

TayPlay Activity Camps
Safeguarding Policy

Policy Introduced:
May 2018

Policy reviewed annually, most recent review:
19th September 2024

Policy Reviewed by:
Harry Taylor: CEO
Casey Copson: Designated Safeguarding Lead

Key contact details:
info@tayplayactivitycamps.co.uk

Legislation and relevant guidance:
TayPlay Activity Camps are committed to ensuring that policies and procedures remain up to date and are reflective of current legislation and guidance.

INTRODUCTION

TayPlay Activity Camps acknowledge and accept it has a responsibility for the well-being and safety of all children and young people who are under the companies' care. It is the duty of all adult members at TayPlay Activity Camps to safeguard the welfare of children and young people by creating an environment that protects them from harm.

The wellbeing of children and young people is paramount for all adult members and accordingly, they must make themselves aware of the Safeguarding Children Policy. Where appropriate, the following guidelines will be supplemented by training and additional guidance

DEFINITIONS

A "Child" is defined as anyone under the age of 18.

AIMS & KEY PRINCIPLES

The aims of TayPay Activity Camp's Safeguarding Children Policy are:

- To safeguard all children and young people who interact with the company and company staff.
- To demonstrate best practice in the area of safeguarding children.
- To develop a positive and pro-active welfare programme to enable all children and young people to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout the company.

The key principles underpinning this policy are:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse and neglect regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, or sexual identity.
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately.
- To encourage parents/guardians and other members of the child or young person's family to be involved in a relationship with the Company.
- To ensure that staff, parents/guardians and other adults who come in contact with children and young people provide good role models of behaviour.

SAFEGUARDING CHILDREN

The Company has an ongoing commitment to ensure children's welfare is prioritised and is committed to employing any activities that help and improve. All policies, rules and best practices will be regularly reviewed and updated according to any needs that may be identified.

DESIGNATED SAFEGUARDING LEAD

The company has a Designated Safeguarding Lead who has overall responsibility for the safeguarding of children who interact or take part in any of the services offered. Anybody with concern about a child or young person's welfare should contact the company Designated Safeguarding Lead for advice in the first instance – details can be found at the end of this policy.

GIFTS & FAVOURITISM

Company personnel should take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. All company staff recognise that there are occasions when children or parents wish to pass small tokens of appreciation on, for example at Christmas or as a "thank you", and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value (over £25) as this may be misinterpreted by others.

Similarly, it is not permitted to give personal gifts to children. This could be misinterpreted as a gesture either to bribe, or to single out the child. It might also be perceived that a "favour" of some kind is expected in return.

Any reward given to a child must be as part of a structured reward system and not based on favouritism.

USE OF IMAGES

All images are taken by company officials in line with the following guidance.

- Before taking images of Children, parental consent is sought on an information form provided to all before they take part in activity. Parents/Guardians are responsible for informing the Company of any change of circumstances within the season which may affect consent.
- Parents/Guardians will be informed of how the image will be used. The Company will not allow an image to be used for something other than that for which it was initially agreed.
- All Children featured in Company publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child.

- Where appropriate, images represent the broad range of people participating safely in the event.
- Children who are under a court order will not have their images published in any document. It is the responsibility of parents/guardians to make the company aware of this.
- No images of Children featured in publications will be accompanied by personal details such as their school or home address.
- Recordings of Children for the purposes of legitimate coaching aids are only filmed by Company staff and are stored safely and securely.
- The Company does not put child profiles with images and personal information on its website.

FIRST AID AND ADMINISTRATION OF MEDICATION

When working with children at least one adult member of staff will have basic first aid training. In certain circumstances alternative arrangements can be put in place with another party, where we are operating within a Leisure Centre there will always be a designated first aider on site on behalf of the leisure provider who is available to treat any injury.

Parental consent to receive first aid is always sought prior to an activity camp taking place. Subject to this written consent, when administering first aid adult members will ensure that, wherever possible, another adult is aware of the action being taken. Parents/carers will always be informed when first aid has been administered.

As part of our incident procedure, staff members are required to record the incident, and any first aid administered, to submit to Head Office.

Medication can be administered to children whilst attending a camp, providing that a parent/guardian completes a medication form. The form must include clear instructions of how and when to administer the medication. When administering medication, there must be two staff members present. Staff are required to record any medication administered and submit this to Head Office.

Medication must be signed in during drop off and children are not permitted to keep medication in their bags. Medication will be kept securely by staff.

DBS

In accordance with the procedures detailed above, all TayPlay Activity Camp adult members and volunteers undergo a DBS check.

DISABILITIES

The Company carries out all activities for disabled persons and vulnerable adults under the guidelines of the Disability Discrimination Act and Safeguarding Vulnerable Groups.

The company has a designated Additional Needs Lead to oversee all reasonable adjustments made to the provision in order to promote inclusivity.

GUIDELINES IN THE EVENT OF CONCERN

Highlighting Concern

Although the Company is committed to doing the utmost to safeguard children from harm there may be occasions when concern is raised over the treatment of a child. "Child abuse" and "neglect" are generic terms encompassing all ill treatment of children as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in a family or an institutional or community setting. The perpetrator may or may not be known to the child.

Recognition – Signs of Abuse

There are six main forms of abuse identified as follows, should staff have any concern that abuse is occurring they must contact the Designated Safeguarding Lead immediately.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/guardian feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. Physical abuse can be caused through omission or the failure to act to protect.

Sexual Abuse

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

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life. This section is also applicable to Child Sexual Exploitation (CSE), this is a form of sexual abuse. Victims are manipulated or forced into taking part in a sexual act, either as part of a seemingly consensual relationship, or in return for attention, gifts, money, alcohol, drugs or somewhere to stay.

Emotional

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Female Genital Mutilation (FGM)

Suspensions may arise in a number of ways that a child is being prepared for FGM to take place abroad or in the UK. If any agency becomes aware of a child who may have been subjected to or is at risk of FGM, they must make a referral to Children's Social Care. Staff with a concern must report this themselves but must make the Designated Safeguarding Lead aware and support will be given.

All professionals need to consider whether any other indicators exist that FGM is being planned or has already taken place. Indications can be, but are not limited to:

- Preparations are being made to take a holiday – arranging vaccinations or planning an absence from school.
- The child has changed in behaviour after a prolonged absence.
- The child has health problems, particularly bladder or menstrual problems.
- You are aware of women in the family who have had the procedure and this may prompt concern as to the potential risk of harm to other female children.

Online

Online abuse is any harm or ill treatment a child is exposed to online. This can also include grooming, CSE and CCE.

HANDLING A CONCERN/DISCLOSURE

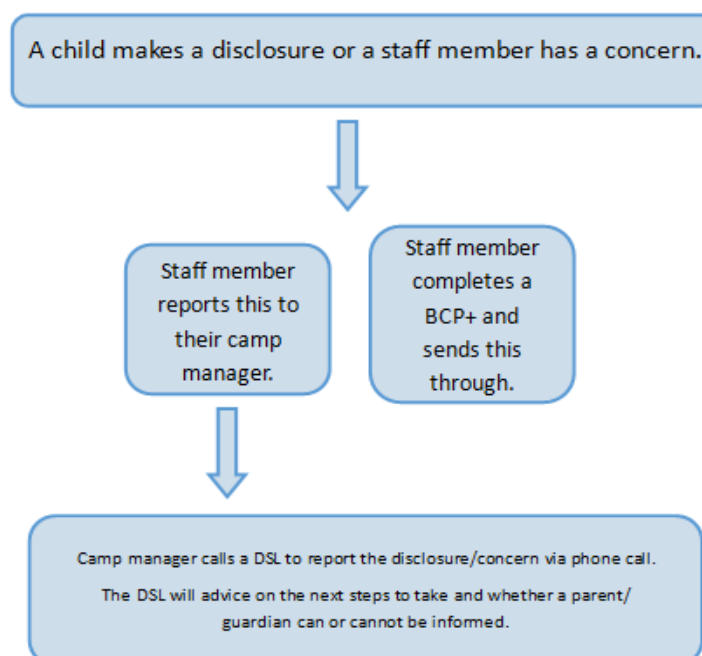
When handling a concern/disclosure staff must always:

- Make a written record of the information. Where a child has made a disclosure, direct quotes should be used. Date and time should always be included
- In the event of a disclosure, staff should reassure the child and thank them for speaking to them
- Report their concerns/the disclosure to a DSL who will give them additional guidance and refer the concern to the local authority duty desk, if and when necessary

When handling a concern/disclosure staff must never:

- Ask leading questions
- Shame or blame the child
- Keep this information to themselves
- Take photos of any injuries, unless explicitly asked to by a DSL following the request from an external agency such as social care or the police

REPORTING A CONCERN/DISCLOSURE



Safeguarding Procedures – Detailed

TayPlay acknowledges the importance of protecting children from abuse. All complaints, allegations or suspicions are taken seriously. We will not promise confidentiality as the matter may develop in a way that this cannot be honoured, however, we have strict guidelines on sharing information, which we adhere to.

Aims and Objectives

The procedure ensures that all staffs are clear about the actions necessary regarding a safeguarding issue. Its aims and objectives are:

- To nominate a Safeguarding Officer for each site, in most cases this will be the Camp Manager.
- To train and educate staff in safeguarding matters (new starters are not allowed to care for children unsupervised without this training).
- All staff to have a Disclosure and Barring Service (DBS) checks, prior to commencement of employment.
- To provide staff with suitable information that will enhance their knowledge of how to identify abuse operating a general policy of 'Recognise, respond and refer'.
- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse.
- Ensure effective communication between staff regarding information sharing.
- To ensure a cohesive and consistent procedure for those who encounter an issue of Safeguarding.
- To notify Ofsted (if a registered camp) of any incidents or accidents that may affect the safeguarding of all children.

Monitoring and Reviewing

The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will review the details of any incidents to ensure that procedures have been followed carefully and that appropriate actions and information sharing have occurred. The Designated Safeguarding Lead will review the policy bi-annually.

Nature of the Concern Staff may be aware of safeguarding issues through:

- Observations of the child – changes in behaviour/mood/demeanour or physical signs that are a cause for concern.
- A child confiding in an adult with something that raises a cause for concern.
- A parent/guardian reporting concerns they may have.
- Another agency contacting the setting, such as housing, to discuss the child.

Recording the Allegation

A full record should be made within one hour of the nature of the allegation and any other relevant information using the BCP System, this report is to be completed by the recognised safeguarding lead on site required recording:

- The date and time
- The place where the alleged abuse happened
- Names of all present (It is advised that 2 members of staff be present for any type of disclosure)
- The name of the complainant, and, where different, the name of the child who has allegedly been abused
- The nature of the alleged abuse
- A description of any injuries observed
- A drawing of the body indicating where the area of concern is. Photos of any injury **MUST NOT** be taken, unless staff are explicitly instructed to do this by a DSL following a request from external agencies such as social care or the police
- The account which has been given of the allegation (In the witness's own words/language)
- The Camp Manager will contact the Designated Safeguarding Lead to confirm next steps including whether to inform the parent/carer that a referral is taking place. This will normally happen unless it is considered that this could put the child at more risk.

Responding to an Allegation

A checklist of how to respond:

- Any suspicion, allegation or incident of abuse must be reported by the onsite safeguarding lead to the Designated Safeguarding Lead within one hour.
- The Designated Safeguarding Lead will decide whether to report the matter to the local authority Duty Team.
- The Designated Safeguarding Lead will telephone and report the matter to the local authorities. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported.
- The Designated Safeguarding Lead will discuss with Social Services what action will be taken and the next steps.
- If the Camp Manager cannot contact the Designated Safeguarding Lead immediately then they should contact the Deputy Designated Safeguarding Lead. If no member of the safeguarding team be contacted within 2 hours of the initial concern arising, the person making the report must report the matter to Social Services themselves and notify the Head Office team as soon as possible about the action taken.
- It is the responsibility of any person who hears/witnesses or has concerns about a child to respond appropriately. The safeguarding of the child is paramount and a

staff member may be held culpable if they fail to act after being privy to information that later leads to further abuse, critical injuries or death. The duty of the member of staff is to act, after which time the professional bodies can further investigate the allegation.

Allegations against a Member of Staff

Any suspicion, allegation or actual abuse of a child by a member of staff will be reported to the Designated Safeguarding Lead as soon as possible (unless the allegation relates to that person, in which case LADO will be contacted).

On being notified of any such matter the Designated Safeguarding Lead shall:

- Notify the CEO.
- Take such steps, as he/she considers necessary to ensure the safety of the child in question and any other child who might be at risk.
- Ensure that the member of staff is removed from site whilst investigations are ongoing.
- Report the matter to the local Social Services Department and/or LADO in accordance with the procedure set out above.
- Ensure that a report of the matter as set out above is completed by the person who reported the original concern.

Disciplinary Action

Where a member of staff has been dismissed or internally disciplined because of misconduct relating to a child, we notify the Local Authority and inform the police and Ofsted.

Written Records

We will retain a copy of:

- The report
- Any notes, memoranda or correspondence dealing with the matter
- Any other relevant material
- Copies of reports, notes and incidents will be kept securely at all times.

All written records will remain confidential but for the use of safeguarding staff at TayPlay, and their use for investigation into or disclosure of safeguarding issues. Staff are trained on their responsibilities with respect to data protection and are aware of how these link to their responsibilities within Safeguarding.

We will ensure that any data shared with external organisations is done so in accordance with GDPR regulations and according to our data protection policy. Data

and information will only be shared with bodies outside of TayPlay where we are required by our regulatory, contractual, and statutory requirements to do so.

Confidentiality

TayPlay staff must explain to children that their disclosures cannot be kept a 'secrete' and make them aware that they must pass information on to keep them safe. Staff must never make promises of confidentiality to children.

A child **must never** be pressured to give information or show physical marks unless they do so willingly. If they chose to show markings, two adult members should be present.

A concern/disclosure is confidential and on a 'need to know' basis. Staff should have any reservations about referring any issue to the Designated Safeguarding Lead. The key issue is that the welfare of the child is protected.

DESIGNATED SAFEGUARDING LEAD: Casey Copson

DEPUTY DESIGNATED SAFEGUARDING LEAD: Lucy Cartwright

T: 07546116004

E: safeguarding@tayplayactivitycamps.co.uk

NSPCC HELPLINE: 0808 800 5000 / Textphone: 0800 056 0566

The NSPCC Helpline is a free, 24-hour service for anyone worried about a child. You can get in touch with our child protection experts by phone, email or online. You don't even have to say who you are