

## The Outdoor Ed School Safeguarding Policy and Procedures

- The Outdoor Ed School fully recognise that all staff have a full and active part to play in protecting customers who use our services, from harm.
- This document details the framework that The Outdoor Ed School uses to provide a caring, positive, safe and educational environment, which promotes the development of all our customers including vulnerable children and adults.
- This policy seeks to ensure that The Outdoor Ed School undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately.
- The policy establishes a framework to support staff in their practices and clarifies the organisation's expectations.
- The Outdoor Ed Schools safeguarding policy and procedures is a living document and will be reviewed and updated when necessary.

The Outdoor Ed School comes into contact with children and / or vulnerable adults through the following activities:

- Archery
- Axe throwing
- Club throwing
- Bushcraft
- Camping
- Kayaking
- Paddleboarding
- Canoeing
- Laser tag
- Zorb / bubble football
- Virtual reality
- Team challenges
- Pioneering
- Mountain Biking
- Orienteering
- Slingshots

## 1. Aims of this Policy

The aims of this policy are as follows:

- To support a child or vulnerable adult's development.
- To make staff aware of the need to safeguard children and vulnerable adults.
- To Make staff aware of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a framework to monitor children or vulnerable adults known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of staff, schools and all other customers.
- To develop a structured procedure within the company, which will be followed by all members of team in cases of suspected abuse.
- To be aware of other agencies and contacts, especially within the Schools and Social Services.
- To ensure that all adults within our company who have access to children or vulnerable adults have been checked as to their suitability.

## 2. Procedures

This document for safeguarding children and vulnerable adults as been created in line with recommendations set by NSPCC.

We will ensure that:

- Dan Pritchard is The Outdoor Ed Schools designated safeguarding lead.
- All leadership staff members have undertaken safeguarding training.
- The most senior member of staff present will deal with any child or vulnerable adult's protection issues.
- All members of staff know how to respond to a young person who discloses abuse.
- Our procedures will be regularly reviewed and up-dated.
- All new members of staff will have access our safeguarding procedures and as part of their induction they are required to read them.

## 3. Definition of Safeguarding

- The Outdoor Ed School defines safeguarding as embedding practices throughout the organisation to ensure the protection of children and/or vulnerable adults wherever possible.
- Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority.
- This can be caused by those inflicting harm or those who fail to act to prevent harm.

- Abuse is not restricted to any socio-economic group, gender, or culture.
- It can take several forms, including the following:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Bullying
  - Neglect
  - Financial (or material) abuse

- **Definition of a child**

A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).

- **Definition of Vulnerable Adults**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

- This may include a person who:
  - Is elderly and frail
  - Has a mental illness including dementia
  - Has a physical or sensory disability
  - Has a learning disability
  - Has a severe physical illness
  - Is a substance misuser
  - Is homeless

#### 4. Responsibilities

All staff have a responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

### **Additional specific responsibilities**

The Designated Senior Manager/Duty Manager responsibilities are as follows:

- To ensure the policy is accessible.
- To ensure the policy is implemented.
- To ensure the policy is monitored and reviewed.
- To ensure sufficient resources are allocated to ensure that the policy can be effectively implemented.
- To promote the welfare of children and vulnerable adults.
- To ensure staff have access to appropriate training/information.
- To receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately.
- To keep up to date with local arrangements for safeguarding and DBS.
- To develop and maintain effective links with relevant agencies.
- To take forward concerns about responses.

### **Confidentiality**

We recognise that all matters relating to Safeguarding are confidential.

The Designated Person at The Outdoor Ed School will disclose any information about a young person to other members of staff on a need to know basis only.

All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff are aware that they cannot promise a child or vulnerable adult to keep secrets.

This government website contains links to agencies where you can report safeguarding concerns:

<https://www.gov.uk/government/publications/guidance-on-reporting-safeguarding-concerns-in-a-charity/guidance-on-reporting-safeguarding-concerns-in-a-charity>

## 5. Implementation

This Safeguarding Policy works in conjunction with all of our other policies and procedures.

These include:

- Risk assessments which cover staff to participate ratios and activity / location specific risks.
- Standard operating procedures which cover Lone working (page 11), Staff / freelancer requirements (page 2), Activity sign off (page 2), Observations (page 14), Instructing expectations (Page 9), and staff inductions (page 2).
- Privacy policy – Data protection.
- All staff require a clean enhanced DBS, first aid qualification, and safeguarding training. These checks and courses are repeated on a 3-year basis.
- No formal job offer, or freelance work will be offered until we have a clean DBS certificate on record.
- The Outdoor Ed School works primarily with schools, when providing at the school's location we will follow the safeguarding policies with the support of the teachers present.
- The Outdoor Ed School also works in partnership with Forestry England, when providing activities at Forestry England site we will follow the safeguarding policies set by them.

“Whistleblowing” – ability to inform on other staff/ practices within the organisation.

- The Outdoor Ed School staff members have a duty to report any wrongdoing by a staff member or by the organisation.
- To report any wrongdoing of a staff member they can approach their line manager.
- To report any wrongdoing of their line manager they can contact Dan Pritchard the owner.
- To report any wrongdoing of the owner or the organisation, follow the below government guidance:

<https://www.gov.uk/government/publications/reporting-misconduct-by-companies-directors-and-bankrupts-to-the-insolvency-service/reporting-misconduct-by-companies-directors-and-bankrupts-to-the-insolvency-service>

## 6. Communications training and support for staff.

- The Outdoor Ed School provide an induction for all new staff members which includes giving them time and access to read through our risk assessments, Standard Operating procedures, Emergency Action Plan, and this Safeguarding Document.
- Staff will be shown where to find online reporting forms and how to fill them out correctly.
- Staff will be trained in how to provide activities by attending the activities national governing bodies course or inhouse training.
- Staff will be observed by other members of staff to ensure they are providing high quality sessions which follow The Outdoor Ed School Polices.
- There are team meetings prior to every activity event.
- There are team debriefs after every team event.
- All staff members have Dan Pritchard's work mobile 07513783253 which is contactable 24 hours a day 7 days a week to report any issue they may have.
- There is a zero tolerance for bullying. Any report of bullying with be documented as an incident in its own right.

#### Professional boundaries

- Professional boundaries are what define the limits of a relationship between a support worker and a client.
- They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.
- The Outdoor Ed School expects staff to protect the professional integrity of themselves and the organisation.

The following professional boundaries must be adhered to:

- Giving and receiving gifts from clients, The Outdoor Ed School does not allow staff to give gifts to or receive gifts from clients. However, gifts may be provided by the organisation as part of a planned activity'.
- Staff contact with user groups. Personal relationships between a member of staff and a client who is under 18 is prohibited. This includes relationships through social networking sites such as Facebook. If the professional boundaries and/or policies are breached this could result in disciplinary procedures.

#### Reporting

The process outlined below details the stages involved in raising and reporting safeguarding concerns.

Step 1 - Communicate your concerns with your immediate line manager or Dan Pritchard owner.

Step 2 - Seek medical attention for the vulnerable person if needed. This will need to be document using a first aid form.

Step 3 - If needed seek advice from Children Social Care 01202 738256 or Adult Social Care Contact Centre 01202 123654.

Step 4 - The senior management will complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact.

<https://www.bcpCouncil.gov.uk/children-young-people-and-families/local-authority-and-youth-justice-services/lado/when-and-how-to-report-a-concern-or-allegation>

Step 5 - Ensure that feedback from the Local Authority is received and their response recorded. Any local authority process for reporting will be adopted alongside this policy by The Outdoor Ed School.

#### Allegations Management.

- The Outdoor Ed School recognises its duty to report concerns or allegations against its staff within the organisation or by a professional from another organisation.
- We understand that a young person may make an allegation against a member of staff.
- If such an allegation is made, the member of staff or company user receiving the allegation will immediately inform the Designated Person.
- The Designated Person on all such occasions, will discuss the content of the allegation with the Local councils safeguarding team, or in their absence, the Safeguarding Advisory Service.

<https://www.nhs.uk/services/clinic/safeguarding-advisory-service/R1DDX>

- If the allegation made to a member of staff or company user concerns the Designated Person then will immediately inform the Deputy member of staff at The Outdoor Ed School who will consult with the Safeguarding Advisory Service.

<https://www.nhs.uk/services/clinic/safeguarding-advisory-service/R1DDX>

## 7. Monitoring

The organisation will monitor the following Safeguarding aspects:

- Safe recruitment practices.
- DBS checks undertaken.
- References applied for new staff.
- Records made and kept of supervision sessions.
- Training – register/record of staff training on child/vulnerable adult protection.
- Monitoring whether concerns are being reported and actioned.
- Checking that policies are up to date and relevant.
- Regularly reviewing the current reporting procedure in place.

## 8. Managing Information.

- Information will be gathered, recorded, and stored in accordance with the Privacy Policy.
- All staff must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults.
- The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need-to-know basis only, as judged by the designated person.
- All staff must be aware that they cannot promise service users or their families/ carers that they will keep secrets.