



Woodlarks Camp Site Trust

Safeguarding Policy and Procedure for Children and Vulnerable Adults

2017

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1 Foreword

This policy was drafted by Julia Cooley and Malcolm Jarrett.

1.1 What's new for 2017

This policy supersedes the 2013 policy. The 2013 policy assumed that two trained Trustees would be available to handle safeguarding matters.

It now seems that, as the provider only of the estate on which camps independently take place, this is not an appropriate role for the Trust. The new policy therefore asks that safeguarding incidents that occur within the camp, should be referred to the local authority

2 Safeguarding for Trust Activities and Camps

2.1 Introduction

Woodlarks recognises that the welfare of a child or vulnerable adult is paramount and that they have the right to protection from all types of harm or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Working in partnership with children, vulnerable adults, their parents, carers and other agencies is essential in promoting the welfare of individuals.

The purpose of this policy is to provide a framework of procedures relating to the legal obligation to safeguard and protect children, young people and vulnerable adults who might suffer abuse.

This policy provides clear direction to all members of the Woodlarks community to ensure child protection and vulnerable adult concerns, referrals and monitoring of actions are handled sensitively, professionally and in ways that promote their welfare and support needs. The policy also makes commitment to the development of good practice and sound procedures.

2.2 Scope

There are three main elements to the policy:

- (i) Providing a safe environment for children and vulnerable adults
- (ii) Supporting individuals who may have been abused
- (iii) Ensuring that Woodlarks practises effective procedures:

- for recruitment in checking the suitability of participants to work with children and vulnerable adults
- for identifying and reporting cases, or suspected cases, of abuse

Camp Leaders are responsible for ensuring that participants have current enhanced DBS checks.

The Trust will ensure that those working on behalf of the Trust are similarly vetted.

For most purposes, a child may be defined as “anyone who has not yet reached their 18th birthday” However, the Children Act 2004 defines a ‘child’ as a person under the age of 18 years and also covers vulnerable adults with a disability up to the age of 25. A vulnerable adult is defined as “a person aged 18 or over who is, or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him/herself, or unable to protect themselves against significant harm or exploitation”

The categories of abuse recognised for the purposes of protection of children and vulnerable adults are given in Appendix 1.

2.3 Roles and Responsibilities for Safeguarding Children, Young People and Vulnerable Adults

2.3.1 Responsibilities of the Trustees

The Trustees will:

- Ensure this policy for safeguarding children, young people and vulnerable adults and associated procedures are in place, implemented and regularly reviewed.
- Delegate operational responsibility and implementation of procedures to Camp Leaders.
- Comply with the duty to inform the Disclosure and Barring Service of any individual (paid employee, volunteer or other) who poses a threat to children or vulnerable adults.
- Attend appropriate safeguarding training as required to keep up to date with current knowledge and fulfilling the role.

2.3.2 Responsibilities of the Camp Leader

The Camp Leader will:

- Ensure that anyone barred by the Independent Safeguarding Authority (ISA) does not undertake “regulated activity” with children or vulnerable adults.

- Ensure that DBS checks are completed by volunteers on a regular basis.
- Ensure that participants involved in camp activities are informed about this policy by mentioning this policy.
- Ensure that camp activities are managed with due regard to Woodlarks' commitment to the safeguarding of children and vulnerable adults.
- Act as a point of contact for participants on child and vulnerable adult protection issues.
- Make a record of all referrals and ensure these are passed on to the Trust.
- Ensure that those participating in a camp receive a thorough briefing at the start of the camp.
- Attend appropriate safeguarding training themselves to keep up to date with current knowledge and in fulfilling the role.

2.3.3 Responsibility of all participants

All participants have a responsibility to:

- Ensure they are aware of the procedures to be followed in cases of suspected abuse.
- Be alert to signs of abuse and report their concerns immediately to a Camp Leader.
- Ensure they do not promise confidentiality regarding information which might compromise the individual's safety or well-being or that of another person.

3 Procedure

In this section when we refer to "you" we mean anyone participating in a camp.

3.1 Reporting Allegations or Suspicions

You must follow these procedures whenever an **allegation** is made that a child or vulnerable adult has been abused or when there is a **suspicion** that a child or vulnerable adult has been abused. The allegation or suspicion may involve family members, other camp attendees, volunteers, or other persons.

All complaints, allegations or suspicions must be taken seriously and referred to the Camp Leader without delay. Information relating to allegations of abuse or harm may be communicated directly to a Camp Leader by the child or vulnerable adult themselves or from 'third party' sources.

If you are aware of a safeguarding issue, you must initially make an oral report to the Camp Leader.

When a child or vulnerable adult discloses abuse or there is a safeguarding concern, you should listen to the individual and treat them with respect. The child or vulnerable adult has a right to expect that their situation will be dealt with sensitively.

You must warn the person making the allegation that any information disclosed cannot be kept confidential and will be reported to the Camp Leader.

3.2 Important Points

You should be aware that:

- It is not your responsibility to investigate the suspected case of abuse. The cases are reported to Children's Services or Social Services and the Police. Any attempt to investigate by you could be construed as unjustified interference which could jeopardise any police investigation and subsequent court case.
- Any questioning should be limited to the minimum necessary to seek clarification, avoiding any leading questions e.g. Did she do x? Instead use questions like 'Tell me what happened'?
- You need to inform the child/vulnerable adult that you will make sure that the appropriate people are notified to follow up on the disclosure.
- If the child/vulnerable adult is distressed don't leave them alone, and if necessary get help from camp colleagues to support them.

3.3 Notification of the relevant safeguarding board

If the Camp Leader, or anyone deputising for the Camp Leader feels there is a safeguarding issue they must notify the relevant authority within two hours. Contact details for the relevant Safeguarding Boards are outlined on page 8.

3.4 Allegations against participants

Any suspicion, allegation or actual abuse of a child or vulnerable adult by a Woodlarks Camp Leader, volunteer, fellow camper or contractor must be notified to

Surrey County Council within two hours. An officer of the Trust (Nick, Sarah or a Trustee) must be notified within four hours.

3.5 Record Keeping

For all reported cases of allegations or suspicions of abuse and harm the Camp Leader is responsible for maintaining records securely.

4 Contact Details for Safeguarding Authorities

Surrey County Council split safeguarding into two areas of responsibility. Both advocate dialling 999 in an emergency.

Surrey Safeguarding Adults Board

During office hours

- Contact the Adult social care help line: **0300 200 1005**.
- Email: contactcentre.adults@surreycc.gov.uk
- Textphone (via Text Relay): 18001 0300 200 1005
- SMS: 07527 182861
- Fax: 020 8541 7390
- Minicom: 020 8541 9698.

Surrey Safeguarding Children Board.

- If you have concerns about a child contact Children's Services on 0300 123 1640 or in an emergency dial 999.

Out of hours

- Call Surrey emergency duty team on: 01483 517898 for both adults and children

This policy will be reviewed at three yearly intervals

Signed:

Date:

Print name: Alexine Crawford

Position held: Chairman

5 Appendix 1

5.1 Definitions of abuse relating to children and young people

5.1.1 Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

5.1.2 Physical Abuse

A form of abuse which 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.

5.1.3 Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

5.1.4 Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault

by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

5.1.5 Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. (Working Together to Safeguard Children 2013)

5.2 Definitions of abuse relating to vulnerable adults

5.2.1 Physical abuse

Includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions;

5.2.2 Sexual abuse

Includes rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting;

5.2.3 Psychological abuse

Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks;

5.2.4 Financial or material abuse

Includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits;

5.2.5 Neglect and acts of omission

Includes ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

5.2.6 Discriminatory abuse

Includes racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Incidents of abuse may be multiple, either to one person in a continuing relationship or service context, or to more than one person at a time. This makes it important to look beyond the single incident or breach in standards to underlying dynamics and patterns of harm. Some instances of abuse will constitute a **criminal offence**. In this respect vulnerable adults are entitled to the protection of the law in the same way as any other member of the public. In addition, statutory offences have been created which specifically protect those who may be incapacitated in various ways. Examples of actions which may constitute criminal offences are assault, whether physical or psychological, sexual assault and rape, theft, fraud or other forms of financial exploitation, and certain forms of discrimination, whether on racial or gender grounds. Alleged criminal offences differ from all other non-criminal forms of abuse in that the responsibility for initiating action invariably rests with the state in the form of the police and the Crown Prosecution Service (private prosecutions are theoretically possible but wholly exceptional in practice). Accordingly, when complaints about alleged abuse suggest that a criminal offence may have been committed it is imperative that reference should be made to the police as a matter of urgency. Criminal investigation by the police takes priority over all other lines of enquiry.

Neglect and poor professional practice also need to be taken into account. This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. Repeated instances of poor care may be an indication of more serious problems and this is sometimes referred to as **institutional abuse**.

(Source: No Secrets, Department of Health (2000))