

KIRKLEES SUMMER **CAMP**

SAFEGUARDING **POLICY**

Version 2.0

February 2022

Authorised by Fran Whitehead

To be reviewed: June 2023

Replaces: Version 1.0 (dated June 2021)

LOG OF VERSION CHANGES AND POLICY REVIEWS

Version	Date written	Date of review	Changes made
1.0		June 2021	
2.0	June 2022	June 2023	Log of version changes and policy reviews added. Format changed Substantial changes made to processes in light of safeguarding review 2022 Section about peer on peer abuse added Revised proformas and appendices added

1. Introduction

As Kirklees Summer Playscheme Camp (KSPC) do not know the children until they arrive at the campsite we have a clear set of guidelines that allow the children to have as much freedom as possible whilst keeping them safe in a potentially dangerous environment. We are unable to risk-assess the children before they arrive so cannot allow as much freedom as an organisation that meets its children regularly.

We believe that all children should have the opportunity to play safely and have fun. It is the duty of all volunteers to ensure that all children, young people and other volunteers are safe while they are at Camp. We place the needs of the children at the heart of our provision and design and deliver activities to meet their needs.

2. Main Principles

- a) KSPC is committed to the safeguarding of all children and young people with whom it has contact. 'Working together to safeguard children' (HM Government, 2015) makes it clear that the welfare of the child is paramount and that everyone involved in the care of children has a responsibility for the protection of those children from harm. It is also essential that we honour the trust of those who allow us to care for their children
- b) All KSPC policies place significant importance on the safeguarding of children. This includes the following policies (List not exhaustive): Fire, Critical Incident Policy, Health and Safety, Inclusion and Tenting
- c) In order to give children protection from potential and actual abuse it is necessary for all volunteers to have an understanding of the issues involved and that appropriate procedures are in place that are shared and understood by all concerned
- d) KSPC are committed to safer recruitment practices and ensure that all volunteers and staff have enhanced DBS checks (See Safer Recruitment and DBS policies for more information)
- e) All children, regardless of age, gender, disability, ethnicity, sexual orientation and class have a right to be protected from all forms of harm, abuse, neglect and exploitation
- f) It is not the responsibility of volunteers at KSPC to decide whether or not child abuse is occurring, but it is their responsibility to act on any concerns and do something about it

3. Categories of abuse

The term 'child abuse' is used to describe various ways that a child can be harmed or mistreated. Abuse can happen anywhere and at any time but research indicates that the perpetrators of abuse are likely to be known and trusted by the child. Child abuse is generally split into four categories - physical, neglect, sexual and emotional:

a) Physical abuse

This may involve hitting, kicking, shaking, throwing, squeezing, suffocating, drowning, burning or biting the child. Giving the child alcohol, drugs or poison are also forms of physical abuse. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

b) Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs. This may include the failure to meet a child's basic needs, like food, shelter, warm clothing or medical attention. Neglect may occur during pregnancy as a result of substance misuse and is also the failure to provide adequate supervision (including leaving children with inappropriate carers).

c) Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Activities may involve penetrative and non-penetrative acts or non-contact activities such as involving children in looking at, or in the production of pornographic materials, or encouraging children to behave in sexually inappropriate ways. Sexual abuse includes grooming a child in preparation for abuse, for example, via the internet.

d) Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe adverse effects on a child's emotional development. This may involve a lack of love and affection, telling a child they are worthless, serious bullying or being constantly shouted at. Emotional abuse also occurs when the child is valued only insofar as they meet the needs of another person, when the child is

overprotected and unable to explore and learn on their own or when they witness the ill-treatment or abuse of another (including domestic violence), or animal cruelty. Other examples are serious bullying, including cyber bullying, making fun of what the child says or how they communicate.

Alongside the four main categories of abuse, there are a number of other risks to a child's safety which can be subject to change depending on the local and national context. These include, but are not limited to:

- Child sexual exploitation (CSE)
- County criminal exploitation (CCE)
- Female genital mutilation
- Forced marriage
- Radicalisation
- Sexual harassment/harmful sexual behaviour

KSPC refreshes its safeguarding training each year to reflect local and national developments/concerns.

4. Peer on peer abuse

In 2021, the UK government published its findings on sexual violence between children in schools and colleges. It recommended that any organisation working with children and young people must be vigilant around the issue of peer on peer abuse.

Peer on peer abuse is defined as: 'any form of physical, sexual, emotional and financial abuse, and coercive control, exercised between children, and within children's relationships (both intimate and non-intimate), friendships, and wider peer associations' (Farrer & Co, 2019).

KSPC recognises that instances of peer on peer abuse are often equally as damaging to the perpetrator as they are to the victim, and seeks to ensure compassionate and appropriate support for all parties, including involving relevant outside agencies where necessary.

KSPC is committed to minimising the risks of peer on peer abuse amongst the children it works with and have put in place the following mitigations:

- a) Sufficient number of experienced staff are available on each camp as we

- know that they are best placed to lead and supervise groups of children
- b) Thorough safeguarding training programme in place for all volunteers and staff before arrival at camp
 - c) Thorough booking process that gathers information about potential risk factors or vulnerabilities e.g. SEND, social care involvement, behavioural concerns
 - d) Request of relevant documentation to support children whilst at camp e.g. EHCPs, CHiN plans
 - e) Liaison with other agencies e.g. education and social care, where appropriate, and with parent/carer's permission
 - f) Consideration of risk/vulnerability for specific children taken before camp. Exceptional circumstances may mean a child is offered a day only place, or may not be offered a place at all, if there is an indication that camp cannot guarantee the safety of the child or other children at camp
 - g) Clear Code of Conduct for children shared with parents/carers before child's arrival at camp (See separate Code of Conduct for Children document)
 - h) Reiteration of Code of Conduct during induction on first afternoon at camp
 - i) 'Getting to know you games' played on the first afternoon to encourage all children to accept and include each other
 - j) Clear systems for reporting concerns in place for children and volunteers
 - k) Regular pastoral support for children via their group and tent leaders
 - l) Appropriate adult supervision in place throughout the daytime activities and during the night
 - m) Clear escalation of approach to incidents that includes the option of sending children home to protect other children from harm

5. What to do if a child is at risk of harm

- a) If any volunteer or member of staff working at KSPC suspects that a child is at risk of harm, they must ensure their concerns are passed on to the Designated Safeguarding Lead (Fran Whitehead)
- b) KSPC uses an electronic reporting system, using email and text messages, that both adults and children can use to raise a concern. This system is clearly outlined to all adults and children on arrival at camp
- c) If further action is required, then a formal concern log (see Appendix Two) must be completed
- d) If it is felt that further investigation is required in order to keep the child

safe then the matter must be referred to Kirklees Children's Social Care or the equivalent local government service if the child is from a neighbouring council area. Children's Social Care may be contacted at any time for advice and consultation. In the event of a referral to Children's Social Care all relevant information must be shared, including copies of correspondence, log of previous concerns and notes of dialogue. The Data Protection Act is not a barrier to information sharing where doing so is necessary to safeguard children

- e) In the event that the DSL is not available or contactable this should not delay action being taken to protect a child. Any member of KSPC may contact the relevant Children's Social Care service directly to raise their concerns
- f) If there are any concerns about the immediate safety of a child, or if it is suspected that a crime has been committed, then the police must be contacted without delay

6. Allegations Against Volunteers

- a) Any suspicion that a child has been harmed, or is at risk of harm, by a volunteer must be reported to the DSL (Fran Whitehead), who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. These steps may include:
 - i. Sending the volunteer home while investigations are carried out
 - ii. Involving the police if it is suspected a crime has been committed
 - iii. Informing children's social care
 - iv. Advising other volunteers to avoid contact with the accused until investigations are complete
- b) Children's Social Care and the designated safeguarding officer will liaise with the Local Authority Designated Officer (LADO) whose responsibility it is to:
 - i. Provide advice and guidance
 - ii. Liaise with the police and other agencies
 - iii. Provide assistance in discussions regarding suspension and referral to the Independent Safeguarding Authority (ISA)
- c) The parents or carers of the child will be contacted as soon as possible following advice from Children's Social Care and/or the police.

- d) If the DSL is the subject of the suspicion/allegation, the concern must be made to the chair of the trustees who will refer the allegation to Children's Social Care. In the absence of a management committee the matter should be reported directly to the LADO.
- e) Where there is a complaint against a volunteer there may be three types of investigation:
 - i. A criminal investigation
 - ii. A child protection investigation
 - iii. A disciplinary or misconduct investigation
- f) Irrespective of the findings of any Children's Social Care or police investigation, KSPC will assess all individual cases to decide whether a volunteer can be reinstated. The welfare of the child should remain of paramount importance throughout.

7. Volunteer and Staff Training

- a) All volunteers and staff are required to complete Level 1 safeguarding training each year before they come to camp. This includes our security, catering and cleaning staff
- b) The leadership team are required to complete Level 2 safeguarding training each year before they come to camp
- c) The DSL and the pastoral team will complete Level 3 safeguarding training annually
- d) Duke of Edinburgh volunteers will receive the safeguarding policy before arrival at camp, followed by training once on site
- e) Junior helpers will be given age appropriate training via the DSL or one of her deputies
- f) If a volunteer or member of staff has completed safeguarding training through their work, they can share their proof of completion with the DSL who will decide if the training is appropriate and adequate for the camp setting, in which case they do not need to undertake additional training
- g) A record of all training is kept by the leadership team

8. Visitors to Camp

- a. Where possible, all visitors will be DBS checked before arrival
- b. Where visitors do not have a valid DBS they will not be unaccompanied at any time whilst on site
- c. All visitors are given details of the safeguarding reporting procedures, and who the DSL, should they have a concern about a child whilst on site

9. Useful Contact Numbers

- a) Contact numbers for Kirklees Children's Services Duty and Advice Team 01484 414960
- b) The LADO in Kirklees can be contacted on 01484 221126

10. Glossary of Key Terminology

SEND- Special Educational Needs and/or Disabilities

EHCP- Education, Health and Care Plan. A legal statement of a child's needs and the provision required to meet those needs

CHiN- Child in Need- A legal framework, overseen by a social worker, to support children at risk of harm

DBS- Disclosure and Barring Service- a government led service that performs background checks on staff and volunteers

CSE- Child Sexual Exploitation- where a child is coerced into sexual activity in exchange of financial or criminal gains

CCE- Child Criminal Exploitation- the grooming and exploitation of children into criminal activity

DSL- Designated Safeguarding Lead- The nominated volunteer who leads on all safeguarding matters

LADO- Local Authority Designated Officer- A nominated official at the local authority who deals with concerns about the behavior of adults working with children

Appendices

Appendix 1- Possible indicators of abuse

Possible signs that a child is being harmed include:

- i. Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is ill-fitting.
- ii. The child discloses abuse, or describes what appears to be an abusive act.
- iii. Someone else (child or adult) expresses concern about the welfare of another child.
- iv. Unexplained change in behaviour such as withdrawal or sudden outbursts of temper. Inappropriate sexual awareness or sexually explicit behaviour.
- v. Distrust of adults, particularly those with whom a close relationship would normally be expected.
- vi. Difficulty in making friends.
- vii. Eating disorders, depression, self-harm or suicide attempts.

Appendix Two- Safeguarding Concerns Log

<u>Name of child/young person:</u> 	<u>Date of birth:</u> <u>Tent/group leader:</u>
<u>Date/time of incident/concern:</u> 	<u>Date/time of completing form:</u>
<u>Your name:</u> 	<u>Role at camp:</u>
<u>Summary of concern</u> Please remain as factual as you can, including using children's exact words where possible. Avoid giving your opinion in this section 	
<u>How and why this could have happened:</u> You can give your opinion here but be sure to explain what this opinion is based on and refer to any evidence where possible 	
<u>Action Taken</u> (circle/highlight as appropriate) DSL or deputy informed Parents informed Social care informed Police informed Entry in First Aid Log Other (please state): 	

Appendix Three- Safeguarding Flow Chart

