

Introduction:

All staff at Ultimate Activity Camps have a legal duty to respond if we suspect a child may be suffering a form of abuse, or if a child discloses information to us. We take this responsibility very seriously and expect all of our staff to be vigilant for the signs of abuse. Ultimate Activity Camps train all staff in spotting the signs of abuse and procedures to take in the case of a disclosure. These procedures follow the guidelines set out in LSCB policy manuals.

Above all we recognise that sharing concerns is paramount and our staff are encouraged to share any concerns they have with the Camp Manager (Designated Safeguarding Officer for the camp). The Camp Manager can then seek guidance on the best course of action with the Operations Manager.

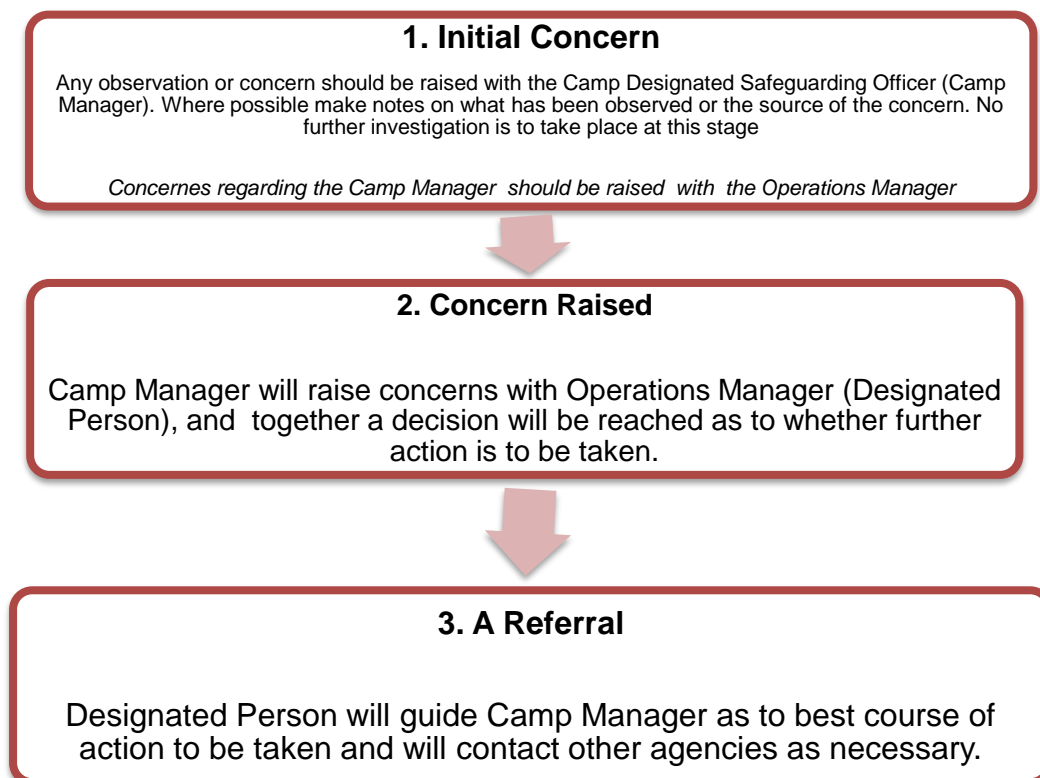
Procedures:

1. Training

All staff receive training in the four types of abuse and how they may manifest in a child. In addition to this, Local Safeguarding Children Board procedures and contact details are held on camp for reference. Staff are trained in procedures to follow and who to contact if they have concerns.

2. Raising a concern

All staff follow the procedure set out below when concerned about a child's welfare:



Camp Managers and all staff have LSCB contact details and are trained to know that in the event of a serious and immediate threat to a child, that LSCB teams and emergency services can be contacted without first contacting Designated Person.

3. A Disclosure

In the event that a disclosure is made to a member of staff the following procedure is followed:

1. When a Child Discloses

When the child begins to speak to you, you must tell them that you cannot keep the information to yourself, and may have to share it with other people within the company to make sure the child is safe.



2. Do not Question

Allow the child to speak freely, and allow them to tell you only what they want to tell you. Do not ask any leading questions.



3. the Next Step

Explain to the child what you are going to do with the information they have shared, and then explain what will happen next.



4. Document and Raise

As soon as possible after the event, document what was said using an Incident Form. Include as much detail as possible.
Raise this concern with you Camp Manager for further guidance.

Following discussions with the Camp Manager, the procedure for raising a concern should be followed, seeking guidance from the Designated Person who will contact other agencies if necessary and advise on any further action to be taken.

4. Allegations

At Ultimate Activity Camps, we believe that everyone connected with our work, (including but not limited to children, parents/guardians, staff, other school staff) should be in a safe environment without abuse or any sort. In the event that an allegation is made against any member of Ultimate Activity Camps Staff team, Senior Management will launch an immediate investigation, and the following procedure will be carried out.

1. Allegation Received

If the allegation is made on camp, whoever receives the initial allegation, whether verbal or written should inform the Camp Manager as soon as possible. If necessary, document details of the allegation.

If the allegation is against the Camp Manager, Head Office should be informed directly.



2. Head Office Informed

Camp Manager (or member of staff) contact Head Office. Depending on the nature of the allegation, Head Office will judge whether the individual is to remain on site or is required to leave the site.



3. Statement and Investigation

Head Office will send a member of the Senior Management Team to investigate and take statements from parties involved. If this includes a child, a parent will be requested to come to camp to be present when this is taken. Statement will also be taken from the individual staff member involved. Statements from 3rd parties may also be taken to build up as thorough an understanding as possible.



4. Report

Senior Management will report their findings and a decision as to whether further action is required will be made. The findings of this report will be shared with all parties involved.

If the findings warrant further action or investigation, advice from external agencies may be sought (Ofsted, LSCB, Police etc).

(See Further Action Procedure below)

Further Action:

1. Suspension

Staff member involved will be suspended from work to allow an effective investigation. A statement will be sent to the staff member detailing the allegations and inviting them to a meeting to discuss the matter further.



2. Meetings and Decision

A meeting with the staff member will be arranged, allowing at least 24 hours for the member of staff to consider a response. As a result of this meeting, the member of staff will be informed within 1 working day of the meeting, as to the next step of the investigation. This may include further meetings at a later date. The member of staff has the right to bring a witness to each of these meetings.

When a final decision has been reached, the member of staff will be notified in writing. The member of staff then subsequently has the right to appeal the decision.



3. Appeal and final Outcome

If unhappy with the decision, the member of staff must inform Head Office within 1 working day of their appeal. An appeal meeting will be arranged and subsequently Ultimate Activity Camps will inform the member of staff of their decision within 1 working day of the meeting.



4. Action Taken

If allegations are proved to be founded, depending on the severity of the allegation, Ultimate Activity Camps may reinstate the staff member with a written warning, or if the allegation is considered to be gross misconduct, the member of staff will be immediately dismissed and other agencies involved if necessary.

The final action taken will be communicated to all parties involved.

5. **DBS (CRB) Clearance of Staff**

Ultimate Activity Camps will make every effort to clear all staff prior to the start of camp (Enhanced DBS check). However due to late application or delays in the process it may be the case that employees contracts may begin before the form has been received. If this is the case, we will accept a CRB or DBS clearance less than 12 months old from an old employer, if we have received appropriate references from that employer. If this is not the case, an employee may still be able to work on site, but will not be allowed to supervise children alone. In this circumstance the Camp Manager will be informed, and will ensure that timetabling and rotas reflect this.

Staff are required to carry their most recent DBS (CRB) clearance with them at all times.