



## **POLICY NUMBER 29: SAFEGUARDING**

Camp 4-2-11 believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to safeguarding all the children in our care from harm.

The Camp Manager and Camp 4-2-11 Owner are appointed as the Child Protection Officers (CPO). They will have suitable experience, training and expertise, and will be responsible for liaising with Local Authority Early Years Support Contacts and Ofsted in any child protection matter.

Our Camp's child protection procedures comply with all relevant legislation and other guidance or advice from the Gloucestershire Safeguarding Children Board in Gloucestershire County Council.

Our Camp is committed to reviewing the Safeguarding policy and procedures at regular intervals.

### **RECOGNISING CHILD ABUSE**

Child abuse manifests itself in a variety of different ways, some obvious and others much less so. Our Camp will offer training to all staff in child protection. Those staff working for us who are awaiting formal training will have induction to recognise the signs and evidence of physical, sexual and emotional abuse or neglect from the CPO.

**PHYSICAL ABUSE:** This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

**SEXUAL ABUSE:** This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration or non-penetrative acts. Showing children pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

**EMOTIONAL ABUSE:** Varying degrees of emotional abuse is present in virtually all child protection incidents, but can also constitute abuse in its own right. Emotional

abuse involves persistent or severe emotional ill-treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved or inadequate, or making them feel unnecessarily frightened or vulnerable.

**NEGLECT:** Neglect is the persistent failure to meet a child's basic physical, emotional or physiological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.

## **STAFF SUPPORT AND TRAINING**

Camp 4-2-11 is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to its staff. Therefore our Camp will ensure that:

- All staff are carefully recruited, having verified references and have full and up to date Disclosure Barring Service checks
- All staff are given a copy of this policy during their induction and have its implications explained to them
- All staff are encouraged to undertake formal training in child protection issues within one year of starting work with our Camp
- All staff are provided with supervision and support appropriate to their responsibilities in relation to child protection and their requirement to maintain caring and safe relationships with children
- All staff are aware of the main indicators of child abuse
- All staff are aware of the need to report the disclosure or discovery of abuse to the CPO
- Our Camp will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and support fair procedures for staff
- Any member of staff under investigation for the alleged abuse of a child will be subject to the provisions of the **Staff Disciplinary** policy

## **SAFE CARING**

All staff understand our Camp's Child Protection procedures and have had appropriate guidance in the principles of safe caring. To this end:

- Every effort will be made to avoid or minimise time when members of staff are left alone with children. If staff are alone with a child, the door of the room should be open and another member of staff informed
- Staff with Mobile phones and camera's will not be allowed to be used during the day unless in the allocated staff room.
- Offsite Mobile phone will be used during trips and the use of other mobile phones will only be used in an emergency.
- If a child makes inappropriate physical contact with a member of staff this must be recorded in the Camp 4-2-11 Log
- Staff will never carry out a personal task for a child if they can do it themselves. Where this is essential, staff should help a child whilst being

accompanied by a colleague. Unless a child has a particular need, staff should not accompany a child into the toilet. Staff are aware that this and other similar activities could be misconstrued

- Staff will be mindful of how and where they touch a child, given their age and understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times
- Any allegations made by a child against a member of staff will be fully recorded, including the actions taken, in the Camp 4-2-11 Log. In the event of a witness to an incident, they should sign the records to confirm this

## **DEALING WITH ALLEGATIONS**

Camp 4-2-11 is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. Our Camp will not carry out investigation itself into a suspected child abuse incident. On discovering an allegation or abuse, the CPO will immediately discuss concerns with the parent/carer (unless concerns amount to sexual or serious physical abuse) and seek medical attention if necessary.

The following principles will govern any suspected or reported case of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the CPO at the earliest opportunity possible
- Staff are encouraged to trust their professional judgement, and if they suspect abuse, to report it
- Full written records of any reported incidents will be produced and kept. Information will include full details of the alleged incident, details of all parties involved, any evidence or explanations offered, relevant dates, times and locations together with any supporting information from members of staff. Our camp will demonstrate great care
- are in distinguishing between fact and opinion when recording suspected incidents
- The CPO will be responsible for ensuring that written records are dated, signed and kept confidentially
- If an allegation of abuse is made against the Camp Manager, the Camp 4-2-11 Owner will be informed as soon as possible. They will then assume responsibility for the situation.
- Staff will ensure that all concerns and allegations are treated sensitively and confidentially
- Any children involved in alleged incidents will be comforted and reassured

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen carefully to all the child has to say
2. Make no observable judgement
3. Ask open questions that encourage the child to speak in their own words
4. Ensure the child is safe, comfortable and not left alone
5. Make no promises that cannot be kept, such as promising not to tell anybody what they are being told

## REFERRING ALLEGATIONS TO CHILD PROTECTION AGENCIES

If the CPO has reasonable grounds for believing that the initial concerns raised with the parent/carer remain, or if the concerns were too serious to be discussed with the parent/carer in the first instance, the following procedures will be activated:

- Advice will be sought by contacting the Safeguarding Children Service on 01452 58 3636 (where a child welfare concern can be logged)
- If warranted the CPO should make a referral to the Children and Families Help Desk, on 01452 426565 within 24 hours (immediately if the concerns are about physical injury or sexual abuse.)<sup>1</sup> The Children and Young People's Social Care department will then take responsibility for managing any subsequent enquiries
- The CPO should confirm the details of the concern to the Children and Young People's Directorate, in writing, within 48 hours<sup>2</sup>
- At all times the safety, protection and interests of the child concerned will take precedence. The Manager and staff will work with and support parents/carers as far as they are legally able
- Camp 4-2-11 will assist the Children and Young People's Social Care department and the police, as far as they are able, during any investigation of alleged abuse. This will include disclosing written and verbal information and evidence
- OFSTED will be informed of any allegations of abuse against a member of staff, or any abuse that is alleged to have taken place on the premises or during a visit or outing

Children's helpdesk can be contacted on: 01452 426565 or [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)

Gloucestershire Safeguarding Children Board

Email: [gcsb@gloucestershire.gov.uk](mailto:gcsb@gloucestershire.gov.uk)

Phone: 01452 583629

Write: Safeguarding Children Service, Gloucestershire County Council, Room 133b, Block 4, Shire Hall, Gloucester, GL1 2TH

Police (out of hours) can be contacted on 101

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<sup>1</sup> Out of hours Social Work Advice:

Emergency Duty Team/01452 614 194

Out of hours concerns:

Police Control Room 0845 090 1234

<sup>2</sup> Children and Young People's Directorate

Gloucestershire County Council,

Quayside House,

Shire Hall,

Gloucester GL1 2TP

In an emergency dial 999

N.B. A review and update to this policy has been carried out on 28.03.2015