

**TayPlay Activity Camps
Safeguarding and Child Protection Policy**

Policy Introduced:

May 2018

Policy reviewed annually, most recent review:

9th June 2025

Policy Reviewed by:

Alys Greasley: Primary Designated Safeguarding Lead
Lucy Cartwright: Deputy Designated Safeguarding Lead
Harry Taylor: CEO

Key contact details:

safeguarding@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.

This policy is informed by the following statutory guidance and legislation:

Working Together to Safeguard Children (2023)

Keeping Children Safe in Education (2023)

Children and Social Work Act (2017)

Equality Act (2010)

What to do if you're worried a child is being abused (2015)

Code of Practice for Out of School Settings (2020)

Prevent Duty Guidance (2023)

Figure 1: TayPlay Procedure – Reporting a Concern/Disclosure in Relation to a Child

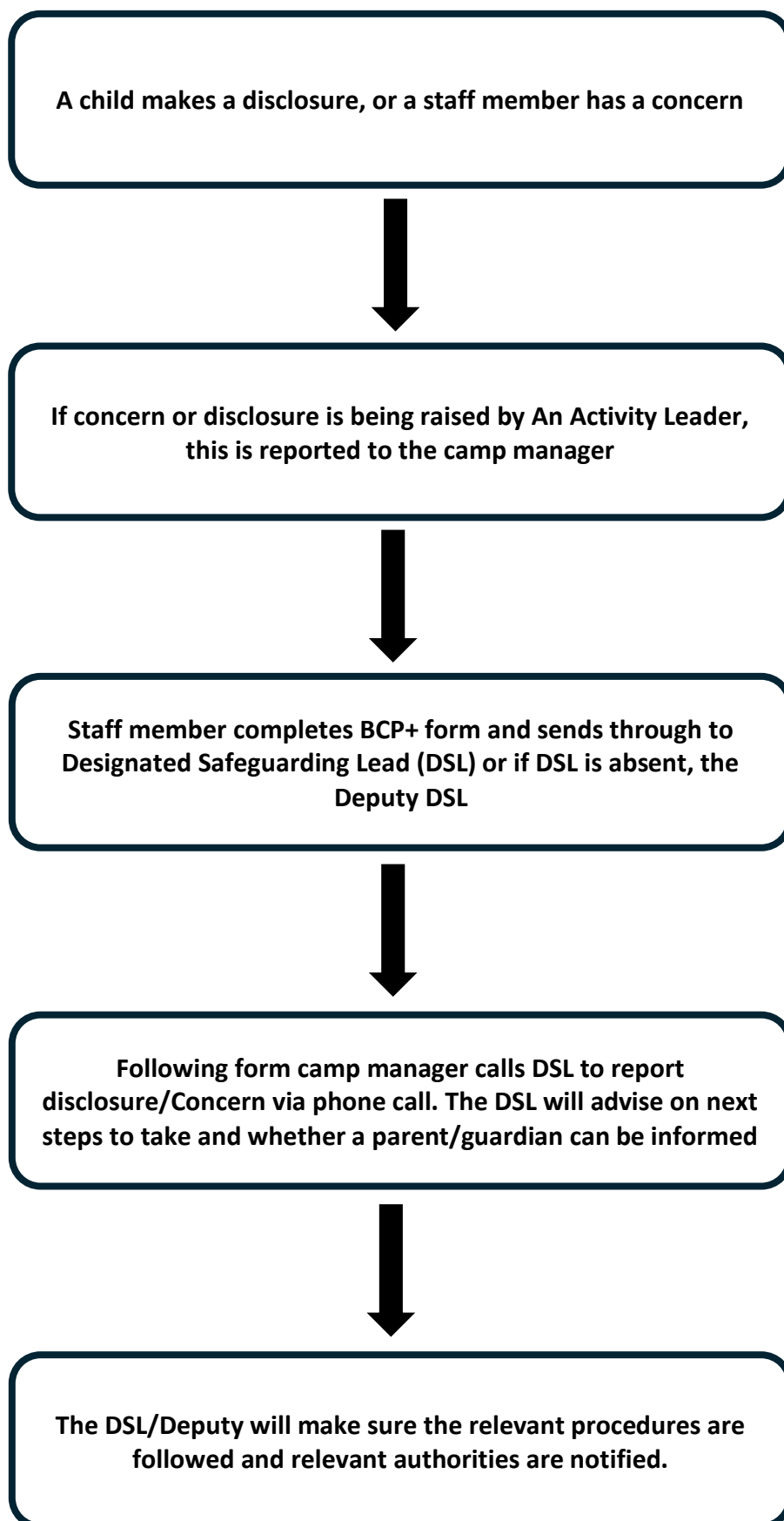
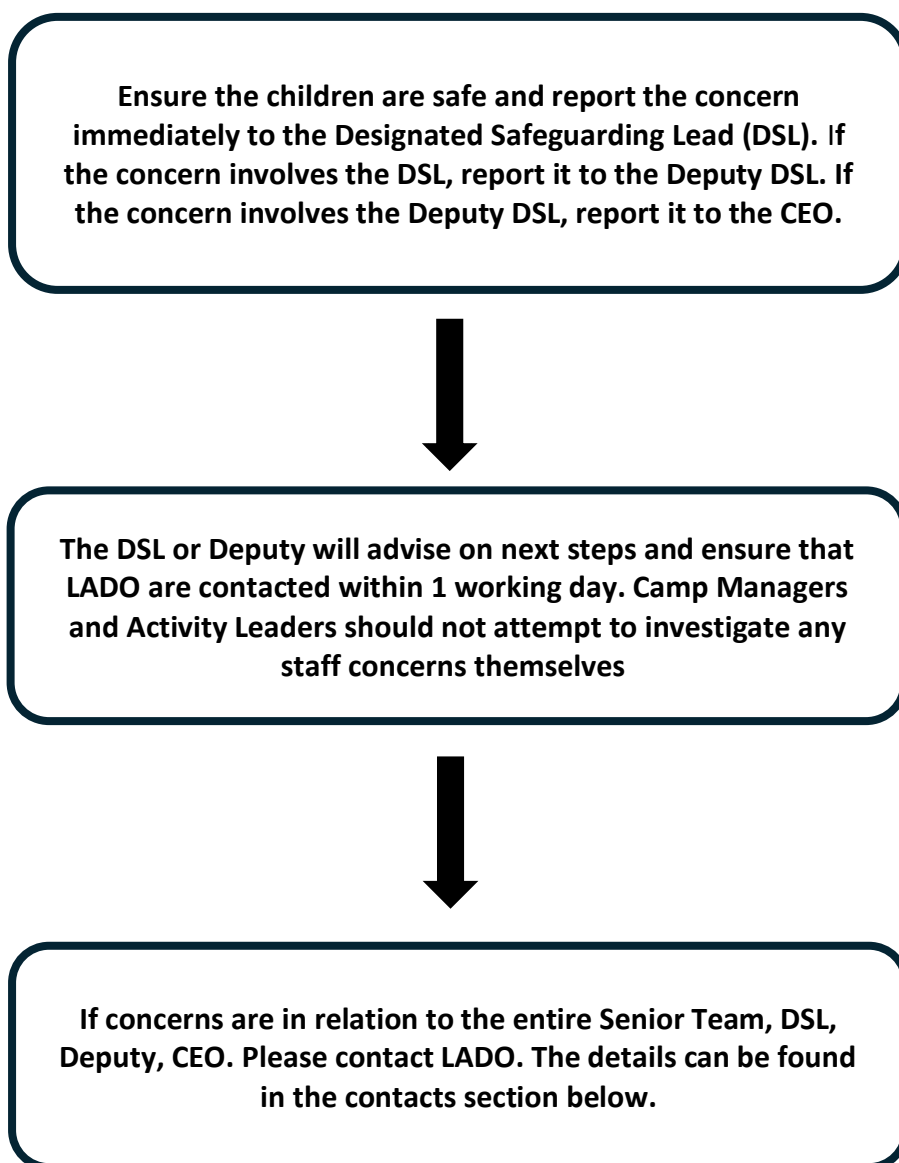


Figure 2: TayPlay Procedure – Reporting a Concern/Disclosure in Relation to a Staff Member





NAMED SAFEGUARDING STAFF AND CONTACTS

Primary Designated Safeguarding Lead DSL: Alys Greasley

Email: safeguarding@tayplayactivitycamps.co.uk

Deputy Designated Safeguarding Lead: Lucy Cartwright

Email: lcartwright@tayplayactivitycamps.co.uk

Company Director/CEO: Harry Taylor

Email: htaylor@tayplayactivitycamps.co.uk

Phone: 01664 793263 or 07546 116004

LADO Services

The Local Authority Designated Officer (LADO) oversees concerns or allegations about adults working with children. The LADO must be contacted within one working day if an adult has harmed or may have harmed a child, committed a possible offence, or behaved in a way that suggests they pose a risk to children. If the concern involves the DSL or Deputy DSL, a senior manager must report it directly to the LADO. The appropriate LADO should be contacted based on the area where the incident occurred.

PLEASE FIND YOUR LOCAL LADO CONTACT INFORMATION BELOW

(Please reference council LADO website in order to see the local LADO process)

Leicestershire LADO/Allegations

Email: CFS-LADO@leics.gov.uk Phone: 0116 3054141

LADO service is available office hours only: Monday-Thursday 8:30am-5:00pm and Friday 8:30am-4:30pm

There has been a change in how to contact Leicestershire LADO. Information cannot be shared over the phone. All initial contact with LADO must be completed in writing. This allows LADO to review the information and respond based on the needs of the case. Please fill out the form via the webpage below.

<https://www.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/report-a-childcare-worker-or-volunteer>

Derbyshire LADO/Allegations

Email: cpmduty@derby.gov.uk Telephone: 01332 642376.



Sunderland LADO/Allegations

Email: designatedofficer@togetherforchildren.org.uk Telephone: 0191520 5560

All new referrals must be made via email by completing the referral form below and returning it to designatedofficer@togetherforchildren.org.uk.

Mid-Suffolk LADO/Allegations

Email: LADO@suffolk.gov.uk Telephone: 0300 123 2044

Staffordshire LADO/Allegations

Email: staffordshire.lado@staffordshire.gov.uk Telephone: 0300 111 8007

Cambridgeshire LADO/Allegations

Email: LADO@cambridgeshire.gov.uk Telephone: 01223 727 967

NSPCC Helpline/Whistleblowing Line

The NSPCC Helpline is a free, 24-hour service for anyone worried about a child. You can get in touch with the NSPCC child protection experts by phone, email or online.

Email: Help@nspcc.org.uk Phone: 0800 0280285 or Textphone: 0800 056 0566

- First Response (urgent safeguarding concerns): 0116 305 0005
- Advice and Guidance Line (for professionals): 0116 305 5500
- Online MARF form: Available via the Leicestershire County Council website

In the event of imminent danger or a crime being committed, staff should call the police directly on 999.

INTRODUCTION

TayPlay Activity Camps acknowledge and accept it has a responsibility for the wellbeing and safety of all children and young people who are under the company's 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. Other Terms such as DSL, safeguarding and child protection are defined in the context of UK legislation and guidance.

AIMS & KEY PRINCIPLES

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

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

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 TayPlay.
- To ensure that staff, parents/guardians and other adults who come in contact with children and young people provide good role models of behaviour.

LEGISLATION AND GUIDANCE

TayPlay Activity Camps is committed to ensuring that its safeguarding policies and procedures remain current, effective, and compliant with statutory requirements across all operating locations.

This policy is informed by the following key legislation and guidance:

- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2023)
- Children and Social Work Act (2017)
- Equality Act (2010)
- What to do if you're worried a child is being abused (2015)
- Code of Practice for Out of School Settings (2020)
- Prevent Duty Guidance (2023)

TayPlay follows the safeguarding procedures set out by the local safeguarding partners in the areas where its camps operate. Staff are expected to familiarise themselves with their local Multi-Agency Safeguarding Arrangements (MASA) and respond to concerns in line with these local procedures.

SAFEGUARDING ROLES AND RESPONSIBILITIES

At TayPlay Activity Camps, safeguarding is a shared responsibility. All staff and volunteers have a duty to protect children from harm, respond to concerns appropriately, and create a safe, nurturing environment for every child.

To ensure this duty is carried out effectively, specific safeguarding roles are defined across the organisation. These roles work collaboratively to uphold high standards of child protection and ensure that safeguarding is embedded in all areas of our practice. The key roles are outlined below

Designated Safeguarding Lead (DSL): The DSL is the main point of contact for safeguarding concerns. They lead on all aspects of safeguarding and child protection, including referrals to external agencies, maintaining records, delivering safeguarding training and updates and staying up to date with national guidance and local procedures.

Deputy Designated Safeguarding Lead (Deputy DSL): Supports the DSL and takes on the role in their absence, supports in the delivery of safeguarding training and updates and supports in referrals and internal case management.

Company Director: Oversees organisational safeguarding, supports escalation of serious cases, and ensures safeguarding accountability at the senior leadership level.

Camp Manager: On-site lead for safeguarding issues, ensures staff are confident in reporting concerns to the DSL and oversees daily adherence to safeguarding procedures.

SAFEGUARDING CHILDREN

TayPlay Activity Camps is fully committed to ensuring that the welfare and safety of all children is paramount in everything we do. Safeguarding is embedded across all areas of our provision, and we take a proactive approach to creating a safe, supportive, and inclusive environment for every child.

We continuously review and develop our policies, procedures, and safeguarding practices to reflect current legislation, guidance, and identified needs. All staff receive regular training during induction and annual refreshers alongside guidance to ensure best practice is upheld, and safeguarding remains a shared responsibility across the organisation.

We recognise that safeguarding and promoting the welfare of children extends beyond protecting them from direct harm. It includes creating a safe, inclusive environment where children feel valued, listened to, and supported.

Our approach to safeguarding includes:

- Embedding safe practices across all areas of provision.
- Ensuring staff are trained, confident, and equipped to recognise and respond to concerns.
- Encouraging open communication between staff, children, and parents or carers.
- Maintaining robust policies and procedures that reflect current legislation and best practice.

Safeguarding is a shared responsibility. All staff must remain vigilant and act immediately if they have concerns about a child's welfare.

Safeguarding Procedures

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.

The Designated Safeguarding Lead and Deputy DSL complete updated DSL training at least every two years to remain compliant with statutory expectations.

All TayPlay staff complete safeguarding training as part of their induction and must refresh this training every three years as a minimum. Staff are also required to read and understand Part 1 and Annex B of Keeping Children Safe in Education (2023).

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.

CHILD PROTECTION

TayPlay Activity Camps recognises that safeguarding and promoting the welfare of children is broader than child protection but includes it. Child protection refers specifically to the processes undertaken to protect children who have been identified as suffering, or likely to suffer, significant harm.

Responsibilities

- All staff have a legal duty to report any concerns about a child's safety or wellbeing.
- The Designated Safeguarding Lead (DSL) holds overall responsibility for managing child protection concerns and liaising with external agencies.
- The Deputy DSL will assume this role in the DSL's absence.
- Staff must not delay reporting a concern, even if they are unsure. They must speak to the DSL immediately.

Thresholds for Action

The DSL will assess the concern using local safeguarding partnership thresholds to determine the appropriate response. This may include:

- Internal support through adjustments or monitoring
- Early Help referral for emerging needs
- Referral to Children's Social Care for significant harm or risk
- LADO referral in cases involving allegations against staff or volunteers

TayPlay is committed to working collaboratively with parents, carers, and external professionals to safeguard children. Where appropriate, TayPlay will:

- Share relevant information with statutory agencies
- Participate in multi-agency assessments, case conferences, or core groups
- Follow guidance from Children's Social Care, the police, or safeguarding partners
- Maintain professional curiosity and escalate concerns when a child's needs are not being met

RECOGNISING AND RESPONDING TO ABUSE

All TayPlay staff have a duty to recognise signs of abuse and take prompt, appropriate action to safeguard children. Abuse may take many forms, and staff must remain vigilant to physical, emotional, behavioural, or verbal indicators that a child may be suffering or at risk of harm. TayPlay is committed providing the highest level of safeguarding to protect child from harm however 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.

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 noncontact 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 but 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. Risks include grooming, sexting, cyberbullying, and inappropriate content. Signs include secrecy online or distress after device use.

TayPlay Activity Camps recognises that safeguarding risks extend beyond traditional abuse. These safeguarding themes are addressed in training and updated in line with statutory guidance (Keeping Children Safe in Education, 2023). All staff must report any concerns immediately to the Designated Safeguarding Lead. Staff must be able to identify and respond to the following specific issues.

Prevent Duty and Radicalisation

Children may be vulnerable to extremist views or radicalisation. Signs include isolation, sudden behavioural changes, or expressing extremist beliefs.

County Lines / Child Criminal Exploitation (CCE)

Children may be exploited to carry drugs or money. Look for unexplained gifts, older friendships, or repeated absences

Peer-on-Peer Abuse

Includes bullying including online and cyber, sexual harassment or assault or violence between children.

REPORTING CONCERNS AND DISCLOSURES

Handling a Concern/Disclosure

When a child makes a disclosure, it is essential that staff respond with sensitivity, clarity, and care. The child must be listened to, believed, and supported.

When handling a concern/disclosure staff must always:

- Remain calm and supportive, offering reassurance without making promises they cannot keep.
- Thank the child for speaking up and affirm that they were right to do so.

- Avoid expressing shock or disbelief.
- Make a written, factual record using the child's own words as much as possible.
- Record the date, time, and context of the disclosure.
- Report the concern immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

When handling a concern/disclosure staff must never:

- Ask leading or suggestive questions.
- Press the child for more information than they wish to share.
- Promise confidentiality or agree to keep the information a secret.
- Blame or shame the child in any way.
- Take photographs of injuries — unless explicitly authorised by the DSL following a request from social care or the police.

Recording and Referring a Concern

Information on Reporting a concern/disclosure is located at the beginning of this policy in figure 1 and 2.

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.

Referring a Child

Where staff have concerns that a child may be at risk of harm, this must be reported to the DSL immediately. The DSL will review the information and decide whether to:

- Offer internal support
- Submit a referral to Early Help (via Multi-Agency Referral Form)
- Make an immediate referral to Children's Social Care or the police.

Allegations Against Staff

TayPlay Activity Camps takes all concerns and allegations against staff, volunteers, or anyone working on behalf of the organisation seriously. Allegations will be managed in line with statutory guidance and local safeguarding partnership procedures.

An allegation may relate to a person who has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates they may pose a risk of harm to children
- Behaved in a way that raises concerns about their suitability to work with children, whether in or outside of work

What to Do if You Have a Concern About a Staff Member

If you are concerned about the conduct of a colleague, manager, or volunteer, you must report it immediately.

- Report your concern to the Designated Safeguarding Lead (DSL) without delay.
- If the concern involves the DSL, report it directly to the Deputy DSL or the CEO.
- Do not speak to the person the allegation concerns.
- Maintain confidentiality — only share information with those who need to know.

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 allegations.

Outcomes and Disciplinary Action

Where an allegation is substantiated and results in dismissal or removal from duty, TayPlay will:

- Notify the Disclosure and Barring Service (DBS)
- Inform the LADO and any other regulatory body for example Ofsted.
- Cooperate fully with statutory investigations

If an allegation is found to be false or malicious, appropriate action will be taken to support the member of staff and manage any implications for the child involved.

SAFER RECRUITMENT

TayPlay Activity Camps is committed to recruiting staff and volunteers who are suitable to work with children and who share the organisation's values and safeguarding ethos. We follow safer recruitment procedures to minimise risk and promote a safe environment for all children in our care.

Recruitment Process

All prospective staff undergo a clear and structured recruitment process, which includes:

- All applicants must undergo interview to assess their suitability, experience, and understanding of safeguarding
- Submission of a CV listing previous employment and relevant experience
- A minimum of one verified reference, which must be received prior to confirming an offer
- Verification of identity and right to work in the UK

Pre-Employment Checks

Before beginning work, all staff must:

- Undergo a DBS check, including a check of the Children's barred list
- Disclose any previous convictions, cautions, disciplinarys or investigations
- Agree to comply with TayPlay's safeguarding policies and procedures

Induction and Safeguarding Training

- All new staff complete a structured induction programme before working with children
- Induction includes full TayPlay training safeguarding training, health and safety, behaviour expectations, and professional conduct
- Staff complete refresher safeguarding training every 6 months to keep their knowledge up to date
- All staff sign to confirm they have read and understood this policy and their safeguarding responsibilities

Ongoing Monitoring and Suitability

- Staff conduct is monitored through on-site supervision and regular communication with Camp Managers
- Any concerns about staff behaviour or performance are addressed promptly
- DBS checks are renewed every three years or earlier if required due to concerns

WHISTLEBLOWING AND ESCALATION OF CONCERNS

TayPlay Activity Camps is committed to fostering an open and transparent environment where staff feel confident and supported in raising concerns. Whistleblowing plays a critical role in safeguarding children and protecting the integrity of the organisation. All staff have a duty to speak up if they witness poor practice, unsafe behaviour, or safeguarding failures, whether involving a colleague, volunteer, or the organisation itself.

Definition of Whistleblowing

Whistleblowing refers to the act of reporting concerns about wrongdoing, misconduct, or unsafe practice within the organisation, particularly where it may impact the welfare of children.

Examples of whistleblowing concerns may include:

- Unsafe or inappropriate behaviour by a colleague
- Failure to follow safeguarding procedures
- Attempts to cover up mistakes or incidents
- A culture that discourages reporting or accountability

Internal Whistleblowing Procedure

Staff are encouraged to raise any safeguarding concerns internally in the first instance:

- Speak to the Designated Safeguarding Lead (DSL) or Deputy DSL
- If the concern involves senior leadership or the DSL, report it to the Deputy DSL/CEO
- Concerns can be reported verbally but should all be recorded on a BCP+

- Staff can request confidentiality when raising a concern in good faith

No staff member will be penalised for raising concerns, even if they turn out to be unfounded provided the concern was raised honestly and with good intent.

External Reporting (Escalation)

If a staff member does not feel able to raise concerns internally or believes the matter has not been dealt with *appropriately*, they may report the concern externally. Key contacts include are listed in the Named Staff and Contacts section of this policy.

Protecting the Whistleblower

TayPlay will not tolerate harassment or victimisation of any staff member who raises a concern in good faith. Any attempt to silence or discourage whistleblowing will be treated as a disciplinary matter.

STAFF CONDUCT AND PROFESSIONAL BOUNDARIES

All TayPlay staff are expected to model respectful, safe, and professional behaviour at all times. Maintaining clear boundaries with children and their families is essential to safeguarding and to building trust.

Gifts and Favouritism

Staff must maintain appropriate professional boundaries with children and families throughout their time at TayPlay. While the organisation recognises that small tokens of appreciation (e.g. thank-you gifts at the end of a camp) may occasionally be offered, the following expectations apply:

- Gifts must not be accepted if they are of significant value (over £25) or are given regularly, as this may be misinterpreted as bribery or favouritism.
- Staff must not give personal gifts to children, as this could be perceived as singling a child out or attempting to build an inappropriate relationship.
- Any rewards given to children (e.g. stickers, certificates) must form part of a clear and structured reward system, not based on individual preference.

If a staff member is unsure whether a gift or gesture is appropriate, they should seek guidance from the Designated Safeguarding Lead or Camp Manager.

Use of Images

TayPlay Activity Camps takes the use of images seriously and is committed to protecting the privacy and safety of children in line with safeguarding guidance and data protection legislation.

All photographs and video recordings are taken and used only by authorised TayPlay staff and in accordance with the following procedures:

- Parental consent must be obtained before any images of children are taken. This is collected during the registration process when booking onto the camp.
- Parents/carers are responsible for informing TayPlay of any changes to consent throughout the season.
- Parents will be informed of how and where images may be used, and images will never be used for purposes beyond those originally agreed.
- Children will always be appropriately dressed in any published image.
- Where possible, images will focus on the activity rather than individual children.
- TayPlay aims to reflect the diversity of its provision in all promotional materials.
- Children subject to court orders or legal restrictions will never be included in any images. It is the responsibility of the parent/carer to inform TayPlay if this applies.
- No images will be published alongside identifying personal details, such as full names, school names, or addresses.
- Any video recordings used for coaching or training purposes will be taken only by authorised staff and stored securely.
- TayPlay does not publish online child profiles that combine images with personal information.

FIRST AID AND ADMINISTRATION OF MEDICATION

TayPlay Activity Camps ensures that appropriate first aid provision is in place at all times to protect the health and safety of children.

First Aid Provision

- At least one adult member of staff will hold a current basic first aid qualification.
- In some cases, where TayPlay operates from a third-party venue such as a leisure centre, a designated first aider from the venue may provide on-site first aid support.
- Parental consent for first aid is always obtained prior to the start of each activity camp.
- Where first aid is administered, staff will ensure that, wherever possible, another adult is informed or present during treatment.
- Parents/carers will always be informed when first aid has been administered to their child.
- All incidents and first aid treatments must be recorded and submitted to Head Office in line with TayPlay's reporting procedures.

Administration of Medication

- Medication may be administered during camp only when a signed medication form has been completed by a parent or guardian.
- This form must include clear instructions on dosage, timing, and any specific storage or emergency procedures.
- Two staff members must be present when administering any medication.
- Staff are required to record each administration and submit this information to Head Office.

- Medication must be handed in at drop-off and signed in by the parent or carer.
- Children are not permitted to keep medication in their bags unless specific arrangements are made and approved by the DSL (e.g. emergency asthma inhalers or EpiPens).
- All medication is stored securely and is accessible only to authorised staff.

CHILDREN WITH ADDITIONAL NEEDS AND DISABILITIES

TayPlay Activity Camps is committed to inclusive, accessible provision for all children. We recognise that children with special educational needs and disabilities (SEND) may face additional safeguarding vulnerabilities and require specific support to ensure their wellbeing and participation.

Inclusion and Legal Responsibilities

- TayPlay operates in line with the Equality Act (2010) and the Safeguarding Vulnerable Groups Act, ensuring that no child is discriminated against due to disability or additional needs.
- Reasonable adjustments are made to ensure children with SEND can access activities safely and meaningfully.

Safeguarding Vulnerabilities

Children with additional needs may:

- Have difficulties recognising or expressing when something is wrong
- Be more reliant on adult support, including for personal care or communication
- Be less able to understand or recognise inappropriate behaviour
- Experience social isolation or be more vulnerable to bullying or exclusion

These factors are considered in TayPlay's planning, risk assessment, and staff training.

Support and Communication

- TayPlay has a designated Additional Needs Lead who oversees inclusive practice across the organisation.
- The Additional Needs Lead works in partnership with parents/carers to gather information prior to a child's attendance and adjust provision as needed.
- Communication needs, triggers, behaviour plans, medical requirements, and other individual needs are recorded and shared with relevant staff.
- Where appropriate, individual risk assessments or support plans are created.

Staff Training and Awareness

- All staff receive guidance on how to support children with SEND, including safeguarding considerations specific to children with communication or cognitive difficulties.

- Staff are encouraged to observe closely, communicate clearly, and seek support from senior staff or the Additional Needs Lead when unsure how best to support a child.

CONFIDENTIALITY

TayPlay recognises that children and families have a right to privacy, and that sensitive information must be handled with care. However, safeguarding concerns must always be shared appropriately to protect children from harm.

Disclosures from Children

- Staff must never promise confidentiality to a child during a disclosure. Instead, they should explain in a reassuring way that they may need to pass the information on to someone who can help keep them safe.
- Children must never be pressured to provide information or to show injuries. If a child chooses to disclose or show physical marks, two staff members should be present, wherever possible.
- Staff should respond calmly, thank the child for speaking up, and report the concern immediately to the DSL.

Information Sharing

- Safeguarding information is shared on a strict 'need to know' basis.
- Staff should never hesitate to share a concern with the Designated Safeguarding Lead, even if they are unsure, the welfare of the child is always the priority.
- Records and disclosures are stored securely and only accessed by authorised safeguarding personnel.

RECORD KEEPING AND DATA PROTECTION

TayPlay Activity Camps is committed to maintaining accurate, confidential, and secure records in all matters relating to safeguarding. All safeguarding concerns, disclosures, and referrals are recorded promptly and stored in line with data protection legislation.

Safeguarding Records

- All safeguarding concerns must be recorded using TayPlay's internal BCP+ system. Records should be factual, objective, and include direct quotes where relevant.

The record must include Information must include:

- The date and time of the concern or disclosure
- The name(s) of the child(ren) involved
- A clear account of what was seen, heard, or disclosed
- Actions taken and decisions made
- The name and signature of the staff member reporting the concern.

Records must be submitted to the DSL without delay and will be reviewed and actioned accordingly.

Confidentiality and Access

- All safeguarding records are stored securely on CPOM's and accessible only to authorised safeguarding personnel.
- Information is shared only on a need-to-know basis and in line with GDPR and safeguarding guidance.
- Parents and carers are not automatically entitled to access safeguarding records if doing so could place a child at risk.

Information Sharing

Information may be shared with statutory agencies such as:

- Children's Social Care
- The police
- LADO services
- Ofsted (if applicable)

Any data shared externally will comply with TayPlay's Data Protection Policy, and with legal obligations under the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

PRIMARY DESIGNATED SAFEGUARDING LEAD: Alys Greasley

DEPUTY DESIGNATED SAFEGUARDING LEAD: Lucy Cartwright

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