Policy

Version 1.1

Reviewed Feb 2021 – no amends

Safeguarding Policy Statement

This document has been created with guidance from NSPCC resources.

RAW Adventures Mountain Activities Ltd (RAW or RAW Adventures) staff and all employees (including temporary and freelance) have a duty of care to safeguard all children, young and vulnerable people involved in adventurous activities from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. RAW Adventures will ensure the safety and protection of all children involved in adventurous activities through adherence to the Safeguarding guidelines adopted by Sport England. A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims

The aim of this Safeguarding Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of RAW Adventures.
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.



Abuse can occur within many situations including the home, school and the sporting/activity environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child engages in adventurous activities, having been subjected to child abuse outside this environment, the activities can play a crucial role in improving the child's self-esteem. In such instances the provider (RAW Adventures) must work with the appropriate agencies to ensure the child receives the required support.

Good practice guidelines

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

Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.

- Maintaining a safe and appropriate distance with participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making adventurous activities fun, enjoyable and promoting inclusion.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and with open

consent. If it is difficult to maintain hand positions when the child is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children if they are present on the activity. If groups have to be supervised in any changing or clothes/equipment, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed groups are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if staff are required to transport young people in their cars.

Practices to be avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of an activity session), it should be with the full knowledge and consent of RAW Adventures' staff or the child's parents.

Otherwise, avoid:

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an activity.

Practices never to be sanctioned

*The following should **never** be sanctioned. You should **never**:*

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.

- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and other staff involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

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

Use of photographic/filming equipment at activity sessions

There is evidence that some people have used outdoor activity sessions as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. All staff should be vigilant and any concerns should to be reported to RAW Adventures staff.

Video equipment is not an appropriate means of recording activity sessions – as there is no purpose for ‘coaching’ video footage in this context. Existence of video equipment should be reported to RAW Adventures staff.

Recruitment of staff and volunteers

RAW Adventures recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

- All volunteers/staff should be already known to RAW Adventures from personal contact or previous work experience (or have extensive evidenced experience if not)
- Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service (if necessary).
- Previous work experience with young people should be evident through work experience (CV/CPD).
- Evidence of current CRB check (or DBS Clearance) to be submitted to RAW Adventures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child protection procedures are explained and any training needs are identified.

RAW Adventures requires:

- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to undergo national first aid training (where necessary).
- Attendance of update training when necessary. Information about meeting training needs can be obtained from **sports coach UK**, the **NSPCC** and **Sport England**.

Responding to allegations or suspicions



It is not the responsibility of anyone working with RAW Adventures in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

RAW Adventures will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection/safeguarding investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, RAW Adventures Safeguarding Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the RAW Adventures Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant alternative staff member (possibly external social services) who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Safeguarding Officer will refer the allegation to the social services department which may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Safeguarding Officer should also notify the relevant Publicity officer who in turn will inform the Safeguarding Officer who will deal with any media enquiries.

- If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager who will refer the allegation to social services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- the Safeguarding Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- The RAW Adventures Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries RAW Adventures will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, RAW Adventures must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, BACP House, 15 St John's Business Park, Lutterworth, Leicestershire, LE17 4HB, Email: bacp@bacp.co.uk
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, RAW Adventures should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside adventurous activities, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.

- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Safeguarding Officer (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully(ies)'s parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

Concerns outside the immediate activities environment (e.g. a parent or carer):

- Report your concerns to the Safeguarding Officer, who should contact social services or the police as soon as possible.
- See 4. below for the information social services or the police will need.
- If the Safeguarding Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Safeguarding Officer will decide how to involve the parents/carers.
- The Safeguarding Officer should also report the incident to the Mountain Leader Training Cymru governing body. The governing body should ascertain whether or not the person/(s) involved in the incident play a role in RAW Adventures and act accordingly.
- Maintain confidentiality on a need to know basis only.
- See 4. below regarding information needed for social services.

Information for social services or the police about suspected abuse:

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

The child's name, age and date of birth of the child.

- The child's home address and telephone number.
 - Whether or not the person making the report is expressing their own concerns or those of someone else.
 - The nature of the allegation. Include dates, times, any special factors and other relevant information.
 - Make a clear distinction between what is fact, opinion or hearsay.
 - A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
 - Details of witnesses to the incidents.
 - The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
 - Have the parents been contacted?
 - If so, what has been said?
 - Has anyone else been consulted? If so, record details.
 - If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
 - Has anyone been alleged to be the abuser? Record details.
 - Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.
- If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the

police direct, or the **NSPCC Child Protection Helpline** on **0808 800 5000**, or **Childline** on **0800 1111**.

Declaration

On behalf of RAW Adventures, I will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is adhered to.

Signed:

Name: Ross Worthington

Position within RAW Adventures: Director/ Safeguarding Officer

Date: 29 January 2020



To be reviewed in one year from date of signing

Date Created	Amendments made (Y/N)	Version	Reviewed by
29/01/20	n/a	1.0	R Worthington
01/02/21	Y (minor wording changes)	1.1	R Worthington