

OVER THE WALL



SAFEGUARDING CAMPERS

POLICY & PROCEDURES

POLICY STATEMENT

Safeguarding our campers is our top priority. It lies at the heart of all our actions and underpins all our activities. We will take ALL reasonable and sensible measures to ensure that our campers are kept safe from harm.

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1. Introduction

Safeguarding children can be defined as

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

This document describes the provisions we make and the steps we take to create the safest possible environment for those participating in the camps and activities we provide. It also describes the procedures we have put in place to respond should any incident or disclosure occur.

This Policy was approved and endorsed by the Board of Trustees of Over the Wall on 18 September 2013. It is reviewed and updated on an annual basis and is publicly available on our website.

2. Scope of the policy

This policy applies to anyone connected to OTW in whatever capacity who may come into contact with our campers and includes all our Trustees.

3. Safeguarding Campers Commitment

Every one of our campers, without exception, has the same right to protection from harm regardless of gender, ethnicity, disability, sexuality or beliefs.

In order to ensure mutual protection, staff, volunteers and other organisations working with us will be required to familiarise themselves with our Safeguarding Campers Policy and Procedures.

In addition, all our staff who attend camp, in whatever role, will receive child protection training.

4. Definitions of Child

There are different legal definitions of a child within the varying legal jurisdictions of the United Kingdom but for safeguarding purposes they all agree that ***a child is anyone who has not yet reached their 18th birthday.***

5. Designated Safeguarding Officer

Each camp will have at least one Designated Safeguarding Officer (DSO) who will normally be a volunteer with experience in that role and will be combined with other responsibilities at camp, typically as a Team-Mate. This role should not be combined with that of the Directing Staff.

The DSO will have the lead role in ensuring that all staff and volunteers are aware of and adhere to the procedures contained within this document.

It is recognised that Social Services and or Police Child Protection professionals will adopt a lead role in any enquiries or investigation relating to child abuse and Over the Wall staff have a responsibility to provide whatever reasonable assistance they can to assist and facilitate their work.

6. Confidentiality statement

Information arising from any disclosure, allegations or concerns about the safety of our campers will be shared at all times with the DSO and Camp Director. The information will always be treated in a professional and respectful manner whether received verbally or via an Incident Report Form

All information regarding a concern for the safety of a camper or allegation of child abuse will be shared only with those who are required to have that information, in the best interests of the camper concerned, and, in adherence with the reporting

procedures set out in this document.

In the event of a camper making a disclosure regarding abuse, no undertakings of secrecy can be given to that camper by a member of staff or volunteer and this must be made clear from the outset.

Sharing information with others, if in accordance with the reporting procedure set out within this Policy, will not constitute a breach of confidentiality.

The camper concerned, their parent(s) or guardian(s), staff, organisation members, volunteers or others within the organisation, have a right to know if personal information regarding suspicion, concern or allegations related to child safety is being held on file or being shared, unless doing so could place a camper at risk.

Information which is gathered for a specific purpose will not be used for any other purpose without first consulting with the person who provided that information.

Within Over the Wall, all safeguarding information will be kept safe and confidential with access restricted to the DSO, Camp Director and Chief Executive Officer.

Issues relating to confidentiality will be addressed in the training of both staff and volunteers.

7. Safeguarding Campers - Identifying Risks

Over the Wall recognises that there are a number of potential risks to those participating in our camps and activities. We recognise that risk assessment and management is an ongoing process and consequently all OTW camp staff are trained in the proactive dynamic assessment and management of risk to reduce the potential of harm to our campers. Where appropriate, identification of risk will be recorded in the Health and Safety Assessment Forms replicated at **Appendix A**.

Notwithstanding the ongoing dynamic approach to risk management we have identified four main generic risk areas for our campers, as follows:

- **Psychological or physical harm or sexual abuse from other campers, staff, volunteers or other persons.**
- **Injury or harm from participation in the activities we provide.**
- **Injury or harm from events occurring within the environments we occupy.**
- **A lack of care and attention concerning the camper's medical needs.**

The steps we have taken as an organisation to minimise and mitigate those generic

risks are detailed in **Appendix B**.

8. Photographs and Video Images

Over the Wall recognises that the taking of photographs and video film of campers, staff and volunteers at our camps plays an important part in capturing memories and replaying events to family, friends and meaningful others and conveying the benefits and positive impact of camp.

However, we also recognise that photographs and video images of campers may be classed as personal data under the terms of the Data Protection Act 1998 and, for the purposes of safeguarding, care needs to be taken in respect of photographs or film footage taken of our campers and their subsequent publication.

Therefore we will:

- seek permission in advance from parents, young people and adults attending camp to allow photographs and video film of activities and events to be taken of them at camp and used or displayed on websites, publications or other public material/places,
- avoid naming campers if we use photographs or film footage, except with their, and/or their parent/guardian's express permission,
- avoid using photographs or film footage if a camper is named, except with their and/or their parent/guardian's express permission,
- not use any images taken out of context
- not permit staff or volunteers to publish photographs of campers on personal social network sites,
- not use any images to illustrate sensitive or negative issues,
- not use any images that are likely to cause distress, upset or embarrassment,
- ensure that campers are appropriately dressed when images are taken. For clarity, appropriately dressed includes children wearing standard swimwear when engaged in water activities.

Cultural traditions will be assessed when seeking to reproduce personal images.

Staff and volunteers will be briefed to report any concerns regarding inappropriate or intrusive photography to the DSO or Camp Director. OTW will have at least one designated Camp Recorder at each camp who will have responsibility for all imagery captured at camp. Volunteers are not permitted to take any imagery at camp unless

with the express permission of the Camp Director who will set out the parameters for doing so.

In order to ensure some measure of control over the appropriateness of images taken, campers are not permitted to take cameras, including those incorporated within mobile phones, to camp.

9. Reporting Procedures

Notwithstanding the measures we take to mitigate and minimise risk, there remains the possibility of incidents occurring and/or risk of harm through abuse being identified.

In this section we outline how all our staff and volunteers should respond to such occurrences, the recording criteria for doing so, what we do with the information and how we learn from what has occurred to further minimise future risk.

Over the Wall considers it the duty of all those employed or involved with the organisation to take every measure possible to prevent harm befalling our campers and that duty extends to reporting any incident, abuse or concern to the DSO or Camp Director.

9.1 Reporting of Incidents / Accidents

The reporting procedure for incidents/accidents shall apply when a camper has or may have been injured but not as a result of abuse which has a separate and different procedure (see section 9.2).

In the first instance, if injury has occurred, no matter how trivial, it should be reported immediately by any adult present to a member of the Medical Team for consideration of any medical intervention and to the Team Leader responsible for the camper concerned.

The Team leader will ensure that an Incident Form (See **Appendix C**) is completed and forwarded to the Camp Director who will consider what, if any, steps need to be taken to prevent any reoccurrence and will put preventative measures in place.

The Camp Director will keep a record of all incidents occurring at each camp in the Camp Incident Log and will include details of incident occurrence and measures taken in the Camp Director's Report.

9.2 Reporting of Concern involving Abuse

Any report that a camper may be at risk or may have experienced harm through abuse, including any incident that is alleged to have just occurred at camp, will be taken seriously and considered with an open mind. It is imperative there is no delay in reporting any such allegation immediately to the DSO or Camp Director.

Child Abuse is the physical, sexual, emotional mistreatment, or neglect of children. Definitions and indicators of child abuse are provided in **Appendix D**.

Specific actions for staff to follow in responding to any incident or disclosure are provided in **Appendix E**.

9.3 *Procedure to be followed by the DSO or Camp Director*

The DSO or Camp Director, will ensure that all relevant information has been captured and recorded on the Incident Form (See **Appendix D**), and the local Social Work Services Office contacted immediately.

If the local office is closed the Emergency Social Work Service will be alerted.

If it is suspected that a criminal act has been committed, for example, in cases of physical or sexual abuse, the Police will be contacted immediately and steps taken to preserve evidence.

The Incident Form outlining the full known details will be made available to the Social Work Services staff or Police Officers involved in any enquiry and all reasonable assistance will be rendered to them.

If unhappy with the response from Social Work Services or the Police, the Camp Director will contact the CEO immediately.

In all such cases, notes of the people spoken to and the conversations held will be recorded in writing.

It is the duty of Social Services to investigate matters of concern in relation to the protection of the child or young person. Where it is alleged a crime has been committed against a child, the matter is likely to be investigated jointly with Police.

The investigating Social Worker / Police Officer may require to speak to the person with whom the concerns originated. Over the Wall staff and volunteers will co-operate fully with any enquiry.

9.4 *Escalation*

In the event of an incident occurring where, owing to its seriousness or nature, there is potential for any external scrutiny or commentary on the organisation, the CEO will be notified immediately.

If that initial assessment is confirmed, the CEO will advise the Trustees Chair as soon as practicable about the incident and management measures being taken. In

such circumstances the CEO will also notify the SFCN through the agreed channels.

9.5 *Supporting the child or young person*

The child or young person may continue to be involved with Over the Wall following the reporting of their concerns.

It therefore remains important that staff and volunteers involved with the camper act in a supportive manner. In all such instances we will

- continue to listen with care;
- reassure the child or young person he / she was right to tell, if appropriate;
- affirm the child or young person's feelings as expressed by them;
- not question / interrogate the child or young person;
- not show disbelief;
- avoid being judgmental;
- not introduce personal or third party experiences of abuse; and
- avoid displaying strong emotions.

Any further relevant information disclosed should be recorded and forwarded to the Camp Director.

9.6 *Historical Abuse*

Where a camper discloses historical abuse, our procedures for reporting abuse as outlined above will be followed. The DSO and Camp Director will consider if any immediate action is required to ensure the safety and wellbeing of the camper and any others. All disclosures of past abuse will be reported immediately to local Social Work Services Office and/or the Police.

10. Policy Publication and Review

This policy is publicly available for anyone to access on our website at www.otw.org.uk. The implementation of practice and procedure as outlined in this policy will be reviewed annually as part of the camp review process by the Camp Director and DSO.

The policy will also be subject to revision in light of our learning, consultation,

recommendations from Inspections, identified best practice and changes in the law.

List of Appendices

Appendix A: Health and Safety Assessment Form – Activity/Premises

Appendix B: Measures to minimise/mitigate risk.

Appendix C: Incident Reporting Form

Appendix D: Definitions and examples of Child Abuse

Appendix E: Staff/Volunteer Actions

Appendix A:

Health and Safety Assessment Form – Activity/Premises

Appendix B: Measures to minimise/mitigate risk.

The following are the proactive measures we take to minimise/mitigate the risk to our campers for each of the generic risks identified and outlined in our Safeguarding Campers Policy and Procedures.

Psychological or physical harm or sexual abuse from other campers, staff or other person.

Camper Application Forms and Screening

The application form for those seeking to attend camp is comprehensive and seeks to actively identify any psychosocial or behavioural issues which may impact on a child or young person's ability to participate in camp and/or related activities involved within the camp programme. This includes, but is not restricted to, the identification of known disorders or diagnoses which may impact upon a child or young person's well-being and safety whilst at camp.

Our staff liaise with health and social care professionals in the promotion of our camps and when necessary assist them, and parents/guardians, in the completion of application forms.

Thereafter, our Clinical Coordinators and Camp Director will examine all applications and will make contact with parents or health and social care professionals to clarify any health or medical matters that may have arisen, including any psychosocial or behavioural issues experienced by a child or young person. In this way we aim to identify children and young people who may be experiencing psychosocial or behavioural difficulties which OTW would be unable to properly respond to in a camp environment and which may impact upon the well-being and safety of the individual and/or others during camp.

Recruitment of Staff and Volunteers

Over the Wall is committed to child-safe recruitment selection and screening practices. Our practices aim to recruit the most safe and suitable people to work in our organisation whether as Trustees, staff or volunteers.

Our child-safe recruitment practices include:

- The promotion of our child-safe commitment on our website, in other promotional materials and in all job adverts.

- Every applicant receives or is directed to a copy of Over the Wall's Safeguarding Campers Policy and Procedures and is informed of the screening requirements when they are sent an application form.
- Applicants will be required to submit a detailed application form when applying for any position. This form will ask for relevant information about the applicant's background such as dates and places of employment, education and other relevant experience. Applicants will also be asked to sign a declaration stating whether they have ever been the subject of an inquiry or investigation in relation to their behaviour or interaction with a young person(s) under the age of 16/18 years.
- Every position is assessed for the level of risk in relation to contact with children/young people and applicants for staff positions where they will be working directly with children must possess the relevant qualifications and demonstrate applicable experience in order to be considered for a specific position
- Job descriptions are provided for all positions (staff, volunteers, consultants etc.) which describe key selection criteria and outline tasks, responsibilities and accountability.
- Face to face interviews are conducted for all positions. In exceptional situations it may be necessary for telephone interviews to be conducted; however all efforts will be made to meet with candidates face-to-face prior to their appointment.
- Interviews involve a range of assessment methods in order to assess and evaluate a candidate's suitability to the role. As part of this process, questions focused on identifying a candidate's past experiences and behaviour will be used. In positions which involve direct contact or work with children and young people, a candidate's motivations for the role will be evaluated using values-based questions in order to assess their attitudes towards children and young people, knowledge regarding professional boundaries and behaviour, accountability, team-work and response to ethical dilemmas.
- A minimum of three reference checks are required of candidates for every staff position within Over the Wall. The candidate's most recent employer/supervisor must be one of these referees. We will verify the identity of referees and reserve the right to request additional references where deemed necessary.
- Trustees, staff and volunteers will require to be suitably vetted and provide references. **See OTW's Vetting Policy and Procedures (2013).**
- All staff are required to provide proof of identity including birth certificate, passport and drivers license. Original documents are required.
- All staff positions are subject to a probationary period depending on contract length.
- Issues relating to child protection are included in staff performance reviews.

- All staff and others are required to read and sign the Safeguarding Campers Policy and Procedures indicating they have fully read and understood the content.
- We reserve the right to refuse employment to, or terminate any person's employment, if we consider they may pose a risk to young people.
- Every new and returning volunteer is provided with training on a range of issues including the full contents of our Safeguarding Campers Policy and Procedures and our Code of Conduct for Working with Campers.
- Volunteer knowledge is checked and verified rather than being assumed.

Volunteer to Campers Ratio and Early Intervention

We operate a staff and volunteer to camper ration of at least 1:1 and we make it clear in our training and practice that volunteers accompany campers at all times. In any situation where a camper is likely to be on their own, we insist there be two adult volunteers present and where close personal hygiene is involved the adult volunteers will be of the same sex as the camper. In this way, we provide safeguards for volunteers and campers and ensure our volunteers are always on hand to identify any developing or escalating problem. In the event of a developing or escalating problem volunteers are encouraged and trained to intervene early to prevent harm from occurring.

Team Rules

When campers arrive at camp they are placed in teams based on age and gender and one of the first activities carried out is for them to sit down with their Team Leader and Teammates and identify their (the camper's) 'Team Rules'.

Team Rules are written down and are the camper's definition of what is and is not acceptable behaviour whilst they are at camp. Examples nearly always include campers stating that bullying and violence is unacceptable and discussion is held with them about the importance of seeking to keep to their rules so that everyone can enjoy camp.

We use this opportunity to explain to our campers the measures we will take to safeguard them and the steps they must take if they feel themselves to be at risk of harm.

Injury or harm from participation in the activities we provide.

Health and Safety Activity Assessment

At every camp we provide a range of activities for our campers including swimming,

sports and recreation, archery, climbing and horse riding.

For each and every activity we carry out a comprehensive health and safety assessment that identifies the risks that may be involved with that activity and the steps necessary to reduce those risks. We then implement those steps.

For specialist activities, for example, climbing, archery or horse-riding, we ensure the external provider carries out a comprehensive Health and Safety Assessment which they provide to Over the Wall for examination and approval. Where necessary this will include full details of appropriately accredited and qualified instructors, with a recognised camper to instructor ratio for that activity, who will take charge for the relevant session.

The DSO or Camp Director will personally ensure that all relevant safety documentation for off-site premises, and the qualifications and full disclosure documentation for those carrying out instruction, is in order before the activity takes place.

Injury or harm from events occurring within the environments we occupy

Health and Safety Site Assessment

We carry out a full Health and Safety examination of every location where we hold our camps or activities before any of our campers attend those locations. This includes scrutiny of the Health and Safety Assessment held by the host organisation for the premises we are using.

We ensure that where our staff and campers have access there is adequate provision for safe evacuation of the premises in the event of fire or other reason. We ensure that equipment to be used or which can be accessed is properly maintained and free from danger and we identify any risks that need to be brought to the attention of our staff and campers. Separate records will be kept for each camp location and will be the responsibility of the Camp Director.

A Fire Drill is conducted at the outset of each camp in order to familiarise campers and staff with correct fire safety procedure. All staff are briefed prior to camp about their role, both general and specific, within the fire safety procedure.

We will seek to provide a secure 'bubble' at each camp where our campers are not exposed to any outside influence that we have not been able to anticipate. At locations where we share facilities with others, we will ensure our activities are kept separate as far as is possible.

A lack of care or attention concerning the camper's medical needs.

Camper Application Forms

The application form for those seeking to attend camp is comprehensive and seeks to identify the detailed medical condition of every potential camper. Our staff are in dialogue with health and social care professionals in the promotion of our camps and stress the need for full medical details to be disclosed in order that Over the Wall can fully consider and meet the medical requirements of every camper.

Clinical Coordinator assessments

Over the Wall employs part time qualified senior nurses who carry out the role of Clinical Coordinator for the charity and who examine all camper applications to ensure that we can meet every camper's medical treatment requirements whilst they are at camp. If necessary, they will make contact with parents or other health professionals to clarify health or medical matters relating to individual campers.

Only campers who have been deemed medically suitable to attend camp by members of the Medical Committee will be able to do so and provision will be made for any specific medical care or equipment needs.

Medical provision at Camp

Over the Wall provides a full Medical Team at each of its camps comprising paediatric doctors and fully qualified nurses who are responsible for ensuring that every camper's medical needs are met. Each potential member of the Medical Team has to go through a stringent recruitment process which includes an interview with one of the Clinical Coordinators, an examination of their qualifications and the provision of two medically qualified referees. Medical staff are present not only on site at all times but also travel with and provide medical support when campers attend external activities.

The Medical Team are responsible for preparing non-confidential information in the form of individual camper 'hot-sheets'. These provide guidance to Team Leaders and other volunteers about the capability and requirements of campers as they participate in camp and activities but not the camper's medical diagnosis.

Any accident or injury, no matter how trivial, will always be immediately reported to the Medical Team, who are in the best position to consider whether they need to take any further action in terms of a medical response.

These are the key actions we take to minimise and mitigate the generic risks we

have identified.

Appendix C Over The Wall - Incident Form

Section A (To be completed by a volunteer / staff member reporting the incident)

Your Full Name.....

Your Role at CampDate Time

What is the nature of the incident you are reporting? (please circle)

Camper Injury / Illness

Volunteer Injury / Illness

Disclosure of Information

Camper Behaviour

Details of the Incident:.....

.....
.....
.....

TIME/DATE.....**LOCATION**.....

Please list the individuals involved in the incident:

Forename(s)	Surname	Role at Camp (e.g. volunteer, camper, med-team, staff, etc).

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Please list any witnesses to the incident:

Forename(s)	Surname	Camp Role (e.g. volunteer, camper, med-team, staff, etc).
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Please describe what happened, including the events that led up to the incident, if relevant. Please use additional sheets if necessary:

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Sign:	Print Name:
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Date:	Time:	Contact Number:
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Section B – Medical Team Action
 (To be completed by Medical Volunteer attending in the case of an incident of injury or illness)

Nature of injury:.....

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Treatment given:.....

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Further treatment required:.....

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.....
Additional comments:.....

Sign:	Print Name:
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Date:	Time:	Contact Number:
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Section C – Camp Director’s Report

Next of Kin Informed? Yes / No (please circle)

Name of Person Informed:	Date:	Time:
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Action by the Camp Director (state initial actions / response):.....

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SIGN.....**PRINT NAME**.....

TIME/DATE.....**CONTACT NUMBER**.....

Section D - Specify any post-incident action required

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.....

Signature: Print Name: Date:.....

Please return this form to the Camp Director immediately.

Appendix D: Definitions and examples of Child Abuse

Definitions

The following aims to clarify the meaning of some of the terms used in this policy.

Camper: a child or young person aged between 8 and 17 years of age who participates in any of our camps or activities.

Child:- for safeguarding purposes a child is anyone who has not yet reached their 18th birthday.

Child Abuse: the physical or emotional or sexual mistreatment of a child.

Child Protection: comprise the measures and structures implemented to prevent and respond to abuse, neglect, exploitation and violence affecting children.

Emotional Abuse: failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.

Physical Abuse: actual or attempted physical injury to a child where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Physical Neglect: when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothes, cleanliness, shelter and warmth. A lack of appropriate care results in persistent or severe exposure, through negligence, to circumstances which endanger the child.

Sexual Abuse: any child below the age of 16 may be deemed to have been sexually abused when any person(s), by design or neglect exploits the child, directly or indirectly, with any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s).

This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.

Potential Indicators of Child Abuse

The examples below are designed to give some guidance on how to recognise potential indicators of child abuse. However, it should be clearly noted that the existence of any of these indicators does not necessarily mean a child has been subjected to abuse. These indicators have to be seen in the context of the child or young person's whole situation and circumstances. The different indicative signs of abuse may overlap or co-exist.

Physical Abuse

Signs of possible physical abuse:-

- Unexplained injuries or burns, particularly if they are recurrent;
- Improbable excuses given to explain injuries;
- Refusal to discuss injuries;
- Untreated injuries or delay in reporting them;
- Arms and legs kept covered even in hot weather;
- Fear of returning home;
- Aggression towards others;
- Running away;
- Administration of toxic substances.

Physical Neglect

Signs of possible physical neglect:

- Constant hunger or inappropriate/ erratic eating patterns;
- Poor personal hygiene;
- Constant tiredness;
- Lack of adequate clothing;
- Failure to seek appropriate/necessary medical attention;

Emotional Abuse.

Signs of possible emotional abuse;

- Low self esteem;
- Continual self deprecation;
- Sudden speech disorder / refusal to speak;
- Fear of carers;
- Severe hostility / aggression towards other children;
- Significant decline in concentration span;
- Self harm.

Sexual Abuse

Signs of possible sexual abuse

- Sleep disturbances or nightmares;
- Complaints of genital itching or pain;
- Self harm;
- Eating disorders;
- Unexplained pregnancy;
- Acting in sexually explicit manner;
- Anxiety / depression / withdrawn;
- Fear of undressing e.g. for physical exercise;
- Low self esteem;
- Inappropriate sexual awareness;
- Running away;
- Developmental regression;

- Lack of trust in adults or over familiarity with adults

Appendix E

Staff/Volunteer Actions

The following information outline the actions a member of staff or volunteer should take when they believe a camper may be or has been at risk of abuse.

If you are concerned for the immediate well being of the camper, notify the Medical Team immediately by radio on a secure confidential channel.

Be supportive and listen with care, but do not ask any unnecessary questions. Take what the camper is saying seriously, and advise them you will have to pass the information on.

Write down the nature of your concern and anything the camper may have told you using, so far as possible, the words used by the camper. Remember to sign and date the notes taken.

When you feel it is appropriate to leave the camper who is disclosing the abuse, the information given by the camper should be passed on immediately to the DSO or Camp Director. They will take steps to pass the information on to the appropriate person or organisation who will investigate the concerns.

Do not delay in reporting concerns. Advise the DSO or Camp Director immediately the concern arises or as soon as circumstances permit.

If you are unhappy with their response, you should contact the local Social Work Services Office yourself and outline your concerns and the basis for them.

Staff/Volunteer actions if it is someone within the organisation they are concerned about.

If you have observed a member of the organisation acting in a way that has caused you to be concerned you should contact the DSO or the Camp Director outlining your concerns and the basis for them.

They will take your concerns seriously and decide on an appropriate course of action. This may involve the use of the organisation's disciplinary procedures and / or a referral to Social Work Services / Police as outlined above.

If the concerns involve the DSO or the Camp Director, the concerns should be reported to whichever of the two is not alleged to be involved or to local Social Work Services / Police.

