

Absolute Adventures

Safeguarding & Protecting Children Policy

Version 1:4

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The principles the Absolute Adventures Safeguarding & Protecting Children Policy are based on our moral and ethical duty to ensure children and vulnerable groups can enjoy our activities in a safe environment and as such they reflect current best practice and the local legislative framework.

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DUTY OF CARE

Absolute Adventures are committed to ensuring that all those who partake in our activities are able to do so safely under the guidance and protection of instructors, center manager and staff. This is particularly true in respect of children and vulnerable groups.

We **all** have a duty with respect to Safeguarding and Protecting Children to ensure children can participate and enjoy our activities with the highest possible standards of care. These standards apply also to vulnerable groups.

All representatives should have a clear understanding of operating within an appropriate code of ethics, aware of what their 'duty of care' is and how this relates to their position in providing activities and being responsible for others.

'Duty of care' is defined as:

"The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible"

In watersports and outdoor activities, safety and keeping people safe is all about risk assessment and minimising the risks involved at all levels of participation. While all taking part in activity have a duty to their neighbours, in organised activity we all have a heightened duty of care and as such we should be aware that the principal risks extend to the quality of control exercised by those in charge. All instructors, center managers and staff should take 'reasonable' steps to safeguard those directly taking part in activities and at any time they may be deemed responsible for those in their care.

POLICY OBJECTIVE

The content of this document provides specific information in respect of safeguarding and child protection in order that those concerned can appreciate their 'duty of care' with regard to these issues, risk assess their positions and support and advise those at risk of possible harm.

All representatives share an objective to help keep children and young people safe by ensuring that:

- The welfare and rights of the child are 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 or poor practice are taken seriously and responded to swiftly and appropriately in accordance with this policy.
- All representatives who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and training in good practice and child protection procedures and checks undertaken where required and able to.
- Where appropriate, Absolute Adventures will contribute to effective partnerships between parents/carers and partner agencies involved with providing services for children and young people.

SCOPE OF DOCUMENT

For the purposes of this document, a child or young person is defined as a person under the age of 18 years old (The Children Act 1989).

This policy applies to all Absolute Adventures representatives.

The DSL will review this policy annually, or whenever there is a major change in the business or in relevant local legislation.

GOOD PRACTICE & CONDUCT

It is the duty of **ALL** representatives working with children to read this policy.

All representatives should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

By following these guidelines, you will help to protect both the children/vulnerable groups in our activities and our team from wrongful allegations.

- Avoid situations where you are alone with one child. Contact details for parents must be at hand so they can be called to return to collect them.
- If any form of physical support is required ask the child's permission, explain what you are doing and why to both the child and their parents/carers.
- Where possible, ask parents/carers to be responsible for children when changing into wetsuits. Where possible, instructors will work in pairs to supervise young people who need support with this.
- Do not allow physically rough or sexually provocative games, or inappropriate verbal communication or physical contact.
- Ensure that any claims of abuse by a child are taken seriously and that they are dealt with by people who know what to do.
- Ensure that persistent claims of bullying or discrimination are taken seriously and referred to the Designated Safeguarding Officer.
- Ensure that the nature and intensity of activities does not exceed the capacity of a child's age, physical capacity and ability.
- If you accidentally cause harm to a child, you should report such an incident immediately to the Designated Safeguarding Officer or senior management and make a written note of it. You should also inform the child's parents/carers, preferably in person.
- If a coaching technique would benefit from physical contact or support then first ask the child's permission. It is useful to take time to explain why and how this will occur to the individual and their parent /carer. Touching is appropriate as long as it is neither intrusive or for the wrong reason.
- If a child/young person appears to have misinterpreted or misunderstood your conduct or intentions, you have a duty to report this immediately to the Designated Safeguarding Officer (both verbally and in writing) so that this can be addressed immediately.
- All staff should complete an application form, which will elicit information about the applicants past and a self-disclosure about any criminal record.
- All staff are required to undergo Disclosure and Barring Service (DBS) checks **prior** to employment commencing. All new staff will be directed to DLS who will provide guidance on this.
- When posting images or information onto social media, extreme caution must be taken. Only post images of participants that have signed the acceptance of risk form, signed by parents.
- The use of electronic devise such as mobile phones and iPad etc. are not allowed.

WHAT IS ABUSE?

Child Abuse can be broadly separated into the following categories:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of, sexual online images, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse occurs when a child is not given adequate love, emotional warmth, help and encouragement and is constantly derided or ridiculed e.g. racial or sexual remarks. It can also occur if a child is over protected or where they may have witnessed or heard the ill treatment of another. Abuse can occur where a parent or coach has unrealistic expectations over what a child can achieve.

Neglect

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may include neglect of, or unresponsiveness to a child's basic emotional needs. Neglect may involve a parent failing to;

- Provide adequate shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care givers)
- Ensure access to appropriate medical care or treatment.

Bullying & Discrimination

This usually occurs over time as repeated deliberate actions or hurtful behaviour, rather than being a single aggressive act. It can be psychological, verbal, physical, emotional, racial or sexual in nature e.g. being called names, insulted or verbally abused. Being deliberately embarrassed and humiliated by other children, being made to feel isolated, being physically assaulted or threatened with violence.

INDICATORS OF ABUSE

There are physical and behavioural signs that may cause you concern about the welfare or safety of a child. They are only indicators - not confirmation. Bear in mind that some physically disabled children, children with communication and learning difficulties and vulnerable groups can be particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

Some examples are where the child:

- Discloses that he/she is being abused, or another person says they believe that abuse is occurring.
- Has an injury for which the explanation seems inconsistent.
- Behaviour changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
- Appears not to trust adults, e.g. a parent or coach with whom he/she would be expected to have, or once had, a close relationship.
- Shows inappropriate sexual awareness for their age and sometimes behaves in a sexually explicit way.
- Increasingly neglected-looking in appearance, or loses/ puts on weight for no apparent reason.

WHAT TO DO IF YOU HAVE CONCERNS

NB: It is not your responsibility to decide whether a child is at risk - but it is your responsibility to pass the information on to the Designated Safeguarding Officer / appropriate agency as soon as possible.

If you are alerted to information or possible indicators of abuse that could place a child/young person at risk of significant harm, report this immediately to the Designated Safeguarding Lead (*contact details - Page 8*). It is the Designated Safeguarding Officer's role to explore your concerns and to make an assessment about an appropriate response.

Rules to remember when dealing with a disclosure/concern:

- Stay calm.
- Reassure the child that they have done the right thing in talking about their worries.
- **Do not** promise to keep it to yourself; explain that you are duty bound to share information with appropriate personnel to ensure their safety.
- Listen objectively to what the child says and, please, take it seriously.
- Do not ask leading questions but illicit enough information to understand whether this is a safeguarding matter. Questions that are acceptable to use are: 'tell me a bit more about that', or 'explain what that means?' or 'describe to me what has happened'. (Tell, Explain, Describe questions: TED)
- Do not leave the child unattended and keep them informed of the next steps.
- Contact the Designated Safeguarding Officer. If the Designated Officer is not available, continue to contact the Deputy Designated Officers. (Contact details Page 8).
- The Designated Safeguarding Officer will assess whether a Multi-Agency Safeguarding Hub (MASH) Enquiry is appropriate.
- The Designated Safeguarding Officer will liaise with the child's parents/carers, **UNLESS** it could place the child at increased risk of harm. This will be assessed in partnership with appropriate agencies. **IT IS NOT** the role of the instructors / staffs to liaise with the child's parents/carers if child protection is a concern.
- In cases where the child is at an immediate risk of harm (such as physical or sexual abuse) you should inform the Police **IMMEDIATELY** on Tel: 612612 or 999.
- A written, dated record (using the reporting form on page 9) should be made of the concern/disclosure as soon as practicable (and certainly within 24 hours) and signed by the instructor to whom the allegation was made. This record should be shared with the Designated Safeguarding Officer.
- Ensure to the best of your ability, that your recording represents the child's words and version of events. Do not log your own interpretation of events.

ALLEGATIONS AGAINST INSTRUCTORS

These principles underpin the management of allegations against any instructors / staff:

- Any allegations against instructors / staff regarding possible poor practice, misconduct or unsafe behaviour should be brought to the attention of the Designated Safeguarding Officer immediately.
- If an allegation is regarding poor practice the Designated Safeguarding Officer, in partnership with senior management, will determine whether the matter requires a disciplinary approach, suspension or permanent termination.
- Any suspicion that a child has been abused by either an instructor or staff should be reported to the Designated Safeguarding Officer immediately, who will take steps to ensure the safety of the child in question and other children who may be at risk.
- It is not up to the recipient of the allegation to determine its validity and failure to report to the Designated Safeguarding Officer could result in disciplinary action.
- The Designated Safeguarding Officer **will** make an enquiry to the Multi Agency Safeguarding Hub (MASH) and the Jersey Authority Designated Officer (JADO) when allegations are of an abusive nature. This may also lead to a police investigation.

- A Children's Service/Police investigation must take priority over an internal investigation.
- The Designated Safeguarding Officer will advise parents/carers of the intention to make an enquiry to MASH and their views and co-operation sought **unless** there is reason to believe that doing so may place the child at increased risk of significant harm or where it may interfere with a police investigation.
- The instructor / staff should be informed of allegations against them as soon as possible but with due regard to protecting evidence and disclosure of information. The Designated Safeguarding Officer will be advised by partnership agencies as to when this is appropriate.
- Following advice from MASH/Police, the management will meet to discuss the instructors / staff future positions at Absolute Adventures.
- In cases where the instructor / staff is found to have been falsely accused, it is the duty of the Designated Safeguarding Officer and the management to offer appropriate support. Management will also consider the child's future involvement.
- On the conclusion of any investigation and any related disciplinary proceedings, the Designated Safeguarding Officer should inform the child or children who made the allegations and their parents/carers of the outcome of proceedings. The Designated Safeguarding Officer should also offer appropriate on-going support.

WHAT SHOULD YOU DO IF YOU HAVE ALLEGATIONS MADE AGAINST YOU?

- Contact the Designated Safeguarding Officer immediately to explain the allegation made and your version of events.
- Record the allegation and version of events in writing at your earliest convenience and provide a copy to the Designated Safeguarding Officer.
- Do not discuss the allegation with the child's parents/carers; this is the role of the Designated Safeguarding Officer.
- The Designated Safeguarding Officer will provide support and keep you informed, where appropriate, of the necessary steps listed above.
- Information will be referred to Disclosure and Barring Service and the Independent Safeguarding Standards where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

CONFIDENTIALITY

Absolute Adventures are committed to ensuring that every effort is made to ensure confidentiality for all parties. Information should only be disseminated on a 'needs to know' basis.

Information sharing may include the following persons/agencies:

- The Designated Safeguarding Officer
- The person making the allegation
- The parents/carers of the child who is alleged to have been placed at risk
- The senior Management
- The Multi Agency Safeguarding Hub (MASH)
- The Police

A comprehensive summary of the allegation/concern, how it was followed up, the decisions made and action taken should be recorded.

Documents relating to an internal or external investigation should be retained in a secure, confidential file, together with a written record of the outcome of the investigation.

USEFUL CONTACTS

Consulting Safeguarding Officer	Ali Moffat	07797 776787 alimoffat@icloud.com
Designated Safeguarding Lead	Sean Kinsella	07829 881113 info@absoluteadventures.je
Designated Safeguarding Lead	Fabian Amy	07829 782902 info@splashsurf.uk
Multi Agency Safeguarding Hub (MASH)	Enquiry Coordinator (Office hours only)	519000 enquiriesmash@gov.je
Police	Out of hours contact (concern about the immediate safety of a child)	612612 or 999
General Hospital	Accident & Emergency Department	442000
NSPCC 24-hour helpline		0808 800 5000

Absolute Adventures / Splash Surf Centre Team

Sean Kinsella	Operations Manager Absolute Adventures	07829 881113 info@absoluteadventures.je
Fabien Amy	Operations Manager Splash Surf Centre	07829 782902 info@splashsurfcentre.com
Chester Mackley	Managing Director	07797 736411 info@absoluteadventures.je

Absolute Adventures / Splash Surf Centre**SAFEGUARDING / CHILD PROTECTION REPORT FORM**

Date:	
Your name:	
Your position:	
Child's name:	
Child's date of birth:	
Child's address:	
Parents/carers Names and address:	
Date & time of any incident/concern:	
Describe where the incident/concern occurred:	
Your observations:	
Exactly what the child said and what you said: <i>(Remember, do not lead the child & record actual details)</i>	
The child's wishes:	
Action taken so far:	<i>List any external agencies contacted</i>

Designated Safeguarding Officer informed:	<i>If yes which person?</i> <i>Details of advice received:</i>
Signature:	
Date:	
Contact telephone number:	

- **SEND THIS COMPLETED FORM TO THE DESIGNATED SAFEGUARDING OFFICER FOLLOWING YOUR TELEPHONE REPORT AS SOON AS POSSIBLE**
(Details below – please contact the deputy officers if Ali is not responding)
- **IF THIS MATTER REQUIRES AN URGENT RESPONSE** (i.e. the child is at immediate risk) **CONTACT THE MULTI AGENCY SAFEGUARDING HUB (MASH) ON 519000** (during office hours) **OR THE POLICE ON 612612** (out of office hours)
- **REMEMBER TO MAINTAIN CONFIDENTIALITY**
- **DO NOT DISCUSS THIS INCIDENT/CONCERN WITH ANYONE THAT DOES NOT NEED TO KNOW**

Consulting Safeguarding Officer	Ali Moffat	07797 776787 alimoffat@icloud.com
Designated Safeguarding Officer	Sean Kinsella	07829 881113 info@absoluteadventures.je
Technical Advisor	Kevin Mansell	07797 725979 kevin@seapaddler.co.uk

CHANGE HISTORY

Version	Date Issued	Issued by	Reason for Change
1	20-03-2017	Ali Moffat	First issue
2	05-02-2018	Sean Kinsella	Annual Review
3	17-06-2018	Ali Moffat	Annual Review
4	03-03-2019	Ali Moffat	Annual Review
5	17-02-2020	Ali Moffat	Annual Review
6	09-02-2021	Sean Kinsella	Annual Review
7	23-02-2022	Sean Kinsella	Annual Review