



## **SAFEGUARDING CAMPERS POLICY & PROCEDURES**

### **POLICY STATEMENT**

‘Safeguarding is everyone’s responsibility’ (Working Together to Safeguard Children, 2015). Over the Wall recognises and believes that good safeguarding practice is child-centred, timely and coordinated. Over the Wall is fully committed to upholding the right of all children and young people to be protected from harm or abuse (Children Act, 1989).

**Policy date – July 2018**

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**Reviewed – Natalie Marshall (Director of Services)**

**Status – Active**

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## **1. Introduction and Definitions**

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### ***Safeguarding Campers Commitment***

Over the Wall recognises and believes that the welfare of the child is paramount (Children Act, 1989). All children, without exception, have the right to equal protection from all types of harm or abuse regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, identity or any other factor.

Over the Wall's safeguarding policy and practices are underpinned by three guiding principles: that all safeguarding should be child-centred, timely, and coordinated (Working Together to Safeguard Children, 2015). This is to ensure that every child's wishes and feelings are heard, understood, and - where possible - supported. With equal emphasis given to the coordination of timely, appropriate, and effective action in conjunction with, and under the guidance of, relevant statutory services, such as Children's Social Care,

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External Professional Agencies, and/or the Police (Working Together to Safeguard Children, 2015; Department for Education National Minimum Standards 1:1-1:4, 2013).

### ***Acknowledgements***

Over the Wall's model of therapeutic recreation camps offers time-bound opportunities for fun and respite for campers and families, affected by serious health challenges, in residential settings across the UK. It is recognised therefore that Over the Wall cannot undertake holistic assessments of need nor provide ongoing support for campers and their families outside of camp.

### ***Policy Aims and Purpose***

Over the Wall is committed to best practice that seeks to safeguard **all** children and young people linked to its services. This document outlines the proactive measures taken to identify risk and to keep campers safe and well; and describes the procedures in place to respond to any safeguarding concerns that may arise on or off camp.

Research has found that children with disabilities are three times more likely to be abused (Jones et al, 2012) and that some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or cognitive abilities and or other factors (Working Together to Safeguard Children, 2015).

With this in mind, and in the context of the organisation's statement of purpose, Over the Wall recognises safeguarding children and young people with special educational needs (SEN) and or disabilities can raise additional challenges or barriers, such as:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers.

(Working Together to Safeguard Children, 2015)

### ***Safeguarding Definitions***

For the purposes of this policy, 'safeguarding' and 'promoting the welfare of children' is defined as:

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- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children, 2015)

### ***Definition of a child***

The legal definition of a child varies across jurisdictions of the United Kingdom, with no uniform consensus; however, the United Nations Convention on the Rights of the Child, ratified by the UK government in 1992, defines a child as anyone who is 'below the age of eighteen years' (UNCRC: Article 1 1992). Therefore, for the purposes of this policy, a child – hereafter referred to as a camper for ease – is **anyone who has not reached their eighteenth birthday**.

### ***Scope of the Policy***

This policy applies to any individual connected to the organisation (in any capacity) who has contact with the children, young people, and families linked to Over the Wall's services. Hereafter this policy will refer to staff and volunteers; however, this includes - but is not limited to - all Over the Wall employees, volunteers, ambassadors, activity providers, work experience students, and Board of Trustees.

Guidance from the Department of Education outlines parameters for good safeguarding policy and practice, which includes health and safety measures, anti-bullying practices, and first-aid (Keeping Children Safe in Education, 2016). Therefore, please refer to **Appendix (A)** for the statutory frameworks and guidance that this policy document should be read in conjunction with. This policy should also be appraised in the context of Over the Wall's:

- Behaviour Policy
- Equality and Diversity Policy
- Complaints Policy
- Sexual Harassment Policy
- Critical Incident Policy
- Two Adult Policy
- Missing Camper Policy

For ease and clarity, some of the key terms used throughout this document are provided in

**Appendix (B).**

## **2. Roles and responsibilities**

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### **Outside of Camp**

It is recognised that Over the Wall engages with campers and their families outside of camp in a variety of formats. Examples of this include (but are not limited to) fundraising events and campaigns.

The Director of Services is the most senior member of staff who holds overall responsibility for the organisation's safeguarding arrangements: which includes supervision, development, and senior decision-making in conjunction with the Chief Executive Officer (Working Together, 2015).

### ***Designated Safeguarding Officer***

The role of the Designated Safeguarding Officer (DSO) is to provide safeguarding guidance and support across the organisation (Working Together to Safeguard Children, 2015). This includes, but is not limited to:

- Ensuring that the voice of campers is heard, understood; and underpins all safeguarding practice and development (National Minimum Standards 1:1-1:4, 2013; Working Together, 2013).
- Ensuring that all staff and volunteers receive necessary safeguarding training applicable to their respective roles and subject to necessary updates in line with best practice.
- Ensuring that safeguarding policies and practice are adhered to and reflect up to date legislation and guidance.
- To oversee Local Services Notifications ahead of each Camp Session.
- To work alongside the Volunteering Team to recruit and select appropriate volunteers to provide independent safeguarding advice for each Camp Session.
- Ensure that Safe Recruitment practices are upheld across the organisation.
- Creating and promoting an anti-bullying environment and culture on and off camp, as outlined in the Over the Wall handbook.
- Ensuring that all reasonable steps are taken to create a safe physical environment for campers, staff, and volunteers by applying Health and Safety measures in accordance with the law and regulatory guidance (National Minimum Standard 6, 2013).

(Working Together to Safeguard Children, 2015).

The Designated Safeguarding Officer (DSO) for the organisation, or in their absence, the

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Chief Executive Officer, is the first point of contact for all staff or volunteers outside of a camp setting in the event of safeguarding concerns arising

It is recognised that any member of staff or volunteer can make contact with emergency services and or frontline children's services in the event of concern arising if there is reasonable cause to suspect a child may come to significant harm if this contact is delayed. In the unlikely event of this occurrence, the DSO or Chief Executive Officer should be informed at the first available opportunity.

### ***On Camp***

All operational camp staff undertake Safeguarding Children training appropriate to their role. At each Camp Session, there will be at least one member of the staff Support Team trained to Level 3 or equivalent. In addition, many members of the Beach Patrol (Medical Team) will be trained to Level 3, or an equivalent, as part of their professional roles.

### ***Independent Safeguarding Advisor (ISA)***

In addition to the aforementioned members of the Support and Medical Teams; at least one volunteer Independent Safeguarding Advisor (ISA) should be identified for each Camp Session. Ideally the role of the volunteer ISA is not combined with other responsibilities at camp. The ISA is normally trained to Level 3 in 'Safeguarding Children and Young People' or an equivalent; and typically comes from a professional background with safeguarding experience that is independent to the organisation.

The purpose of the ISA is to work alongside trained members of the Support and Medical Teams to provide impartial advice on potential safeguarding issues, and to ensure adherence to safeguarding policies and best practice.

If a volunteer ISA cannot be identified from the attending volunteer base, the organisation's Designated Safeguarding Officer takes responsibility for identifying a suitable alternative arrangement (Working Together to Safeguard Children, 2015; NSPCC Standards, 2017).

## **3. Recruitment & Training**

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### ***Recruitment of Staff and Volunteers***

Over the Wall is committed to safe recruitment selection, vetting, 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:

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- Every applicant is directed to a copy of Over the Wall's Safeguarding Campers Policy and Procedures when applying.
- All Over the Wall staff and volunteers in roles involving contact with campers and families are required to hold an up to date and valid DBS certificate.
- Applicants will be required to submit a detailed application 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.
- Job descriptions are provided for all positions (staff and volunteers) that describe key selection criteria and outline tasks, responsibilities and accountability.
- Where possible, interviews are conducted by more than one staff member.
- Interviews involve a range of assessment methods in order to assess and evaluate a candidate's suitability to the role.
- Up to three reference checks is required for candidates for every staff and volunteer position within Over the Wall. The candidate's most recent employer/supervisor must be one of these referees.
- Trustees will require to be suitably vetted and provide references.
- All staff positions are subject to a probationary period depending on contract length.
- Issues relating to safeguarding can be discussed in staff performance reviews.
- 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 are directed to the Volunteer Handbook.

(National Minimum Standards 9:1-9:6, 2013)

### ***Staff training***

All Over the Wall staff have a responsibility to familiarise themselves with the organisation's Safeguarding Campers Policy and Procedures. Staff receive safeguarding training relevant to their role, which is subject to necessary updates, monitored and coordinated by the

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Designated Safeguarding Officer. The maintenance of safeguarding competency is discussed with relevant staff at appraisals.

### ***Volunteer training***

Volunteers receive training in safeguarding and policies and procedures ahead of camper arrivals. Over the Wall's policies and procedures include appropriate and inappropriate physical contact with campers and media use.

Safeguarding training for volunteers includes recognising the key signs and indicators of common types of abuse and how to report a concern (National Minimum Standard 3:3, 2013). Training includes ways of helping campers with additional needs understand issues around safeguarding (National Minimum Standards, 3:2).

Volunteers are asked to familiarise themselves with the Safeguarding Campers Policy ahead of camper arrivals. Printed copies are made available to volunteers and staff in the Camp Session Office.

## **4. Applications and Assessments**

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### ***Pre camp - identifying risks, barriers and vulnerabilities***

The camper application form is comprehensive and seeks to actively identify any safeguarding concerns, additional vulnerabilities, medical and/or psychosocial issues that may have an impact upon a campers' safety or wellbeing at camp. Camper applications are assessed and screened by the Nursing and/or Wellbeing Teams to ascertain what support a camper might need if they were to attend camp.

### ***Inter-Agency Working***

Over the Wall recognises that close inter-agency working and information-sharing practices are essential if children and families are to receive help and support at the right time and to protect campers from harm (Working Together to Safeguard Children, 2015).

### ***Section 45 and Section 17 arrangements***

In cases where a camper(s) is on a Child Protection plan (CP) or Child in Need plan (CIN), Over the Wall recognises that, if it is necessary for the camper to travel across county-lines to attend the Camp Session, it is the statutory responsibility of the named Social Care Professional to notify Local Children's Services in the area of the camp operation. Where these children are known to Over The Wall, we will make best efforts to communicate with the relevant Social Care team before camp.

### ***Local Services Notifications***

Staff submit and record a Residential Holiday Scheme Notification ahead of each Camp Session to the relevant Local Safeguarding Children's Board (LSCB) or Child Protection Team (for operations in Scotland) and Local Police service for the region of camp operation.

## **5. Safeguarding at Camp**

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### ***Early intervention***

As outlined in Over the Wall's Two to One Policy, Over the Wall operates a strict two adult policy, whereby no adult should be alone with a child. Any noted breaches of the 2:1 policy are recorded, regardless of intention.

### ***Health and Safety Practices***

Over the Wall takes all reasonable measures to create a safe physical environment for campers throughout each Camp Session. Please refer to **Appendix (C)** for an outline of health and safety practices.

### ***Intimate or personal care***

It is recognised that a minority of campers may require assistance with personal care while at camp. All intimate or personal care needs are supported by members of Medical Team (Beach Patrol), who maintain the two adult policy at all times and encourage and empower campers to be independent wherever possible.

### ***Recording and reporting***

Notwithstanding the measures taken to mitigate and minimise risk, there remains the possibility of incidents occurring and/or risk of harm through abuse being identified. Over the Wall seeks to promote a positive reporting culture. All volunteers and staff are encouraged to report concerns or issues, including near misses, for the purposes of learning, the development of practice, and the promotion of a culture of continual improvement (Institute of Occupational Safety and Health Guidelines, 2015).

Please refer to **Appendix (D)** for the procedure for reporting incidents on camp.

### ***Reporting of Concerns involving Abuse***

Child Abuse includes the physical, sexual, emotional mistreatment, or neglect of children.

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Any report that a camper may be at risk or may have experienced harm - including any incident that is alleged to have just occurred at camp - will be taken seriously and considered with an open mind.

As outlined in **Appendix (D)**, in the first instance, if an injury has occurred - no matter how trivial – the incident should be reported immediately to a member of the Medical Team, for consideration of any necessary medical intervention. In cases of safeguarding or child protection concerns, the Wellbeing or Nursing Coordinator for the Camp Session should be informed immediately. At the first opportunity, the volunteer ISA should be consulted.

The first priority is ensuring the child's immediate safety. The Wellbeing or Nursing Coordinator, alongside the ISA, will ensure that all relevant information has been captured and recorded on an incident report and determine necessary next steps, in line with procedures outlined in this policy. Support should be given to the camper or campers involved at all times. Please see **Appendix (E)** for how to support a camper who has made a safeguarding disclosure or allegation.

The senior member of staff for the Camp Session must be informed immediately if the concern has been – or is likely to be – escalated into a Critical Incident.

### ***Confidentiality and Information Sharing***

Over the Wall recognises its responsibility to report and share any concerns or circumstances that are likely to significantly harm the safety, rights, or welfare of any camper on or off camp (National Minimum Standards 9:7, 2013).

In the best interests of the camper concerned, information regarding a concern for the safety or welfare of a camper, or any allegation of child abuse, will be shared only with those who are required to have that information.

In the event of a camper making a disclosure that prompts concerns around the safety or welfare of themselves or others, no assurances of secrecy and/or confidentiality can be made to the camper. This must be made clear to all campers in a way in which they will understand.

If in accordance with the reporting procedure set out within this policy, sharing information pertaining to safeguarding disclosure(s) will not constitute a breach of confidentiality.

Within Over the Wall, all safeguarding information will be kept safe and confidential with access restricted to relevant members of staff.

### ***Local Children's Services***

In order to fulfil its safeguarding responsibilities, Over the Wall recognises that at times further guidance may need to be sought from frontline Local Children's Services, including

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local Multi Agency Safeguarding Hubs (MASH), within the camper's originating Local Authority and/or from frontline services in the area that the Camp Session is operating within.

Over the Wall services do not include home visits nor do staff have substantial face to face contact with campers or families, outside of time bound residential camp sessions. Over the Wall recognises it can only respond to the information provided. If there is **any doubt**, staff will always act in the best interests of the camper and seek professional guidance, using local safeguarding thresholds to determine necessary actions when appropriate.

Staff will seek to gain the permission of the camper's parent/carer(s) to make contact with Local Services, unless there reason to suspect that informing the camper's parents/carers of the concerns raised *could* increase the risk of the camper coming to harm. In line with its duty to safeguard the needs of all campers in accordance with the Children Act (1989), Over the Wall respectfully upholds a right to make contact with frontline Children's Services if permission is **not** given by parents/carers. This includes cases where permission is explicitly not given or cannot be sought; and/or where delay could increase the risk to the camper (Working Together to Safeguard Children, 2015).

Should the MASH - or an equivalent service - accept the contact as a referral; a copy of the referral should be stored on the individual camper's record. The outcome of any referral should be received within 24 hours or one working day.

Staff are mindful of the need to do their utmost to communicate all actions and decisions to parents/carers, using methods and language that can be best understood, in a timely and appropriate manner.

### ***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 should be notified immediately. If that initial assessment is confirmed, the CEO will advise the nominated Safeguarding Trustee 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. If unhappy with the response from Children's Services or the Police, a member of staff should contact the CEO immediately.

### ***Significant Harm***

In cases where significant harm has been caused or is suspected, or a criminal act has been committed or suspected, the Police and/or emergency Children's Services (as appropriate) will be **contacted immediately** by Over the Wall staff.

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Harm can be defined as 'ill treatment' or impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural). Harm may be caused by a single traumatic event or a compilation of events – acute or long standing.

### ***Whistleblowing***

All staff, volunteers and campers should feel able to voice concerns about the organisation's safeguarding practice and culture (Working Together to Safeguard Children, 2015). All staff should be familiarised with whistleblowing procedures during staff induction and clear whistleblowing procedures are outlined to volunteers in All Camp Training at each camp session.

Within Over the Wall, concerns should first be shared with the organisation's Designated Safeguarding Officer. If the nature of the concerns directly or indirectly involves the Designated Safeguarding Officer, the CEO or nominated Safeguarding Trustee should be contacted.

### ***Child's Wishes and Feelings***

It is recognised that in cases of safeguarding concerns, there may be disparity between a camper's wishes and feelings and what staff feel in is the best interests of the camper. In cases where it is not possible to uphold a campers' wishes and feelings, staff will communicate the reasons for this clearly to the camper using developmentally appropriate language (National Minimum Standards 1:1-1:3, 2013).

### ***Visitors on site***

All visitors to the site are chaperoned by a member of Over the Wall staff for the duration of their visit (National Minimum Standards 3:5, 2013). Visitors are signposted to the Safeguarding Campers Policy for more information about Over the Wall's safeguarding policies and procedures.

### ***Photographs and Video Images***

Over the Wall recognises that photographs and video images of campers are classed as personal **data** under General Data Protection Regulation (GDPR). 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 and carers, young people and adults attending camp to allow photographs and video film of activities and events to be taken of them at camp; and be used or displayed on websites, publications or other public material/places.

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- Avoid naming campers if we use photographs or film footage, except in cases where the camper and/or their parent/carer have granted express permission.
- Not use any images or videos taken out of context.
- Not permit staff or volunteers to publish photographs of campers on personal social networking 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.
- Over the Wall will not post or publish photographs with identifying materials.

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 Camp Support Team.

### ***Camp Recorders***

Over the Wall will have at least one designated Camp Recorder at each camp session, overseen by a member of the Camp Support Team acting in the Media Coordinator role. The Media Coordinator takes responsibility for all imagery captured at camp. Volunteers and external parties not permitted to take any photographs and video film unless with the express permission of the Media Coordinator, who will set out the parameters for doing so.

Camp Recorders are required to sign a media agreement; to state they understand all of the above regulations and adherence to the media policies of Over the Wall. Ownership of all photos taken by Camp Recorders are exclusively the property of Over the Wall.

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

### ***Social Media***

Parent/carers are sent pre-camp information asking them not to communicate with volunteers or staff members on Social Media or other channels; or without first going through the organisation.

Volunteers and staff are asked not to accept social media requests from campers and/or families. In the event of a volunteer receiving a social media contact request, volunteers should decline the request and contact the Over the Wall office, who will contact the camper or family and explain why the request has been declined.

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Campers are asked not to bring electronic devices to camp and therefore should not access social media for the duration of the Camp Session, unless deemed appropriate and supervised by a member of the Camp Support in the unlikely event it is needed for alternative purposes, such as activities or wellbeing.

### **6. Handling Allegations**

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Responsibility for handling safeguarding allegations against any member of staff, camper, volunteer or persons linked to the organisation resides with the Director of Services.

#### ***Investigation***

Over the Wall recognises its statutory duty to report any concerns that an adult associated with the organisation's services has, or is suspected to have:

- Behaved in a way that has, or may have, harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child in a way that indicates he or she is unsuitable to work with children.

(National Minimum Standards 13:1, 2013),

Any concerns pertaining to an adult associated with the organisation's services should be reported to the Director of Services or CEO immediately, who will involve the Local Authority Designated Officer (LADO), the Chief Executive Officer and nominated Safeguarding Board member within 24 hours of the allegation being made.

In the event of an allegation being made, a full and impartial investigation will be carried out.

#### ***Subject of the allegation***

The Director of Services, or individual nominated by them, will take responsibility for keeping the subject of the allegation informed of the process, during and after (National Minimum Standards 13.5, 2013). Unless otherwise objected to by the Police or Children's Services, the subject of the allegation should be kept informed of all decision-making and actions.

If the subject of the allegation concerns the Designated Safeguarding Lead, responsibility for the investigation should pass to Chief Executive Officer or nominated Safeguarding Trustee.

### ***Parents/carers and campers***

Under the guidance of the LADO, parents and carers should be informed of the allegation at the first opportunity if they are not already aware of the allegation. The Director of Services, or an individual nominated by them, will take responsibility for keeping parents/carers and the camper informed of the process during and after. Appropriate support should be provided to the camper if on camp at the time of the allegation.

### ***Documentation and Resolution***

Upon culmination of the investigation, a written report will be produced and circulated to all parties detailing relevant conclusions, decisions, and outlining any further actions needed. A copy should be provided to the camper, parents/carers and subject of allegation as soon as the investigation is concluded. The information is retained on the confidential file, even after someone leaves the organisation, until the person reaches normal retirement age or for ten years if this is longer (National Minimum Standard 13.7, 2013).

In the event of an allegation being made against an adult at camp, the LADO for the area that the camp is *currently operating in* should be informed within 24 hours of the allegation being made (National Minimum Standard 13.6, 2013).

Ofsted must be informed of any significant safeguarding incidents.

## **7. Review**

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This policy is subject to a 2 yearly review for accuracy and currency. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.

## **8. Contacts**

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### ***Internal Contacts***

- **Designated Safeguarding Officer** – Natalie Marshall, Director of Services  
(natalie.marshall@otw.org.uk/ 02392477110).
- **Chief Executive Officer** – Kevin Mathieson  
(kevin.matthieson@otw.org.uk/02392 477 110).
- **Nominated Safeguarding Trustee** – Dr Bianca Tiesman (appointed September 2018)

## 9. Appendices

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### (A) SAFEGUARDING FRAMEWORKS AND STATUTORY GUIDANCE

The below statutory frameworks and guidance should be considered in light of safeguarding responsibilities and best practice. For the purposes of this policy, 'Working Together to Safeguard Children' (2015) is the key legislation that outlines the safeguarding responsibilities of charities and organisations in the Voluntary Sector.

- Working Together to Safeguard Children, HM Government, 2015
- Protection of Children (Scotland) Act, 2003
- Children Act 1989 (and subsequent 2004 revision)
- United Convention of the rights of the Child, 1991
- General Data Protection Regulation,
- Human Rights Act 1998 (which privileges the rights of the child)
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006.
- Special educational needs and disability (SEND) code of practice: 0-25 years (which provides statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities, HM Government, 2014).
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government, 2015.
- Keeping Children Safe in Education, 2016.
- Ofsted National Minimum Standards, 2013

### (B) GLOSSARY

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

- **Camper** – any child or young person who has not reached their eighteenth birthday who participates in Over the Wall camps or activities.
- **Child** – for the purposes of safeguarding, anyone who has not yet reached their eighteenth birthday.
- **Parent/carer** – refers to adults who are in a parenting role, for example, birth parents, step-parents, foster carers and adoptive parents.
- **Child Abuse** – is any action by another person – adult or child – that causes significant harm to a child.

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- **Child Protection** – is one aspect of safeguarding. Child Protection specifically refers to the activity that is undertaken to protect specific children who are suffering - or are likely to suffer - significant harm (Working Together to Safeguard Children, 2015).

### **(C) HEALTH AND SAFETY**

Over the Wall recognises that it is impossible to eradicate/mitigate against every risk posed in a camp setting. Over the Wall operates out of a variety of activity centres and residential schools. There are inevitable locations of risk on each site. These include – but are not limited to - areas of water, roads, and other activity groups. Over The Wall staff conduct a comprehensive site risk assessment prior to camper arrival, and volunteers and campers take part in a health and safety site tour on arrival. Staff and volunteers take all reasonable measures to create and uphold a **culture of safety** in order to minimise risks or hazards posed by the physical camp environment. All sites and activities are subject to a full risk assessment, which is reviewed regularly (National Minimum Standard 6:3, 2013). Staff work with each site to make any necessary adaptations and or source equipment for campers with additional needs to enable safe participation in the program (National Minimum Standard 6:2, 2013).

Dynamic risk assessment forms part of All Camp Training. Volunteers and staff are encouraged to take proactive action to report or mitigate any potential risk or hazard before it arises. All campers and volunteers are made aware of where to go and what to do in the event of a fire. Volunteers and staff ensure campers are appropriately supervised during transitions between activities and openly communicate with campers about staying safe and well while at camp.

Any health and safety concerns should be reported to a member of the Camp Support Team if on camp; or the Designated Safeguarding Officer if outside of camp. All concerns should be recorded and appropriate action taken.

All campers, staff and volunteer are issued with photographic ID badges. These must be worn at all times during camp.

### **(D) REPORTING AND RECORDING AN INCIDENT**

#### ***Definition of an incident***

Over the Wall defines an incident as ‘an event or circumstance that could have, or did cause, unexpected or unwanted harm (physical or emotional) loss or damage to any individual.

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Where the incident did not result in harm, loss or damage, but could have, this is referred to as a 'Near Miss'.

### ***Reporting and documenting incidents or accidents***

In event of an incident, the Team Leader should ensure that an incident form is completed.

The process for reporting an incident and good practice guidelines are included in All Camp Training. Volunteers and staff are directed to guidelines for good reporting, which include the need for objectivity, accuracy and timeliness, when filling out an incident form.

The incident form should outline the full known details of the incident or accident – including the time, date, list of individuals involved, witnesses, a full record of the event or concern, and any action taken.

### ***Incident Log***

The Incident Log is reviewed daily by relevant members of the Camp Support Team, who will consider what - if any - action is needed in response to an incident and what preventative measures need to be put into place to minimise the chances of any reoccurrence.

The Incident Log is monitored throughout the Camp Session by the Camp Session Coordinator (CSC) and will include details of all incident occurrences and measures taken. Each incident recorded, and subsequent actions, is subject to sign off a member of the Camp Leadership Team.

## **(E) DISCLOSURES AND SAFEGUARDING CONCERNS**

In the event of a disclosure of potential safeguarding concerns and/or abuse, Over the Wall prioritises support for the child or young person and recognises that the young person may continue to be involved with Over the Wall after the reporting of their concern.

Staff and volunteers involved with the camper should act in a supportive manner. In such instances, our commitment to our young people is to –

- Actively listen with care, giving full attention to the child or young person.
- Be non-judgmental in response.
- Offer empathy with the child or young person's feelings, as expressed by them and using only their own words.
- If appropriate, offer reassurance that the young person was right to speak out with their concerns.
- Exercise discretion, while maintaining the 2:1 adult to child policy.

## **Safeguarding Campers Policy and Procedures (July 2018). Review Date: July 2020**

- Fully communicate with the young person regarding any further action or steps that may need to be taken.
- Act in the best interests of the child or young person; and offer a clear explanation if there is a disparity between this and the child's wishes or feelings.
- If needed, take any proportionate immediate action needed to mitigate imminent risk.
- Respond in developmentally appropriate manner for the child or young person.
- Following the reporting procedures outlined in this document; and alert the Wellbeing or Nursing Coordinator at the first opportunity.

In such instances, we **cannot** and **should not** –

- Provide any assurance that secrecy or confidentiality can be maintained.
- Question or overly interrogate the child or young people - using closed questions.
- Make promises of change or action that could give false hope.
- Introduce any personal or third party experiences of abuse or self-disclose. In the event of a disclosure being made by a young person, volunteers are directed to help the young person identify an adult who is able to offer listening support. This may or may not be them depending on their experience and skill-set.
- Demonstrate disbelief or strong emotions (e.g. shock or disbelief).
- Share the information disclosed with individuals outside of the reporting procedures outlined in this document.

### ***Campers with additional needs***

Research shows disabled children are less likely to disclose abuse and are more likely to delay disclosure than their non-disabled peers (Hershkowitz, Lamb and Horowitz, 2007). Over the Wall recognises that for some campers the nature of their medical conditions, or psychosocial needs, means that comprehension and understanding of safeguarding concerns and procedures can be impeded.

Any known additional needs of campers are highlighted to volunteers and staff, on a needs-to-know basis. The role of the ISA and Wellbeing Team is to work alongside volunteer teams to establish developmentally appropriate ways of communicating safeguarding procedures to campers before and during each Camp Session (National Minimum Standards 3:2, 2013). This can include discussions during team agreements and or the use of visual resources. Ways to support and safeguard campers with additional needs is covered in All Camp Training.