



G
Govilon Activity Centre, School Lane, Govilon
Abergavenny, Monmouthshire, NP7 9RH

01873 831185
info@govilon.org.uk
www.govilon.org.uk

Safeguarding Policy

Policy Statement

It is the policy of The Govilon Activity Centre to ensure that every child or young person who attends the centre should be able to participate in a fun and safe environment and be protected from neglect and physical, sexual and emotional abuse.

and is regularly inspected as per their inspection criteria.

The key principles that underwrite this policy are:

- Anyone under the age of 18 years should be considered as a child for the purposes of this document
- The child's welfare is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- All suspicious and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Instructors and all centre staff and volunteers will be provided with the appropriate documentation and support to ensure they are able to implement the policy
- To ensure that adults working with children are also provided protection and are aware of the best practice so they can be protected from wrongful allegations
- Recruitment of all centre staff and volunteers follows national guidelines, with all staff being subject to CRB / DBS Checks.
- Working in partnership with children and their parents/carers is essential for the protection of the child

Safeguarding Officer

<i>Nick Fitzgerald</i>	Work	01873 831185,
	Home	**** * *****
	Mobile	**** * *****

<i>Jon Cholakian</i>	(will deputise in the absence of the Safeguarding Officer)	
	Work	01873 831185
	Mobile	**** * *****

What is abuse?

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers. Often these people are people they know and trust. It refers to the damage done to a child's or young person's physical, mental or emotional health. Children or young people can be abused within or outside their family, at school and within the sporting environment.

There are four main types of child abuse, though a child may experience more than one kind at any one time in his/her life.

Physical abuse includes situations where someone:

- Physically hurts or injures children or young people
- Gives children or young people alcohol, cigarettes, inappropriate drugs or poison
- Attempts to suffocate or drown children or young people
- Use excessive or inappropriate activity delivery methods i.e. the nature and intensity of activities should never exceed the capacity of the child's or young person's growing body

Neglect includes situations in which:

- A child or young person's basic needs are not met (e.g. food or drinks, warmth)
- Children or young people are consistently left alone and unsupervised
- Neglect might also occur if a teacher, carer, instructor or volunteer fails to ensure children or young people are safe, or exposes them to undue extremes of weather or risk of injury

Sexual abuse includes situations in which adults/peers use children or young people to meet their own sexual needs through:

- Full sexual intercourse, masturbation, oral sex, anal sex or fondling
- Showing pornographic books, photographs or videos or taking photographs for pornographic purposes
- In the sporting or outdoor activity environment this might include; when inappropriate physical contact takes place through inappropriate supporting, 'spotting', treatment or touching.

Emotional abuse includes situations in which:

- There is a persistent lack of love, affection or attention shown to a child or young person
- Children or young people are overprotected preventing them from socialising
- Children or young people are frequently shouted at, humiliated or taunted
- In the sporting or outdoor activity environment this might include; constant criticising, bullying or applying unrealistic pressure to perform.

Sexual Exploitation

The sexual exploitation of children and young people is a hidden form of abuse and the Govilon Activity Centre actively promotes awareness Safeguarding and Promoting the Welfare of Children who are at Risk of Abuse through Sexual Exploitation

Child sexual exploitation is the coercion or manipulation of children and young people into taking part in sexual activities. It is a form of sexual abuse involving an exchange of some form of payment which can include money, mobile phones and other items, drugs, alcohol, a place to stay, 'protection' or affection. The vulnerability of the young person and grooming process employed by perpetrators renders them powerless to recognise the exploitative nature of relationships and unable to give informed consent.

This information is not exhaustive and further guidance can be sought at:

http://www.sewsc.org.uk/fileadmin/user_upload/all_wales_sexual_exploitation_protocol.pdf

There is also the **Abuse of Trust** - Where young people are indoctrinated with attitudes and to social, political and religious views which are unacceptable to the young person's family, community or school/group.

The inappropriate use of photographic material taken at events is an area of abuse that is increasing and all those involved should be aware of this.

All forms of bullying, both verbal and physical, from other children is also a form of abuse and there is a requirement for **all** to ensure that there are sufficient mechanisms to allow children to report instances of bullying.

This Policy Document should be read in conjunction with information contained at:

<http://www.sewsc.org.uk/>

Adventure Activity Licencing Service

Govilon Activity Centre holds a licence issued by The Adventure Activities Licencing Service (AALS) on behalf of the Department of Education and Skills (DfES). An Inspection typically involves a management check of all Operating Procedures, Safeguarding relating to the provision of the adventure activities provided.

Following an inspection a report is subsequently made to the Licencing Authority and if they are satisfied that the provider complies with nationally accepted standards of good practice, a licence is then issued.

AALS Tel: 02920 755715

Sub-contract staff

Generally, all scheduled building and maintenance work is undertaken at quiet times when the centre is closed. However in the unlikely event that a contractor is required when we have young people or venerable adults in residence a contractor can be allowed on site. Should this be the case the safeguarding officer or another responsible person would ask to view their own 'Safeguarding Policy' and ensure a member of centre staff is to accompany them at all times.

Guidelines for Good Practice

All Staff are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within each activity situation.

- Always work in an open environment (avoid private / unobserved situations)
- Maintain a safe and appropriate distance from young peoples (e.g. it is inappropriate to share a room with a child)
- If any form of manual/physical support is required it should be provided openly and according to guidelines set down by each sport's governing body. Young people should always be consulted and their agreement gained. The view of parents/teachers must also be considered as they are becoming increasingly sensitive about manual support or 'spotting' during an activity.
- Pay particular attention to the fitting on of outdoor equipment and clothing on children. It is best done by using a group member for demonstration purposes. Take special care when adjusting harness straps, buoyancy aids or caving belts - encourage children to work in pairs.
- Involve parents, carers and teachers wherever possible (particularly in the changing room environment). It is essential that if groups have to be supervised in the changing areas the Instructors, volunteers, parents, teachers, work in pairs.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Treat young people and disabled adults equally, with respect and dignity
- Put the welfare of each young person before winning or achieving goals
- Recognise the developmental needs and capacity of young people and disabled adults avoiding excessive physical exercise or competition and not pushing them against their will.
- Give enthusiastic and constructive feedback instead of negative criticism.
- Build balanced relationships based on trust empowering children to share in the decision making process
- Be an excellent role model. This includes not smoking, drinking alcohol or swearing in the company of young people.
- Make Outdoor Education a worthwhile, meaningful and enjoyable experience and encourage fair play
- In normal circumstances avoid taking a child in your own car – However in an emergency it is acceptable and best practice to position him/her with at least one friend in the back seat.

Practice to be avoided

Being alone with a child should never be planned, and should be avoided, in all but an emergency situation. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the parents or teacher.

For example, if a child requires transportation to hospital or if a parent fails to turn up at the end of an activity.

Practice Never to be Sanctioned.

The following should never be sanctioned. **You should never:**

- Engage in rough, physical or sexually provocative games such as horseplay
- Share a bedroom with a child or invite or allow children to stay with you in your bedroom
- Take children to your home where you will be alone with them
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive comments to children, even in fun
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon
- Do things of a personal nature for children or disabled adults that they can do for themselves. It may be necessary for volunteers or visiting staff to do things of a personal nature for children (e.g. dressing and undressing children, lifting), particularly if they are young or disabled. These tasks must only be carried out with full parental consent. Be responsive to the child's reactions. If they are fully dependant on you, talk about what you are doing and give choices where possible. Avoid taking on tasks that you are not appropriately trained for.

Action

If any of the following occur, staff should report immediately to another colleague and record the incident and the Safeguarding Officer informed. Parents of the child should also be informed as agreed with the lead teacher / trip leader and/or headteacher.

- You accidentally hurt a young person
- A child seems distressed in any manner
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done.

Recognition of abuse

It is not the responsibility of anyone working for The Govilon Activity Centre, in a paid or unpaid capacity, to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. (See following pages in this document for reporting procedures)

The following may be signs of child abuse.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Any injury for which the explanation is inconsistent
- The child or young person describing what appears to be an abusive act
- Someone else expressing concerns about the welfare of the child or young person
- Unexplained changes in behaviour
- Sexual awareness inappropriate for age
- Engaging in sexually explicit behaviour in games
- Being mistrustful of adults, particularly those with whom a close relationship would normally be expected
- Having difficulty in making friends
- Being prevented from socialising with other children or young people
- Variations in eating patterns including overeating or loss of appetite
- Loss of weight for no apparent reason
- Becoming increasingly dirty or unkempt

The above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place. However, if you are concerned about the welfare of the child **You Must Act**. Do not assume that someone else will.

What to do if abuse is suspected

The Govilon Activity Centre will fully support and protect anyone, who in good faith, reports his or her concern that a colleague is, or may be, abusing a child.

Any suspicion that a child has been abused by either an Instructor or Volunteer should be reported to the Safeguarding Officer, who will take steps to ensure the safety of the child in question and any other children at risk.

The Safeguarding Officer may refer the allegation to the social service department who may involve the police.

The parents and carers of the child will be contacted as soon as possible following advice from social services.

If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to social services.

Where there is a complaint against a member of staff there may be 3 types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The following action will be taken if there are concerns:

If, following consideration, the allegation is clearly about poor practice, it will be dealt with as a misconduct issue by the Safeguarding Officer and Govilon Management Committee. If this is to be the case the complainant should be provided with the Govilon Activity Centre Complaints Policy Document.

The Safeguarding Officer will make an immediate decision about whether an individual accused of abuse should be temporarily suspended pending further social service and police inquiries. This should be done in writing and a copy given to the member of staff concerned and Govilon Management Committee. The complainant should be provided with the Govilon Activity Centre Complaints Policy Document.

The Safeguarding Officer will assess individual cases to decide whether a member of staff can be reinstated by seeking advice from the appropriate organisations. The decision will be based on available information which could suggest on a balance of probability that the allegation is true. The welfare of children must always remain paramount.

Confidentiality

Every effort will be made to ensure confidentiality is maintained, where information is handled and disseminated on a need to know basis only. This includes:

- The Safeguarding Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- The alleged abuser (and parents if the abuser is a child)

Information will be stored in a secured place with limited access to designated people, in line with the Data Protection Act 1998

<https://www.gov.uk/data-protection/the-data-protection-act>

Recording information

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court. In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

Considerations:

- Is the person making the report expressing their own concerns or someone else's?
- What is the nature of the allegation? Record dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay and record.
- Are there witnesses to the incidents?
- Has anyone else been consulted? If so record details.
- If it is not the child making the report, has the child concerned been spoken to? What was said?
- Has anyone been alleged to be the abuser? Record details.

The complexity of safeguarding issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

- **Do** listen
- Do take notes
- Do tell the Safeguarding Officer and make sure that all information is passed onto the police and other authorities
- **Don't** ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

Common Questions that could be used in some situations.

- **The Do's** - open questions/statements
- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

The Don'ts - leading/closed questions/comments

- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret

All Govilon Centre Staff and Volunteers

What should I do if a child tells me she/he is being abused?
(See flow diagram later in this document)

Always:

- Stay calm - ensure the child is safe and feels safe
- Show and tell the child that you are taking what she/he says seriously
- Reassure the child and stress that she/he is not to blame
- Be honest, explain you will have to tell someone else to help stop the alleged abuse
- Make a note of what the child has said as soon as possible after the event
- Maintain confidentiality - only tell others if it will help protect the child.

Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep
- Ask inappropriate questions, which may jeopardise any impending police investigation
- Take sole responsibility - consult someone else (the Safeguarding Officer/person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

If I do something, might it make things worse?

Taking appropriate action if you are worried about abuse is never easy – it takes courage but it protects a young person from harm.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse but in reality this rarely happens. However, one thing is certain - **you cannot ignore it**. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive the appropriate help to cope with the abuse. The most serious effect is that children can and do die as a result of abuse. They can develop behavioural difficulties, problems at school, their development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

Support to deal with aftermath

The Safeguarding Officer will provide information on where to get support. Consideration will also be made as to what support may be appropriate to alleged perpetrator of abuse.

Further Help

Many of the issues in child protection / safeguarding are very sensitive and you may not know who is best to turn to for advice or are worried about sharing your concerns with a senior colleague. You should in this case either contact:

Monmouthshire Social Services	01633 644644	or
NSPCC	0808 800 5000	or
	TEXT 88858	or
Childline	0800 1111	

Incident Report Form

Try and keep the process friendly rather than a formal; you want the child to feel as comfortable as possible during this stressful process.

Interviewer's details

Name: Position:

Child's details

Name: Date of birth:

Address:

.....

Parents / Carers names:

Address:

.....

Record what was said and reported: (use additional paper, as required)

.....

.....

.....

.....

.....

Action taken

Police: Reported to which police station?

Officer reported to:

Date / time incident reported:

Details of advice received:

The Govilon Activity Centre: Reported to Safeguarding Officer? YES /NO

Date / time incident reported:

Details of advice received:

.....

Other: Contacted other organisations for advice? YES /NO Date / time of call:

Which organisation(s):

Person advice received from:

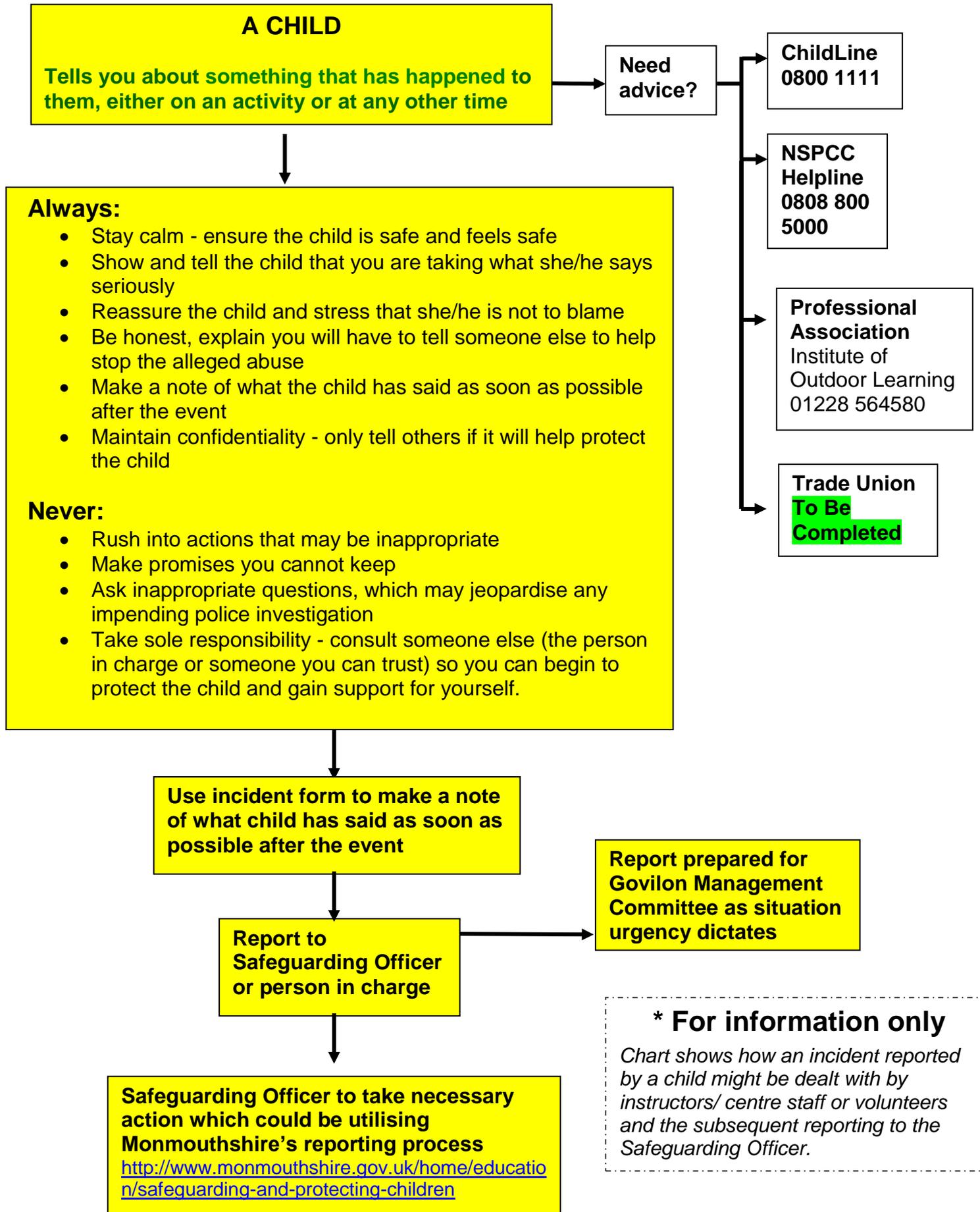
Details of advice received:

.....

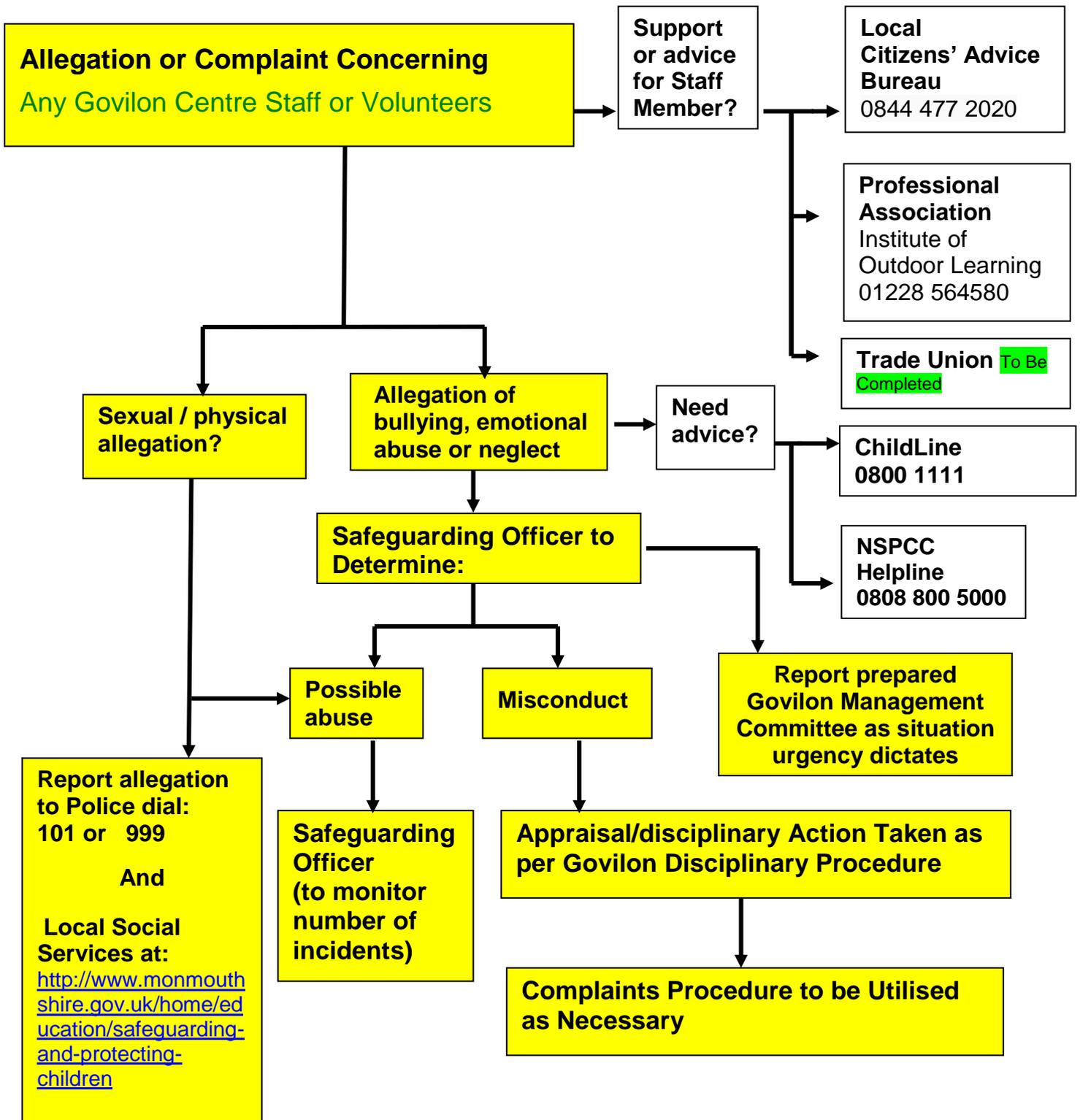
Signed by interviewer, as above: Date:
--

Reporting procedure

For Instructors, staff & volunteers



Reporting procedure *for* The Govilon Activity Centre



* For information only
Chart shows how an Allegation or complaint concerning a member of centre staff or Volunteer might be dealt with by the Safeguarding Officer and professional authorities.

Safety Policy Document 2014 – Version (4)

Arrangements for Health and Safety

Govilon Activity Centre – Safety Document

For all Centre staff, associate instructors, volunteers and anyone connected with the delivery of courses provided by Govilon Activity Centre.

I have read and understood the contents of the above document(s) and agree to work to these operating procedures and within the boundaries laid out in them.

Policy Document	Signature	Name	Date
Provision for Fire & Evacuation Procedure			
Outdoor Activity Operating Procedures and Risk Assessments			
Safeguarding Policy (Child Protection)			