



**SurviveAlive Youthworks (SA)
Safeguarding Policy**

**Guidelines for working with
Children, Young People and Adults at Risk**

SurviveAlive Youthworks

Last updated August 2017

SurviveAlive Youthworks

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ROLES AND RESPONSIBILITIES: Easy to read chart of different people within the Camp, who have responsibility for safeguarding:

Role/Name/Contact	Responsibilities	How
Designated People for Safeguarding (DPS): Alex Lamb 01***** 07***** Derek Thomas 07*****	Receives disclosures or reports of disclosures of abuse.	See information on Welcome Notice Board.
	Liaises with the Association Safeguarding Contact and external agencies where necessary.	Has a list of contact numbers and blank copies of the Safeguarding Incident Form.
	Keeps the safeguarding policy relevant and up to date. Organises appropriate training.	Annually reviews and updates if necessary. Ensures all adults attend necessary training every three years.
	Advocates and facilitates safe Camp practices.	Promotes a culture of best practice throughout the Camp life.
	Reports to the Camp meeting on safeguarding issues.	Makes sure safeguarding is on the Camp meeting agenda.
DBS Verifier & Safeguarding Administrator: Alex Lamb	Makes sure that all relevant people working with children, young people and adults at risk have an up to date DBS check in place at all times, and records training dates.	Coordinates the completion and renewal of DBS forms, and liaises with the Designated People for Safeguarding on the outcomes when required.
Camp Meeting	Adopts the safeguarding policy and procedures annually.	Discusses and agrees the policy and procedures brought by the Designated People for Safeguarding.
Core team	Has responsibility for safeguarding best practice within the Camp.	Makes sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.).
Volunteers	Have responsibility to read and be familiar with the safeguarding policy and to appropriately utilize the policy	Must read the policy to be familiar and to report to the DPS as required in relation to disclosures and concerns.

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POLICY STATEMENT

This policy covers all SurviveAlive Youthworks residential Camp's or activities throughout the year led or hosted by SA (SurviveAlive Youthworks).

and especially looks at

Safeguarding Children, Young People and Adults at Risk in the SA Camp

The vision of SA is: "Physical and Spiritual wellbeing"

In fulfilling this vision the Camp

- Has a programme of activities with children, young people and adult leaders throughout the year
- Has a summer camp with a variety of activities
- Welcomes children, young people and adults at risk into the life of our community

The Camp recognises its responsibilities for the safeguarding of all children and young people under the age of 18 and adults at risk of harm, regardless of gender, ethnicity or ability, as set out in the Children Act 1989 and 2004, *Working Together to Safeguard Children* (HM Government 2014), 'No secrets' - Guidance from Department of Health and Home Office March 2000 and Safeguarding Vulnerable Groups Act 2006.

We have based this policy with reference to the above documents and the Baptist Union's 'Safe to Grow' 2011 and 'Safe to Belong' 2015 and Truro/St Austell Baptist church safeguarding policy, 'Guidelines for working with Young People, Children and Vulnerable Adults' January 2015.

POLICY PRINCIPLES

Prevention and reporting of abuse

As Christians we are charged to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned. We believe that being part of the Christian family of the Camp places responsibilities on all who attend SA, to ensure that the environment is safe for everyone.

We recognise that it is the duty of each Camp member and each member of the wider SA organisation to foster relationships of the utmost integrity. It is up to each of us to prevent the physical, sexual, psychological, discriminatory, financial, neglect and acts of omission and spiritual abuse of all and to report any such abuse that we discover or suspect to one of the designated people, who will deal with them accordingly.

At SurviveAlive Youthworks we commit ourselves to the safeguarding and respect of all children, young people and adults as individuals and promote their well-being in every way. We commit ourselves to the nurturing, protection and safekeeping of all, especially children, young people and adults at risk and will pray for them regularly.

The Camp will fully co-operate with any statutory investigation into any suspected abuse linked with the SurviveAlive Youthworks organisation.

Safe recruitment, support and supervision of workers

SA will exercise proper care in the selection and appointment of those working with children, young people and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children, young people and adults at risk.

Respecting children, young people and adults at risk of harm

SA will adopt a code of behaviour for all who are appointed to work with children, young people and adults at risk so that all children, young people and adults are shown the respect that is due to them.

Safe working practices

SA is committed to providing a safe environment for activities with children, young people and adults at risk and will adopt ways for working with children, young people and adults at risk that promote their safety and well-being.

A safe community

SA is committed to the prevention of bullying of children, young people and adults. SA will seek to ensure that the behaviour of any who may pose a risk to children, young people and adults at risk in the community of the Camp is managed appropriately.

Policy and procedures

A copy of the policy, procedures and code of behaviour will be displayed permanently on the SA website.

Each worker with children, young people and adults at risk whether paid or voluntary will have access to a full copy of the policy and procedures and will be required to follow them.

When requested, a full copy of the policy and procedures will be given to any member of the SA Camp, the parents or carers of any child, young person or vulnerable adult from the Camp or any other person associated with the Camp.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be distributed annually at the Core team meeting in June together with details of any issues which have arisen during the year.

Part 1 - Purpose & Vision

Mission Statement for Children and Young People

Our vision for children and young people at SA and in the wider community is that every child and young person has the possibility to hear, respond and personally experience and grow in the Gospel. It is our desire that SurviveAlive Youthworks provides an environment for children and young people to be nurtured in their spirituality, to grow through personal faith and increase their “Physical and Spiritual wellbeing”.

Part 2 - Responding to Concern

Responding to Concern

Concerns must be passed to a Designated Person for Safeguarding but difficulty in contacting these individuals should not delay action being taken.

1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult. Somebody may abuse or neglect another person by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting; by people known to them, or more rarely, by a stranger. They may be abused by adults or children.

2) How to respond when someone wants to talk about harm or abuse

- Listen - and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact a Designated Person for Safeguarding - or in their absence take action yourself
- Write down what is said (see details needed below); and forward to designated person preferably using the 'Safeguarding Incident/Accident' form, which can be found on our website, in Appendix 1.

Make a careful written record of what has been observed as follows:

- Make notes as soon as possible including a description of any injury, its size and a drawing of its location and shape on the person's body.
- Write down exactly what the person has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg a description of the activity). Keep to the fact and not your opinions.
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes must be passed on to a Designated Person for Safeguarding to assist them should the matter need to be referred to a Social Care Team. All documents

including copies of everything sent to a Social Care Team, will be signed by you, dated and kept by SurviveAlive Youthworks in a safe and secure manner for at least 75 years.

3) Responding to concerns for a child/adult or an allegation of abuse

If there is a concern that a person may have been harmed or abused, a Designated Person for Safeguarding will act as follows.

3.i) Where a person has a physical injury or symptom of neglect:

- Contact a Social Care Team if there are concerns that a child or adult at risk may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home.
- If a child or adult needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers at the earliest opportunity.
- The hospital staff will be informed of any safeguarding concerns.

3.ii) Where there are allegations or concerns of sexual abuse:

- Contact a Social Care Team and the Police on 101. DO NOT try to investigate the matter.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents/carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

You must report all concerns as soon as possible to a designated person. Designated People must be Core Camp leaders. They will act on behalf of the victim in referring allegations or suspicions of neglect or abuse to the statutory authorities. They may also be required by the conditions of SA's Insurance Policy to immediately inform the Insurance Company.

If the concerns in any way involve one of the designated people then the report should be made to the other designated person. If concerns implicate all designated people, then reports should be made to Cornwall Children's' Social Care, Adult Care or Cornwall Domestic Abuse Helpline, or directly to the Police, (see 'Useful telephone numbers in Appendix 3).

If there are concerns involving any camp leader then report to any designated person or direct to social services.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or similar, or seek advice from CCPAS or Multi agency referral unit, although we hope that members of SA will use this procedure. If, however, you feel that the Designated People have not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope that by making this statement we demonstrate the commitment of SA to effective safeguarding of everyone.

4) Third Party Allegations and Referrals

Where a third party alleges abuse towards a child or adult, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with a Designated Person for

Safeguarding and may result in a referral to a Social Care Team, with their details. This is so that the Social Care Team can contact them if necessary.

5.i) Reporting allegations against a Core leader (paid and voluntary)

Where a child or adult makes an allegation against one of SA's children's, youth or adults at risk, leaders you should:

- Report the allegation to one of the Designated Persons who will then alert the relevant authorities as necessary.

DO NOT:

- Inform the leader of the allegation.
- Inform the parents of the child who has made the allegation.
- Inform the carer/support worker of the adult at risk who has made the allegation.
- Any of these steps could alert the perpetrator to silence the child or adult and affect any subsequent investigation or prosecution.

5.ii) Reporting allegations against a camp leader (paid or voluntary)

- The advice of a Social Care Team and the police will be sought before taking any action such as suspension of employment/role.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.
- **This information is to be kept confidential apart from the authorities. Information will only be disclosed on a 'who needs to know basis'.**

5.iii) Reporting allegations against children/young people

Where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust, then this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right.

6) Pastoral care

When an allegation/suspicion arises in the Camp, a period of investigation will follow, which may be stressful for all involved.

- Support will be offered to the alleged perpetrator without compromising the potential victims or their families.
- This is one reason for limiting the information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the alleged perpetrator.

- Where an investigation is under way, this support will be provided with the knowledge of the Social Care Team.
- The Camp will ensure that one person is responsible for dealing with the authorities throughout the investigation, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the alleged perpetrator's family.

Part 3 - Safe Recruitment

Application

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for anyone disqualified from working with children, young people (and adults at risk of harm) to knowingly apply, accept or offer to work with children or adults at risk. It is also an offence for us to employ someone when barred, and not to pass on information to the Disclosure and Barring Service that may lead to someone being barred. The Act specifically includes trustees of charities working with children.

It will be made clear that all those having contact with children, young people or adults at risk will be asked to agree to an enhanced Disclosure and Barring Service (DBS) check being carried out before the position is confirmed.

- References:
Formal references can be requested. Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.
- Young People:
Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. Therefore they don't need a DBS check.

Part 4 - Safe Behaviour: a Code of Behaviour for Workers

All leaders, teachers and helpers **MUST** have completed and passed a DBS check in order to begin working with children, young people or adults at risk of harm.

A. Overview/Code of Behaviour

The aim of these general guidelines is to ensure quality care, protect others from possible abuse and workers from false accusation.

- Workers should treat all children/young people/adults at risk with dignity and respect in attitude, language and actions.
- Use age appropriate language and tone of voice.
- Touch - please refer to the guidance on page 13
- Do not engage in any of the following:
 - Invading the privacy of children/young people or adults at risk when they are using the toilet or shower.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child, young person or vulnerable adult.
 - Any physical form of restraint unless the child, young person or adult at risk poses a threat to themselves or another.
 - Photographing anyone including children or young people without appropriate consent.
- When it is necessary to control and discipline children, young people or adults at risk this should be done without using physical punishment. In very exceptional circumstances a situation may arise where someone needs to be restrained in order to protect them or a third person. Restraint should never be used unless absolutely necessary and should be reported to a Designated Person for Safeguarding at the earliest opportunity, when a de-briefing discussion will be arranged.
- If a Young person has soiled their clothes or if an adult at risk/young person needs personal care, the parent guardians or carer **MUST** be contacted. Unless in an emergency workers should not involve themselves in such activities and **NEVER** on their own (ie two leaders of the same sex as the person requiring support).
- Where possible we ensure that workers do not unnecessarily spend time alone with children/young people/adults at risk. If it should be necessary to be alone with a child etc then make sensible precautions, e.g.:
 - Advise other key leaders and explain why.
 - Remain somewhere visible.
 - Where confidentiality is important and a person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the near vicinity.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are on site.

- Do not invite a child, young person to your home alone; invite a group, or ensure that someone else (an adult) is in the house. Make sure the parents know where the child is.
- The parents/carers will not attend Camp and it is important therefore they have been given information about the group including contact telephone numbers.

B. Abuse of Trust

Any young person under the age of eighteen, taking part in any activity under the guidance or leadership of an older person, is placing themselves in a position of trust. This trust must not be broken or abused by the leader by taking advantage of his/her authority. Persons in a leadership position should not enter into a sexual relationship with a young person from the Camp who is above the age of consent but under the age of 18.

C. Taking Care of Touching

Touch is an important part of human relationships: for example, it can be necessary to stop a child from hurting themselves. Touch can also be a natural way of responding to someone in distress. However, everyone working with children, young people and adults at risk should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intended, could be misconstrued by others as harmful.

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's or vulnerable adult's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child or vulnerable adult rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children and adults at risk are entitled to privacy to ensure personal dignity.
- Children and adults at risk have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention or are in danger of immediate harm.
- When giving first aid encourage the child or adult to do what they can manage themselves, but consider their best interests and give appropriate help where necessary when treating a young person ensure that there is multiple leaders or at worse multiple young people when the casualty is being treated.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

D. Children with no Adult Supervision

When children turn up to and want to join in with SA activities without the knowledge of their parents, we will:

- Welcome the child and try to establish their name, age, address and telephone number and record their visit in a register.

- Ask the child if a parent/carer is aware of where they are. Phone and try to make contact with the aim of establishing if the child or young person has any special needs (eg medication) so that we can respond appropriately in an emergency.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- This does not include the residential summer camps. Each young person must have parental consent and a complete form from www.survivealiveyouthworks.co.uk

E. Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with agreed recruitment procedures. It is accepted that some groups may benefit from being led and run by peers. In this situation adult leaders will contribute to programme planning and reviews and will be present when peer-led activities take place.

F. Electronic Communication

- Workers' Communication with Young People and Adults at Risk of Harm:
All young people and adults at risk need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that young people and adults at risk have a right to decide whether they want a worker to have their email address or mobile telephone number and they should not be pressurised into divulging information they would rather keep to themselves.

- Email:

Email is sometimes used by youth workers to remind young people about meetings. If email is being used workers should ensure messages are in the public domain by copying each message to: survivealive@survivealiveyouthworks.co.uk and vice versa. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and workers should never use inappropriate terms such as 'luv' to round things off. The content should be kept to the information needed to be given and not looking to build relationships or pastoral support.

- Social Media:

Use should be kept to an absolute minimum and only through specifically set up 'closed' groups. It should be used carefully and with caution. Its use may be appropriate- for example to communicate information about events quickly and effectively. However contact should always be of a general nature and not as a way of forming exclusive relationships. Leaders should keep personal details private and not make them available online, nor should they accept invitations to join personal networks of any young person under the age of 18 or of an adult at risk.

Social media friendships with young people aged 18 or over should take account of the potential for allegations of the abuse of trust. Where needed please seek guidance from one of the designated people.

- Mobile Phones:

Particular diligence needs to be applied when workers use mobile phones to communicate with young people and adults at risk and should only be used between 8am and 9pm:

- All mobile phone use will be primarily about information sharing.
 - Workers should keep a log of significant conversations/texts.
 - Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
 - Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could be 'laugh out loud' or 'lots of love'.
 - Leaders and young leaders should not store photos on their personal device but should transfer them to the leader responsible for digital footage.
- Taking Video and Photographs of Children or Adults:
To comply with data protection act 1998 SurviveAlive will responsibly utilise still or moving images of clearly identifiable people. There are several issues to be aware of:
 - No photographing or filming can be done without specific consent. Permission must be obtained from **everyone** who will appear in a photograph or video before the photograph is taken or footage recorded.
 - It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
 - If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
 - Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a Camp nativity play.
 - Children and young people under the age of 18 should not be identified by surname or other personal details, including email or postal addresses or telephone.
 - When using photographs of children and young people it is preferable to use group pictures.

Part 5 - Safe Practice

1) Safe Practice

a) Consent forms:

It is essential that we have important information about all children and young people involved in any activities at the Camp. This information is recorded on our consent form found on the SurviveAlive website (appendix 2).

b) Best Practice:

We believe in encouraging and releasing people into their God-given potential. We therefore try to recognise giftings in everyone, help people with their aspirations and have regard for all their practical and spiritual needs. We will therefore:

- Use positive, inclusive and appropriate language; keep calm - never respond to verbal abuse with verbal abuse; always be kind and tolerant in the way we speak to people; have fun, but not at someone else's expense.
- Always ask the group member what assistance they require to "assist with" rather than to "do for".
- When an adult joins a Camp related group or activity, if appropriate have a carer/support worker stay with them until they are known well enough to communicate effectively. If necessary, make ourselves aware of any medical/mental health conditions the person has and how to support them appropriately; although this does not mean we are primarily responsible for their care which outside agencies or services would be most appropriate to address; and we will not take responsibility for dispensing medication.
- It is also important that everyone is aware of best practice to reduce the risk of abuse or allegations of abuse to any child, young person or adult. We need to support each other, and be conscious of how our actions could be misinterpreted. We need to be vigilant on each other's behalf by being alert to inappropriate relationships e.g. physical contact - is it appropriate? Does the child/person look uncomfortable? Does anyone child/person appear to be treated differently to other similar child/people?
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in vicinity.

c) Ratios

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.

We aim for at least two leaders/workers in all groups, preferably one leader of each sex. In single sex groups at least one leader should be of the same sex where possible.

During the camp the ratio of staff to young people should be 1:8 however this will depend on the level of need and the range of activity being undertaken.

d) Fire:

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

The fire assembly point is the volley ball court with emergency exits at the front and rear of the camp building.

e) First Aid:

First aid kits are kept in the Camp wash area and taken with leaders on activity. The accident book is with the main first aid supplies box in the camp barn. If it is not possible to access it, a note of the accident details should be sent to a designated person (see contact details on page 2).

f) Supervision of groups:

The person responsible for a group/activity must make sure that the register/safety numbers are taken.

The 'responsible person' for that activity also needs to ensure that each child is collected by an appropriate person where necessary.

- Records must be kept of all leaders, teachers and helpers involved in each meeting or session involving children, young people and adults work. Any incidents or injuries that occur during that time must be recorded on the appropriate forms.
- Any problems, incidents or injuries must be recorded on the appropriate form (see Appendices). This information is to be kept confidential and the completed form given to one of the designated people.

g) Transporting Children:

These guidelines will apply to all drivers involved in the transportation of children and young people on trips organised by or on behalf of the Camp. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Wherever possible ensure that another adult is present when giving lifts in a car or mini-bus. In exceptional circumstances, when this is not practical, a lone child, young person or adult at risk should be asked to sit in the rear of the vehicle.
- All drivers will have read the Camp's Safeguarding Policy and agree to abide by it. Those who offer lifts on behalf of the Camp must have a current DBS check.
- Parental/carer consent will be given for all journeys.
- When dropping off do not leave a child on their own. Make sure that children are received by an appropriate adult.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the Camp. 'Business use' cover may be required. The vehicle will need to be roadworthy.

h) Risk Assessment:

Before undertaking activities, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

i) Insurance:

Residential activity/camp organisers will ensure with the Camp administrator that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate liability insurance.

j) Counselling, Mentoring and Praying:

- Where possible we ensure that workers do not unnecessarily spend time alone with children/young people/adults at risk. If it should be necessary to be alone with a child etc then make sensible precautions, e.g. advise other key leaders and explain why. Leave doors open. Where confidentiality is important and a person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- Touch - please refer to the guidance on page 13.

- When praying with children, young people and adults at risk it needs to be done sensitively and take account of the physical, emotional and mental well-being of the one being prayed with. Ask them for permission to pray for them and be careful about the language used. If praying with an individual you should choose an open area where there are other people around. Ask permission if laying on hands or anointing with oil. You might consider writing the prayer down and giving it to the one being prayed with.

2) Outings and Overnight Events

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- For children and young people, parents/carers will be informed in writing of all the arrangements.
- There will be leaders with first aid certificates and food hygiene awareness with the group.

a) Sleeping Arrangements (Outings and overnight events):

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with any children or young people.

Arrangements will be age appropriate, provide security for the child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

During the primitive camps the leaders will look to sleep in an appropriate position within the shelter while considering the separation of male and female campers.

b) Adventurous Activities (Outings and overnight events):

No child will participate in adventurous activities without the written consent of the parent/carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met.

c) Fire Safety (Outings and overnight events):

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building then everyone must be made aware of the fire exits.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (eg. A child who is hard of hearing)

d) Safety (Outings and overnight events):

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp. Appropriate safety measures should be in place eg regular check ins; emergency contacts numbers for everyone; and no child or young person should ever be out on their own.

e) Record Keeping And Documentation Policy

All revenue raised and expenses paid are to be recorded and receipts retained. This will assist in budgeting and enable an accurate set of accounts to be kept for the year.

3) Training Policy

- a) The Camp has an ongoing commitment to train all their leaders and helpers. In order to fulfil this the Camp will organise regular training sessions and notify all workers of any local training events
- b) Today's young people are the leaders of tomorrow. Therefore the Camp has a policy that encourages those under 18 to become involved in helping in the work with the younger groups. They will be offered the same level of training as their seniors and receive the same level of support and care.

Part 6 - Safe Community and Types of Abuse

1) Definitions

“Abuse is a violation of an individual's human and civil rights by any other person or persons.” It may consist of a single act or repeated acts and does not have to fit solely into any one or two of the categories. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person/child subjected to it.

See below for main forms of abuse (this list is not exhaustive):

Previous Government Guidance has identified a number of categories of abuse which are detailed below. More recent areas of particular concern appropriate to our age group include:

- Radicalisation of vulnerable individuals, often via internet chat rooms
- Child Trafficking
- Child/Vulnerable Adult Exploitation
- Sexting/inappropriate use of social media/on-line bullying
- Emotional abuse
- Domestic abuse
- Controlling relationships/abuse
- Neglect or self-neglect or self – harm
- Female Genital Mutilation
- Hate crime/incidents

Safeguarding Leads have undertaken various training on the above and can provide support, together with contacts in specialist support agencies.

These types of abuse can relate to either a child/young person under the age 19 years or to an adult who is vulnerable under the Care Act definition

Physical Abuse

This is anything that causes physical harm, injury or illness.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child / young person.

Emotional/Psychological Abuse

This is the persistent emotional ill-treatment of a vulnerable person such as to cause severe and persistent effects on their emotional development.

Sexual Abuse

This involves forcing or enticing a child/young person or adult who is vulnerable to take part in sexual activities. The activities may involve physical contact or non-contact, such as involving children/young people/adults in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet the child/young person/ adult (who is vulnerable) basic physical and/or psychological needs, likely to result in the serious impairment of the individual's health or development.

Self-Neglect/Harm

This is not a direct form of abuse but staff needs to be aware of it in the general context of risk assessment/risk management and to remember that they may owe a duty of care to a child/young person or vulnerable adult who places her/himself at risk in this way. A refusal to engage with services does not override a duty of care to support individuals and they should continue to be encouraged to access support.

Female Genital Mutilation (FGM)

This is an unacceptable and illegal (in the UK) form of abuse and violence towards girls and women involving female circumcision. There have been incidences of FGM in the South West including Devon and Cornwall despite the fact that there are few people from these communities living in this area.

Domestic Abuse/Teenage Relationship Abuse

Abuse can be either in the form of being personally abused within a relationship or for a child or young person to witness this within their home, perhaps involving parents/carers.

Financial or Material Abuse

This includes theft, fraud, exploitation, pressure in connection with wills, property, enduring power of attorney, or inheritance or financial transactions, or the inappropriate use, misuse or misappropriation of property, possessions or benefits.

Discriminatory Abuse

This includes racist, sexist, or other forms of abuse that are based on a person's protected characteristics and other forms of harassment, or similar treatment. This can be viewed by a victim as hate crime and the Police can prosecute on this basis.

“Revenge Porn”

New legislation came into force in April 2015 to prevent sexually explicit photographs or videos being shared or posted so as to cause harm or distress to the person subject of the material. The new law includes uploading to the internet, sending by text, email or messaging platforms, as well as simply showing someone a physical or electronic image.

Radicalisation

This is a process by which a person comes to support terrorism and/or forms of extremism leading to them committing acts of violence or the support of violence by others in a group. Young people and adults who may be vulnerable are often targeted by groups. They may be drawn into association with these groups through internet chat rooms, possibly motivated by a wish to belong or to make a stand or a difference. Staff and learners should be made

aware of the signs of radicalisation and raise any concerns with Safeguarding Leads who are trained in how to identify and report potential victims.

Neglect and acts of omission

Including 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.

Spiritual/Institutional abuse

Occurs when a leader, Camp or a belief system, whether well intentioned or not, dominates, manipulates or castigates individuals through fear tactics, mind control, or some other psychological or emotional abuse. It is where the maltreatment of a person is done in the name of God, faith, religion, or Camp, and can include any of the previously stated abuses in this section. It can also include intimidation to submit to a spiritual authority without any right to disagree or make personal choices; hostility and or persecution, including false accusation and repeated criticism by negatively labelling a person as disobedient, rebellious, lacking faith, enemy of the Camp or God; being exclusive and dismissive of any outside criticism and labelling it 'of the devil'; only giving information to a selected few; and expecting conformity to a dangerous or unnatural religious view and practice.

Any combination of the above forms of abuse are also seen in other types of exploitation and we need to be aware of that in the following:

- Bullying
- Cyber Abuse/Bullying/Stalking <http://www.bullying.co.uk/cyberbullying/>
- Domestic Abuse/Violence <https://www.womensaid.org.uk/information-support/what-is-domestic-abuse/>
- Historic Abuse
- Human Trafficking
- Honour/Forced Marriage <https://www.citizensadvice.org.uk/relationships/gender-violence/domestic-violence-and-abuse/#h-forced-marriage>
- Mate Crime www.arcsafety.net
- Modern Slavery
- Radicalisation/Grooming <https://www.gov.uk/search?q=radicalisation>
- Self-Harm/Self-Neglect

A Safeguarding Incident/Accident Form should be completed whenever necessary (appendix 1).

We are dedicated in the pastoral care and support of those who have experienced abuse.

2) Who Abuses Children, Young People and Adults at Risk of Harm?

- Very rarely a stranger
- Often someone who knows the child, young person or adult at risk eg. parent, baby-sitter, sibling, relative, neighbour or a friend of the family
- Sometimes, someone in authority such as a teacher, youth leader, children's worker, carer, professional staff, or a Camp worker/leader
- Sometimes, paedophiles and others who set out to join organisations (including Camps) to obtain access to children or vulnerable people.

Appendix 1 Record of Safeguarding Concern / Disclosure

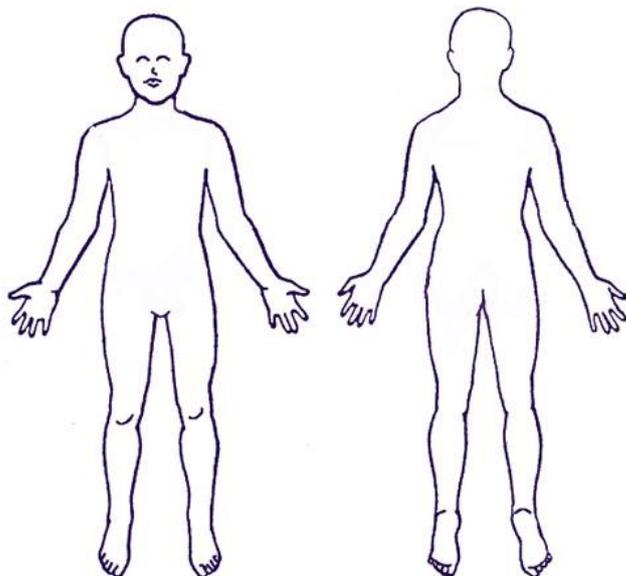
To be completed by the person who receives the report/disclosure

Young person's Name:	Date of Birth:	
Date:	Time:	Place:
Disclosure from:	Disclosure to:	

WHAT ARE WE WORRIED ABOUT?

Summary reason for recording concern / disclosure

N.B. Please report the disclosure using the person's own words (verbatim).



HARM/DANGER & COMPLICATING FACTORS

With whom has this information been shared within the college? (names and dates)

List any external agencies or individuals that are working with this person including contact details where known:

Signed: (staff)

Print Name:

Date:

Signed: (student)

Print Name:

Date:

NB: please ensure that you have spoken to a designated safeguarding person and that you ensure they receive this form without delay.



Summer Camp 2017

Week A

Parental Consent Form

Safety Number	«SN»
First Name	«Formal_First_Name»
Last Name	«Last_Name»
Gender	«Gender»
DOB	«Camper_DOB»
Age	«Age»
Week	«Week»

Camper Address	«Camper_Address»
Town	«Camper_Town»
County	«Camper_County»
Post Code	«Camper_PostCode»

Any Special Medical Information?	«Medical_Info»
Medical Details	«Medial_Details»

Any Special Dietary Requirements?	«Dietary_requirements»
Dietary List	«Dietary_List»
Dietary Info	«Dietary_Info»

Doc Name	«Doc_Name»
Doc Tel	«Doc_Tel_No»
Doc Address	«Doc_Address»

Allow Photo and Video?	«Photo_and_Video»
Other Info	«Other_Info»

Parent Mobile	«Mobile_No_Parent»
Parent Home Tel	«Home_Tel_Parent»

ICE Mobile	«ICE_Contact_Number»
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Parent Name	«Parent_First_Name»
	«Parent_Last_Name»
Relationship	«Parent_Relationship»

ICE Name	«ICE_First_Name»
	«ICE_Last_Name»
ICE Relationship	«ICE_Relationship»

Parent Address	«Parent_Address»
Town	«Parent_Town»
County	«Parent_County»
Post Code	«Parent_Post_Code»

ICE Address	«ICE_Address»
Town	«ICE_Town»
County	«ICE_County»
Post Code	«ICE_Post_Code»

I understand the information regarding SurviveAlive Summer Camps. I have ensured that my child understands that for their benefit and for that of the group, any rules and instructions given by leaders are to be obeyed. I will inform SurviveAlive on any change of information or circumstances before the Summer Camp. I agree that the leaders may give permission for my child to receive medical treatment in an emergency if they are unable to contact me. This may include hospital or dental treatment including anaesthetic.

«TC»

Signed: «Signed»

Date/Time: «Date_Booked»

Appendix 3

Useful Telephone Numbers

Adult Care, Safeguarding Adults Concerns

Tel: 0300 1234 131
Out of hours Tel: 01208 251 300 (for emergencies only)

Campes Child Protection Advisory Service (CCPAS)

24 hour helpline for any safeguarding issues

Tel: 0845 120 4550 **only use out of hours if urgent**
or 01322 517 817 for non-urgent contact

Citizens Advice

<https://www.citizensadvice.org.uk/relationships/gender-violence/domestic-violence-and-abuse-organisations-which-give-information-and-advice/>

Cornwall Children's Social Care

Tel: 0300 1234 101
Out of hours Tel: 01208 251 300 (for emergencies only)

Cornwall Domestic Abuse 24hr Helpline

Tel: 01872 225 629
<https://www.cornwall.gov.uk/health-and-social-care/domestic-violence-help-and-advice/>

Cornwall Safeguarding Children Standards Unit and Local Authority Designated Officer (LADO)

Tel (Monday-Friday 9am-5pm): 01872 326 536

Modern Slavery Helpline

Tel: 0800 0121 700

Multi Agency Referral Unit (MARU)

Tel: 0300 123 1116
Email: MultiAgencyReferralUnit@cornwall.gcsx.gov.uk
Out of hours Tel: 01208 251 300

NSPCC 24 hour helpline

Tel: 0808 800 5000

REACH (Risk Evaluation & Co-ordination Hub) /Twelves Company

Advice, support and referral regarding domestic abuse

Tel (Monday-Friday 9am-5pm): 0300 777 4 777 for general public
<http://www.twelvescompany.co.uk/cornwall/idva-services/reach>

Appendix 4 – Signs of Potential Abuse

Signs of abuse can be many and varied but can also be innocent indications of a transition to adult life. However, they should always be considered as potential causes for concern and followed up/monitored in a sensitive way, with appropriate records dated and kept securely. Safeguarding Leads, Senior Learning Advisers and Student Liaison Officers are trained and experienced in exploring such issues in a confidential and supportive way and can assist colleagues in this or provide guidance and support. They can also seek external, specialist advice and/or make referrals to statutory agencies.

Possible indicators of abuse

- Physical injuries, including bruises, particularly if reasons for these do not appear plausible or if injuries are repeated or self-harm is suspected
- Emotional distress, fear, unwillingness to go home
- Expressed fear of particular individuals: family members, fellow students, neighbours, boy/girlfriend
- Sudden changes in behaviour, e.g. becoming very withdrawn or aggressive
- Changes in attendance patterns at college
- Significant loss/increase of weight or poor hygiene or appearance
- Hungry at college with no money to buy food or borrowing money to buy food
- Poorly dressed or equipped for college
- Sudden changes of living circumstances, e.g. moving out of home to live elsewhere
- Sudden acquisition of jewellery, gifts from older girl/boyfriends
- Expression of radicalised views to others – racism, extreme political views, animal rights, religious ideology etc.
- Expression of Interest in weapons, explosives etc.
- Talking about travelling abroad to conflict zones such as Syria