



# Safeguarding Policy

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**Policy Reviewed and Updated:** March 2023

**Next Policy Review and Update Due:** March 2024

## 1. Introduction

The Youth Adventure Trust works with young people and their families. We use outdoor adventure, activities and one-to-one support to empower young people to fulfil their potential and lead positive lives in the future. We help them to build resilience, develop confidence and learn skills that will last a lifetime.

The Youth Adventure Trust is committed to providing a safe and supportive environment in its work with children and young people. It is committed to safeguarding and promoting the welfare of children and young people at all times, and expects all employees and volunteers to share this commitment. This policy applies to anyone working on behalf of the Youth Adventure Trust, including senior managers and the board of trustees, paid staff and volunteers.

In our work with young people we recognise that every child has the right to live free from harm and abuse. We also recognise that every child is potentially at risk from harm and abuse. A child is defined as anyone under the age of 18 years old. The terms young people and children are used interchangeably in the policy and procedures to mean anyone under the age of 18.

In order to facilitate our commitment to safeguarding, the Youth Adventure Trust has developed this Safeguarding and Child Protection Policy, and the separate document Safeguarding and Child Protection Procedures, that detail:

- a. Policy and guidelines to ensure a safe and supportive environment for young people, staff and volunteers is provided.
- b. Policy and guidelines to ensure that staff and volunteers are equipped to make clear and consistent responses to disclosures, allegations or suspicions of abuse.
- c. Management responsibilities and structures that support the policy and procedures, and the responsibilities of staff and volunteers within their duty of care.
- d. A code of conduct for staff and volunteers that identifies required behaviour in working professionally and safely with young people at the Youth Adventure Trust.

## 2. Policy Statement

### 2.1 Aims

The aims of this Safeguarding and Child Protection Policy, and the separate Safeguarding and Child Protection Procedures document, are to ensure the Youth Adventure Trust is:

- a. providing young people with appropriate safety and protection whilst in the care and supervision of our staff and volunteers;
- b. enabling all staff and volunteers to make informed and confident responses to safeguarding issues;
- c. contributing to the protection and safety of the children on our programmes in the wider context of their lives.

### 2.2 Values and Principles

The Youth Adventure Trust believes everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

**We recognise that:**

- a. the welfare of the child is paramount in all the work we do and all the decisions we make;

- b. all children, regardless of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- c. some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.
- d. safeguarding children is everyone's responsibility; working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare. Children are best supported and protected when there is a coordinated response from all relevant agencies.

**We will seek to keep children and young people safe by:**

- a. creating a supportive, safe and inclusive environment for all young people;
- b. listening to young people and respecting them;
- c. treating all young people as individuals and responding to their needs in that way;
- d. appointing a nominated child protection lead and a member of the trustee board who takes lead responsibility for safeguarding at the highest level in the organisation;
- e. writing detailed safeguarding and child protection procedures;
- d. providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
- e. recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made;
- f. recording, storing and using information professionally and securely, in line with data protection legislation and guidance;
- g. using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving young people, parents, families and carers appropriately;
- h. using our procedures to manage any allegations against staff and volunteers appropriately;
- i. creating and maintaining an anti-bullying environment and ensuring that we have procedures to help us deal effectively with any bullying that does arise;
- j. ensuring that we have effective complaints and whistleblowing measures in place;
- k. ensuring that we provide a safe physical environment for our young people, staff and volunteers by applying health and safety measures in accordance with the law and regulatory guidance;
- l. ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and procedures, and what to do if they have a concern;
- m. building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns.

## **2.3 Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The policy and separate detailed procedures ensure legal duties are met and best practice is maintained.

The key associated documents include:

- Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017
- Working together to safeguard children 2018
- What to do if you're worried a child is being abused: advice for practitioners 2015

A summary of the key legislation and guidance is available from [nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection).

## **2.4 Supporting Documents**

This policy should be read alongside additional organisational policies and guidance including:

- Safeguarding and Child Protection Procedures
- Safer Recruitment Policy
- Code of Conduct
- Allegation Management Policy
- Whistleblowing policy
- Recruitment of Ex-offenders Policy
- Health and Safety Policy
- Volunteer Policy
- Bullying and Harassment Policy
- Data Protection Policy
- Information Systems Acceptable Use Policy
- Employee Code of Conduct
- Complaints Policy
- Anti-Bullying Policy for Young People
- Code of Behaviour for Young People

## **3. Responsibilities under this Policy**

The implementation of this policy and the associated procedures is mandatory across the full scope of the Youth Adventure Trust's work. Specific responsibilities are outlined below.

### **3.1 Board of Trustees**

Responsible for:

- a. Ensuring the Youth Adventure Trust acts in the best interests of children and young people and takes reasonable steps to prevent any harm to them.
- b. Assessing and managing risk within the Youth Adventure Trust.
- c. Ensuring safeguarding policies and procedures are in place.
- d. Ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective.
- e. Responding appropriately to allegations of abuse and whistleblowing cases.

In addition, at least one Designated Trustee for Safeguarding (DTS) is identified who will:

- a. Be suitably experienced and trained in safeguarding.
- b. Maintain an overview of all safeguarding measures across the organisation.
- c. Be informed of and contribute to decisions on high risk cases and maintain oversight of any follow up to help ensure that all risks are appropriately managed.
- d. In conjunction with the Senior Leadership Team and Designated Safeguarding Lead ensure that Trustees are fully informed of safeguarding issues across the organisation and contribute to maintaining safe practice across all operations.

### **3.2 Chief Executive**

Responsible for:

- a. Implementation of the Youth Adventure Trust Child Protection and Safeguarding Policy and Procedures.
- b. Ensuring that child protection implications are constantly reviewed across the scope of the service the Youth Adventure Trust delivers to young people and are fully considered in the development of all new pieces of work.
- c. Considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss.
- d. Ensuring that safeguarding is considered in all appointments of staff.

### **3.3 Director of Programmes & Development (also the Designated Safeguarding Lead)**

Responsible for:

- a. Fulfilling duties as Designated Safeguarding Lead.
- b. Overseeing all safeguarding referrals, incident reports and actions taken and checking they are recorded, fully reviewed, and logged in a restricted file in accordance with YAT Data Protection Policy.
- c. Ensuring all staff and volunteers are aware of their roles and responsibilities within this policy.
- d. Developing an open and responsive management culture and ensuring all staff and volunteers feel able to discuss child protection and safeguarding issues confidentially, and receive guidance and support as situations arise.
- e. Ensuring staff and volunteers feel confident of receiving personal support for needs that may arise as a result of safeguarding issues and situations.
- f. Providing oversight to ensure:
  - Young people and their families are aware of YAT's safeguarding procedures and who to contact if they have any concerns.
  - Partner organisations working with YAT have appropriate safeguarding checks and procedures in place.
- g. Managing safeguarding training across the organisation. Appraising the training needs of all staff and volunteers on a regular basis. Developing guidance and training to increase the level of understanding and expertise on safeguarding including safer recruitment across the organisation.
- h. Ensuring the YAT Safer Recruitment Policy and the processes within are always followed.
- i. Alerting the CEO of any significant safeguarding concerns, leading investigations, contributing to decision-making and ensuring appropriate follow-up to manage and reduce risk.
- j. Giving feedback to the CEO and the Trustee Board about safeguarding activity, trends, concerns and emerging issues.
- k. Ensuring that safeguarding is considered in strategic decision-making
- l. Undertaking regular training and keeping up to date with relevant law, guidance and case examples. Proactively engaging with external agencies and resources to ensure YAT's approach is informed by law, guidance and best practice.
- m. Reviewing and updating YAT's Safeguarding and Child Protection Policy and Procedures at least annually.

### **3.4 Programme Managers and Mentoring Managers**

Responsible for:

- a. Ensuring they have all necessary information with them whilst working with young people involved with YAT, including home contact details, medical information, consent information, referral agency information and contact details of relevant Children's Social Care Teams and Emergency / Out of Hours Teams.

- b. Responding immediately in the event of possible, actual or suspected child abuse, collating the necessary information i.e. name and address of young people and other people involved, details of actual/suspected abuse, name and place of work of the young people's Social Worker if applicable. They must then contact the relevant Children's Social Care Team, the Emergency / Out of Hours Teams, or the police depending on the situation, to pass on all information.
- c. Ensuring that any referral is followed up in writing, confirming the information provided and including copies of any recordings made at the time.
- d. Continuing to act as a contact person in liaising with the relevant external agencies as required.
- e. Keeping a record of safeguarding information sharing decisions and the reasons for it – whether it is to share information or not. If the decision is to share, then recording what has been shared, with whom and for what purpose. Information shared must be necessary, proportionate, relevant, adequate, accurate, timely and secure.
- f. Ensuring records of all reports of safeguarding related incidents and concerns are accurate and stored in a secure location in line with the Youth Adventure Trust Data Protection Policy.

### **3.5 Mentoring Managers and Volunteer Managers**

Responsible for:

- a. Ensuring all Safer Recruitment processes are followed in the recruitment of volunteers and that the relevant checks are in place and up to date.
- b. Ensuring that safeguarding processes and policy are shared with all volunteers on recruitment, when there are any updates and at regular ongoing intervals.
- c. Ensuring that volunteers have undertaken safeguarding training in advance of any interactions with young people involved with YAT and that training is kept up to date.
- d. Ensuring that volunteers are fully aware of the code of behaviour expected in their role.
- e. Responding immediately in the event of possible, actual or suspected child abuse involving a volunteer, collating the necessary information i.e. name and address of volunteer, young people and other people involved and details of actual/suspected abuse. They must contact the relevant Children's Social Care Team, the Emergency / Out of Hours Teams, the police, and/or the DOFA/LADO depending on the situation, to pass on all information.
- f. Ensuring that any referral is followed up in writing, confirming the information provided and including copies of any recordings made at the time.
- g. Following the duty and guidance outlined by the Disclosure and Barring Service to refer information to them where there is a safeguarding concern regarding a volunteer's behaviour.
- h. Ensuring records of all reports of safeguarding related incidents or concerns are accurate and stored in a secure location.

### **3.6 All Staff and Volunteers**

Responsible for:

- a. Ensuring their conduct is in line with the Child Protection and Safeguarding Policy and Procedures, the Code of Conduct, other relevant policies and the training that has been provided to them.
- b. Ensuring they are vigilant at all times in respect of young people's welfare and safety, including being aware of the conduct of all other staff, volunteers and external parties.
- c. Ensuring they report any concerns, suspicions, disclosures, observations or issues as soon as possible to the relevant person or authority as outlined in this policy.
- d. Ensuring they record any concerns, suspicions, disclosures, observations or issues as soon as possible and pass this recording on to the relevant person as outlined in this policy.

- e. Notifying the police without delay if they believe a crime has been committed and/or a child is at immediate risk.

#### **4.     Reviewing this Policy**

This policy will be reviewed on a regular basis throughout the year and any changes that are required as a result of changing or emerging legislation, policy, guidelines and best practice will be made as a matter of urgency and the policy re-circulated to all staff, trustees and volunteers. As a minimum the policy will be reviewed and updated annually.

**Person Undertaking Review / Update:**

Tessa Woodrow, Director of Programmes and Development, and Designated Safeguarding Lead

**Policy Reviewed / Updated:** 17/03/2023

**Policy reviewed and approved by:**

Mark Davey, Chief Executive

**Date:** 17/03/23

## Appendices

### Appendix I Key Telephone Numbers

#### **Youth Adventure Trust Key Contacts:**

Chief Executive – Mark Davey: 07811 261516

Director of Programmes & Development and Designated Safeguarding Lead – Tessa Woodrow: 07813 771551

Senior Programme Manager – Rob Warren: 07551 464449

Programme Manager and Deputy Designated Safeguarding Lead – Kerrie Lee: 07393 215835

Programme Manager - Scott Stevenson: 07799 687559

Programme Manager - Alice McAlear: 07708 218057

Resilience Programme Manager - Jonathan Hope: 07511 775246

Senior Volunteer Manager – Jon Rich: 07469 886523

Senior Mentoring Manager – Becky Brotherton-Brown: 07592 664679

Mentoring Manager - Abbie Allender: 07724 887005

Chairman of Trustees – Pete Redfern: 07771 842378

Board of Trustees Safeguarding Lead – Gaby Wood: 07450 294166

**If you think a young person is an immediate risk of harm, call 999 straight away.**

**If you have concerns for a young person's welfare that you cannot raise with the Youth Adventure Trust team, please contact either the NSPCC on 0808 800 5000 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk), or the relevant local Child Protection team, details below.**

#### **Local Child Protection Contacts:**

##### **SWINDON**

During office hours - call 01793 466903 (normal office hours are 8.30am to 4.40pm Monday to Thursday, and 8.30am to 4.00pm Friday)

Out of hours - contact Emergency Duty Service on 01793 466900

##### **WILTSHIRE**

During office hours – call the Multi-Agency Safeguarding Hub (MASH) on 0300 456 0108 (normal office hours are 8.45am to 5pm Monday to Thursday, and 8.45am to 4.00pm Friday)

Out of hours - contact Emergency Duty Team on 0300 456 0100

### **Reporting Radicalisation and Extremism:**

If you think a child or the people around them are involved in radicalisation and there is an immediate risk of harm, call 999 straight away.

If it isn't an emergency you can:

- Report the concern to YAT's Designated Safeguarding Lead
- Call the police anti-terrorism hotline on 0800 789 321
- Call the NSPCC on 0808 800 5000
- Report suspicious activity online at <https://act.campaign.gov.uk/>

## **Appendix II Policy Update Details**

March 2023

- [2.3 Amendments to Legislation Framework section](#)
- [2.4 Amendments to Supporting Documents section](#)
- [3.1 Addition of Board of Trustees responsibilities section](#)
- [3.3 Amendments to description of Designated Safeguarding Lead responsibilities](#)
- [4 Amendments to Policy Review section](#)

