

Reach out adventures

Safeguarding Children & Vulnerable Adults Policy and Guidelines

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Introduction

Reach out adventures is an professional activity provider for all ages and abilities.

Reach out adventures has Awareness of the potential problems that can arise from young people and vulnerable adults being in contact with those who would try to harm them. This has resulted in organisations that take responsibility for young people, both on a voluntary and professional basis, having to review their operating procedures. This has enabled them to provide support and guidance to adults working with young people and vulnerable adults.

Reach out adventures believes that child welfare is the responsibility of everyone. Unfortunately forms of abuse can occur anywhere where children are.

All responsible organisations involved in working with young people need a Child Safeguarding Policy. It is designed to both protect young people, vulnerable adults and support those who look after them. This document gives clear guidance on the identification and procedures for dealing with both potential and actual child abuse. The Codes of Practice and Guidelines included in this document should also act as a guide in helping volunteers, staff, and other Clubs that work with young people and create a safe environment for young people and protect themselves against allegations of improper behaviour. Reach out adventures believes that both these points are very important and it is against this backdrop that this document has been produced.

It is mandatory for all Reach out adventures staff and volunteers working with young people to comply with Reach out adventures Child Safeguarding Policy, Codes of Practice and Guidelines. These guidelines should enhance what is already a highly valuable service. For the purposes of this document when we refer to young people we are referring to both children and vulnerable young adults.

Policy Statement

Reach out adventures recognises that all children and vulnerable adults have the right to be protected from harm and live in a safe environment.

Reach out Adventures has a duty of care to safeguard all children and vulnerable adults involved in their activities from harm. All children and vulnerable adults have the right to protection and the needs of children and vulnerable adults from all backgrounds and abilities must be taken into account. This includes children of all ages, ethnicity, social backgrounds, abilities, sexual orientation, religious belief and political persuasion. Reach out adventures will ensure the safety and protection of all children and vulnerable adults involved in its activities through adherence to its Child Safeguarding

Policy and Codes of Practice and Guidelines.

Reach out adventures will support anyone who, in good faith, reports his or her concerns that a child or vulnerable adult is at risk of, or may actually be, being abused.

Principles

The following principles underpin the Reach out adventures Child Safeguarding Policy:

To provide children, young people and vulnerable adults with appropriate safety and protection whilst in the care and responsibility of reach out adventures.

- Reach out adventures and any other staff or volunteers used by reach out adventures should promote a culture that ensures children are listened to and respected as individuals.
- To allow all staff to make informed and confident responses to specific child safeguarding and child protection issues.
- All suspicions of child abuse will be taken seriously and responded to swiftly and appropriately.
- A child is defined as an individual under the age of 18 (The Children Act 1989).
- To give guidance and support, when required, to all organisations and individuals involved in providing climbing and Hill walking activities for young people.
- That all children, regardless their age, ethnicity, abilities, social background, sexual orientation, religious beliefs, or political persuasion, have the right to live in a safe environment.
- That any sanctions used must be non-violent and must not involve humiliating children and young people ,and that the welfare of the child is paramount and will underpin all guidance.
- This guidance is mandatory for all staff and volunteers.

Recognising How Children Can Be Harmed

'Child abuse' is a term used to describe ways in which children are harmed. Abuse may result from action or inaction by a volunteer or paid helper, family member or another young person. The Children Act (1989) states that there are four main types of abuse: Physical, Emotional, Sexual and Neglect. These are outlined below:

Physical Abuse

Where adults physically hurt or injure children. In a climbing/Hill walking situation this might occur if the child is forced to train or climb beyond his or her capabilities. It may also occur if the training disregards the capacities of the child's immature and growing body. In more extreme cases this can take the form of physical attack i.e. hitting, shaking, burning or biting them.

Emotional Abuse

Occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed. It can occur, conversely, if a child is over protected preventing them from socialising. In a sporting/climbing context this may be present in the unrealistic expectations of what a child can achieve by parents, coaches or even fellow climbers. This can also occur in the undermining of a young person through ridicule. This abuse often manifests itself in the form of bullying (See section '[What is bullying.](#)

Sexual Abuse

Occurs when a child knowingly or unknowingly takes part in an activity which meets the sexual needs of the adult person or persons involved. It could range from sexually suggestive comments to physical sexual activities. Exposing young people to pornography is also a form of sexual abuse. In a sporting context this may take the form of photography or videoing for the sexual gratification of the viewer. Coaches and volunteers are often placed in a position of great trust and it is when this trust is abused that sexual abuse can occur. (See section '[Guidelines for the Use of Photography.](#)

Neglect

This includes situations in which adults fail to meet a child's basic physical needs (e.g. food, warm clothing). This may involve the lack of medical attention or consistently leaving children alone and unsupervised or monitored. Neglect can also occur if a supervisor fails to ensure children are safe or exposes them to undue cold or risk of injury. This has obvious implications for those taking young people into potentially hostile mountain environments.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated they may follow an individual into adulthood. For example an adult who has been abused may find it difficult to maintain a stable and trusting relationship.

Reach out adventures will support anyone who in good faith reports his or her concerns that a child is at risk.

Possible Signs of Abuse

Even for those experienced at working with child abuse it is not always easy to recognise a situation where abuse may occur or has already occurred. Reach out adventures acknowledges that its staff are **not necessarily experts** at such recognition. Reach out adventures therefore expects them to discuss any concerns they may have with regards to the welfare of a child immediately with the person in charge. If this is not practical and the situation is deemed to be too serious to delay then advice can be sought from Social Services or the Police.

It is important to recognise that some children may have additional vulnerabilities and may face additional barriers or difficulties in communicating any concerns or problems because of their race, gender, age, abilities, religion, sexual orientation, or political persuasion. Adults need to recognise this and be particularly sensitive should concerns be raised by such children or in relation to them.

Below are listed some of the characteristics which may be evidence of abuse. These are by no means exhaustive and are only indicators of potential abuse, **not** confirmation.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- An injury of which the explanation seems inconsistent and /or the child is unwilling to discuss.
- The child describes what appears to be an abusive act involving them.
- Unexplained behaviour changes e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty making friends.
- A child being prevented from socialising with other children.
- Displaying variation in eating patterns including overeating or loss of appetite.
- Becoming increasingly unkempt or dirty.

It must be recognised that the presence of one or more of these indicators is not proof that actual abuse is taking place. It is not the responsibility of those involved in Reach out adventures activities to decide whether child abuse is occurring but it is their responsibility to act upon any concerns.

Raising Awareness

It is understandable that people who are well motivated, caring individuals with a commitment to climbing and Hill walking, are reluctant to believe that children may be suffering harm in a climbing environment or at home. It may be difficult to accept that children could be at risk because of the way an organisation or its events are run.

Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion. However a basic principle should be:

If you become aware of anything which causes you to feel uncomfortable, you should speak to either a Officer responsible for Youth. In the event of the Reach out adventures not having a designated Officer responsible for Youth then you should find out who the designated Child Welfare Officer is and speak to him or her.

This means being aware of attitudes of staff and volunteers and of the interactions between them. Certain modes of behaviour may be excused by comments such as:

“He/She is always like that”

or

“We have just come to expect that from him/her but what can you do?”

If the behaviour gives rise to concern or is directly contrary to accepted good practice then some type of action must be taken.

Adults should also seek to help and support each other in avoiding situations of bad practice. This is achievable the more open and co-operative a working environment is.

If a young person behaves in a way that gives rise to concern then this may be an indicator of a problem. There may well be a perfectly acceptable explanation for this behaviour. It is however important to act on a concern and ascertain that this is the case. If it is still felt there may be a problem it is important to seek further help.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, which may include the following people:

- Reach out adventures
- Local safeguarding team
- The relevant Club Youth Officer
- The parents of the child
- The person making the allegation
- Social Services/Police
- The alleged abuser (and parents if the alleged abuser is a child)

All information should be in a secure place with limited access to designated people, in line with data protection laws.

Reach out adventures Anti-Bullying Policy

It is the responsibility of all adults and children to treat one another with dignity, respect, sensitivity and fairness.

Bullying can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical, verbal and emotional, all these forms of bullying include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully.
- An outcome that is painful and distressing to the victim.

Bullying behaviour may include:

- Other forms of violence.
- Tormenting, ridiculing, humiliation.
- Racial abuse.
- Unwanted physical contact or abusive or offensive comments of a physical nature.
- Inappropriate comments on social media sites.

In a climbing context emotional bullying is most likely to be found rather than physical violence. This is often difficult to define or prove, it is important that all those involved in Reach out adventures activities subscribe to and accept this policy. **All involved should be prepared to:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, but do not promise that you will not tell anyone else.
- Keep records of what is said (e.g. what happened, by whom, when).
- Report any concerns to the appropriate person in charge and ensure that the BMC Officer responsible for Youth is informed.

Possible actions toward the bullies:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the parents of the bully(ies).
- Insist on the return of any borrowed items and seek to establish how the victim is to be compensated for any damage caused.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.

- All sanctions must be non-violent and must not involve humiliating children or young people.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.

What is Bullying?

Bullying is one of the most common forms of abuse. It would not be too unrealistic to conclude that most people have been a victim of bullying in some form at one time or another. For some children bullying can be taken to the extreme and can make their lives intolerable. Bullying is something that needs to be taken very seriously. It is not acceptable for adults to dismiss bullying as a simple part of growing up. There is sufficient evidence to show that the consequences of bullying can be devastating both to the victim and their family.

There are three main types of bullying:

- Physical, e.g. hitting, kicking or theft
- Verbal, e.g. racist or homophobic remarks
- Emotional, e.g. persistent negative feedback.

All these will include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victims.

Bullying behaviour may include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Torment, ridicule, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive, offensive comments of a sexual nature
- Unacceptable comments, posts or images about other young people on social media sites.

Within climbing there are potential situations where bullying can take place:

- A parent who pushes too hard
- A coach who adopts a "win at all cost" philosophy
- A climber who intimidates others
- Unwanted peer pressure from other climbers to do routes that are too hard or dangerous

It is important that all those involved in Reach out adventures activities are aware Bullying will not be tolerated, and will be dealt with in the most professional manner necessary.

How to Respond to a Disclosure, Suspicion or Allegation

“If there is a concern about a child’s welfare, or the behaviour of an adult the one thing not to do is do nothing” Child Safeguarding (policy and guidelines) and to act on your concerns

A child in your care may indicate to you that they are being abused in some way or information may come to you of possible abuse. On receiving this information you should:

- react calmly- do not rush into inappropriate action. What you are told may be very shocking but it is important you give the child some stability;
- reassure the child that they are not to blame and that they did the right thing to tell someone, i.e. you, about the incident;
- take the child seriously and listen carefully to them. Recognise how difficult it was for them to tell you;
- only ask questions which help to clarify the situation. **Do not question any more than is strictly necessary.** The law is very strict when it suspects a child has been led or ideas have been suggested;
- if possible allow only one adult to talk to the child to begin with. It is possible that discrepancies in the account of what has happened can, in the event of the allegation being referred, lead to legal complications later;
- try not to make the child repeat their account unnecessarily;
- do not make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening but that you will endeavour to keep the incident as confidential as possible; and
- make a full record of what has been said, heard or seen as soon as possible.

Do not:

- 1) Take sole responsibility for further action
- 2) Approach or try to contact the alleged abuser
- 3) Ignore what has happened
- 4) Make promises you cannot keep

Recording information

If there are any concerns regarding a young person's welfare, Reach out adventures Staff, should Record has much information as possible, and Social Services and the Police must be as helpful as possible. Hence there is a necessity for making as detailed a record as possible. This should endeavour to contain:

- the nature of the incident;
- a description of any visible injuries;
- the child's account;
- times, dates or other relevant information;
- a clear distinction between what is fact, hearsay and opinion; and
- a record using the [Safeguarding Incident form](#).

After attaining this information do not hesitate to pass it on to the relevant organisation

Storage, Access to and Retention of Recorded Information

Information passed to Reach out adventures in accordance with this policy must be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. These records are to be retained for 30 years.

Allegations of previous abuse

Allegations of abuse may be made a long time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made the procedures should be followed and when appropriate Social Services or the Police will be informed. This is important as other children may still be at risk from the accused individual should the allegation be proved to be correct.

Name of event	
Date of event	
Co-ordinator	
YOUR DETAILS	
Name	
Your position	
Contact tel	
CHILD'S DETAILS	
Name	
Address (inc. post code)	
Tel	
Date of Birth	
PARENTAL/GUARDIAN DETAILS	
Name(s)	
Address (inc. post code)	
Tel (if different to above)	
WITNESS DETAILS	
Name (1)	
Address (inc. post code)	
Tel	
Name (2)	
Address (inc. post code)	
Tel	

INCIDENT DETAILS	
Date and time of incident	

Your observations (i.e. what is the nature of the allegation (including dates, times and any special factors or other relevant information (make clear distinction between what is fact, opinion or hearsay). Describe any visible bruising or other injuries, behavioural signs or indirect signs. Use additional sheets.	
The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred (remember, do not lead the child – record actual details). Use additional sheets if necessary.	
Actions taken so far (including whether anyone else has been contacted and if so who?)	
Has anyone been alleged to be the abuser?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes give name:	
OTHER PROFESSIONALS CONTACTED	
Have any external agencies been contacted (i.e. Police, Social Services, NSPCC, BMC). If yes, please provide details below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Police?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which?	
Name and contact number	
Details of advice received	
Social Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which?	
Name and contact number	
Details of advice received	
BMC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	
Details of advice received	
Other (e.g. NSPCC)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which?	
Name and contact number	
Details of advice received	

Further information:

YOUR SIGNATURE	
Signed	
Print name	
Date	

REMEMBER to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

What You Should Do Next

Concerns about poor practice and possible abuse within a Reach out adventures setting

This relates to all those involved within Reach out adventures activities.

Concerns and allegations about child abuse require very careful handling and should be treated with the strictest confidence. Any form of abuse can ultimately result in a criminal conviction. It is important to keep an open mind and that all allegations are kept in the strictest practical confidence. It is important you act on your concerns.

If the concern/allegation is suspected abuse you should contact Reach out adventures or other local authorities immediately.

Following advice from Social Services the parents or carers of the child will be informed, where there is concern for the safety of the child Social Services or the Police will contact the child's parents. Where there is an allegation against a parent, the Police or Social Services will contact the family.

If the concern is about a member of staff or volunteer, they will then be notified that an allegation has been made and where appropriate suspended from his/her duties.

If you are in any doubt or do not feel confident in sharing your concerns with Reach out adventures.

Alternatively you can contact the NSPCC 24hr help line on 0800 800 5000.

You can also seek advice from the Police and Social Services who have staff trained to deal with these sorts of issues.

Concerns about abuse outside a Reach out adventures setting

If this happens you should ensure the safety of the young person. If he or she requires immediate attention call an ambulance, inform a doctor of your concerns and ensure that they are aware that this is a child safeguarding issue.

If a formal referral is made make it clear that it is a child safeguarding issue. All the Police forces have a specialised Child Safeguarding Units which deals with allegations of abuse within the family and by people in positions of trust. In a real emergency, or if completely unsure as to what to do, telephone 999.

Parents/carers should only be contacted **after** advice from Social Services.

It can be especially difficult for children from an ethnic minority or who are disabled to disclose abuse to others. Adults should be especially vigilant with these groups and be aware that their own prejudices may block them from believing these groups. It is important to give thought as to how adults respond in these situations.

In all cases it is important that the welfare of the child is paramount and that every effort is made to maintain confidentiality.

Useful child Safeguarding Contact

Information

Name of Club _____ Date of completion _____ Date to review (check names and numbers etc) _____		
Club contacts		
Role	Name & Address	Contact details
Club Youth Officer		
Deputy when Club YO not available		
Area Youth Co-ordinator		
National Lead Child Safeguarding Officer		
National Contacts		
NSPCC		
Childline – UK number		
NSPCC Child Protection in Sport		
Children's Social Care		
Local Authority designated Officer (Lado)		
Local Support		
Local safeguarding Board		
Other useful contacts		

Codes of Practice and Behaviour

Positions of trust

All adults who work with young people are in a position of trust which has been invested in them by the parents and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role. In climbing most adults recognise that there are certain boundaries in the coach/climber relationship which must not be crossed. The relationship is no different to school teacher and pupil.

Good Practice

Reach out adventures, volunteers and staff, particularly those involved in climbing activities, will be working in an environment where a 'hands on approach' may sometimes be necessary. Ensure that such contact is kept to the safe minimum, done openly, in response to the child's needs, and is within the knowledge and consent of the child and their parent. There may, in extreme circumstances, be situations where reasonable force may be used as restraint i.e. self-defence, preventing risk or injury or damage to property. Please record any such incident and report it to the local authorities Officer responsible for Youth group.

Below are outlined guidelines, ideas and suggestions that help to create a safe environment for children. They should also help in ensuring that a child or others do not misinterpret the behaviour of adults. In the first section Reach out adventures, the responsibilities and the responsibilities of any club directly involved with working with young people are outlined.

Good practice procedures

Reach out adventures is responsible for its Child Safeguarding Policy and implementation. Individual clubs who are involved with young people are required to work within this guidance. They are also encouraged to produce their own guidance and ensure that all members are aware of procedures and guidelines for good practice

Reach out adventures will publicise its Child Safeguarding Policy to show its commitment to providing a safe environment for young people.

Clubs are advised to follow Reach out adventures procedures contained within the Child Safeguarding Policy in the event of an incident.

Reach out adventures will provide guidance for adults who work with young people.

Parents should be clear what Reach out adventures or a club are doing and that the activities are being run in relation to accepted good practice.

All adults who work with young people on a reg

Reach out adventures activities or clubs will ensure that its guidelines on the use of photography are adhered to.

Reach out adventures activities and clubs will develop and promote anti-bullying

Reach out adventures will monitor coaches and provide them with feedback with respect to good practice guidelines.

Good practice for adults working with young climbers

- Staff and volunteers must respect the rights, dignity and worth of all. They must also treat everyone with dignity, respect, sensitivity and fairness as well as with equality.
- Climbing coaches and supervisors should ensure that the welfare of any young climber is paramount and that the activity should be fun.
- They should think about:
 - I. Not over-climbing, or over-training, young climbers.
 - II. Young people climb because they enjoy it. Remember winning a competition may be only part of that enjoyment.
 - III. Motivate young people through positive feed back and constructive criticism.
 - IV. Ensure young climbers climb in an environment where inherent risk is kept to a minimum and is within accepted guidelines.
 - V. Never allow young climbers to climb when injured.
 - VI. Ensure all equipment is appropriate and in good condition.
- It is important when supervising young people to avoid situations where an adult and an individual child are completely unobserved e.g. when climbing at a crag on a youth meet.
- If physical support is required e.g. spotting, or support when bouldering, ensure the individual is aware of what is happening and has consented to this physical help. Some parents /carers are becoming increasingly sensitive about this type of help and their views should be respected at all times.
- When supervising young people in a changing area adults should ideally work in pairs. Always check before entering a changing area that everyone is decent. Ideally parents should take responsibility for their own child in these situations.
- Encourage an open environment, always explain why you are doing something and try to facilitate, as far as is practical, an open and inclusive approach to Reach out adventures activities. People often respond better if they feel they are part of the process.
- When there is a mixed youth meet, event, or trip ensure there is at least one male and one female helper.

The following should only be sanctioned in an emergency situation and then only if a member of the Reach out adventures staff has been consulted and has agreed:

- Taking young people alone on car journeys.
- Spending time alone with a young person who is not a direct relation or guardian.

The following must never be sanctioned:

- Taking young people alone to your home.
- Sharing a room with a young person or young people.

- Allowing young people to engage in the use of inappropriate language.
- Making sexually suggestive comments to a young person even in fun.
- Doing things of a personal nature for a young person they can do themselves.
- Allowing allegations made by a child to go unchallenged, not acted upon or not recorded.
- Allowing young people to consume alcohol or take illegal recreational drugs.
- Allowing any physically rough or sexually provocative, contact or games.

Poor Practice

Poor practice constitutes anything that is contradictory to the Reach out adventures Child Safeguarding Policy document. Poor practice may also be a failure to follow event guidelines, so putting children in danger, or emergency procedures where an accident has occurred or is deemed likely to occur in the future. A combination of minor incidents could also be regarded as poor practice.

If, following consideration, the allegation is clearly about poor practice by a volunteer, parent or member of staff, the local Officer responsible for Youth, in your Area Youth Co-ordinator or Team Manager will deal with it as a misconduct issue.

A Child Safeguarding Incident Form should be completed and a copy sent to the relevant safeguarding Officer.

Internal Enquiries and Suspension

In the event of Reach out adventures being informed of an allegation of poor practice, bullying or abuse against a person involved in Reach out adventures activities, Reach out adventures will arrange a meeting of a local authorities or Safeguarding team. This group will decide which of these categories the incident falls within and what action is to be taken. The person accused may be asked to stand down pending the outcome of any investigation by the statutory authorities. It should be made clear to this person that this is only a precautionary measure and will not prejudice any later disciplinary procedure.

Irrespective of the findings of any criminal and child safeguarding or child protection enquiries, a disciplinary sub committee of the Child Safeguarding Group will assess all individual cases to decide whether a volunteer or member of staff will be reinstated and how this can be handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Police. The disciplinary sub committee will need to base its decision on the facts of the case and the findings of any investigation by the Social Services department and where applicable the outcome of a prosecution by the Police. It is important that Reach out adventures is seen to provide support to an individual where an accusation of abuse has been shown to be false. In cases where there is insufficient evidence for prosecution the sub committee may consider that on the balance of probability an incident has occurred. Nevertheless the sub committee must attend to the facts as reported by the investigating authority and their reasons for not taking the matter further. The responsibility of the disciplinary sub committee is to agree the best way forward and to carry out whatever disciplinary measures they consider to be appropriate. In this they will have to regard the welfare of the young person/s above all else.

What happens if you are accused of an abusive action

1. In the event of an accusation:
2. Make notes of all your actions/contacts with the child in question as soon as possible.
3. Seek access to professional and legal advice.
4. Ensure that you are no longer working with the child/children making the allegation.
5. Follow the procedures laid out in the Child Safeguarding Policy and supporting documents.
6. Accept that colleagues may not be in a position to discuss the matter with you while the investigation is underway
7. Accept that you may be suspended from working with any young people.

Such events are difficult for all concerned. Reach out adventures will do its utmost to remain impartial in all matters relating to an accusation. The main concern with any incident is the child's welfare. For an individual, against whom an allegation has been made this will be a difficult time. It is important that you seek help and support.

Recruitment of Staff and Volunteers

Reach out adventures highly values all the work its staff and volunteers do with young people. As part of the recruitment process it is important that all those concerned with this work are confident that recruitment procedures are as comprehensive as possible. The vetting of individuals to varying degrees is a necessary part of the recruitment process. This procedure in no way reflects any element of distrust.

The rules governing checking of individuals that work or volunteer with young people changed following the Protection of Freedoms Act 2012. These guidelines have been written to take account of those changes. They are:

1. Supervised access – where no check is required
2. Those requiring a DBS (Disclosure and Barring Service) check, unsupervised access and Regulated Activity

To ensure individuals go through the correct vetting procedures the following guidelines are to be used.

1. Supervised access – where no DBS check is required

Supervision

The new Act is clear that a worker (including a volunteer) who is being supervised when working with children does not need to be DBS checked. This is because, in the terminology of the Act, they are not doing a Regulated Activity.

So what does it mean to say someone is supervised? In terms of climbing, hill walking and mountaineering activities, a worker or volunteer is **supervised** when they are in direct sight or hearing of someone who is both over-seeing them and has been enhanced DBS checked.

If no one is overseeing the worker, or if the person overseeing the worker does not have a DBS check, then the worker may need to be DBS checked.

It is important to note that supervision must take place on an on-going basis and so it must not tail off as time goes by.

Examples

These examples have been specifically written to help people understand what the Act means for climbers, hill walkers & mountaineers when working or volunteering with young people. They are based on statutory Guidance issued by the Government that can be found here: www.education.gov.uk/aboutdfe/statutory/g00213977/supervision-guidance

Volunteer, in a specified place

Alex, a volunteer and Foundation Coach, helps at a climbing wall once or twice a week taking groups of children through a series of basic movement skill activities and some bouldering. Alex is generally based in the main parts of the climbing wall in sight of the Development Coach who oversees these activities. The Development Coach is in a Regulated Activity and has been enhanced DBS checked. Alex, however, is not in a Regulated Activity so is not DBS checked.

Volunteer, not in a specified place

Chris, a club volunteer, assists with activities such as introductory bouldering or top-roping of children at a local crag. The children are divided into small groups, with experienced club volunteers such as Chris assigned to each group. The club Meet Co-ordinator who is also the Club's Youth Officer oversees the activities, and spends time with each of the groups, and has sight of all the groups and their respective adult volunteers for most of the time.

The Club Meet Coordinator / Club Youth Officer is in Regulated Activity and is enhanced DBS checked. Chris, however, is not in regulated activity and is not DBS checked.

Volunteer, not in a specified place

Sam is a club volunteer and attends weekend meets that involve under 18s who are not accompanied by their parents or someone a parent has given loco parentis responsibility. Most weekends Sam takes children to crags to do routes when the Club Meet Co-ordinator or the Club Youth Officer is not present to oversee the activities. Sam is enhanced DBS checked.

To summarise, the law makes three main points:

- there must be supervision of a worker / volunteer working with children by a person who is in regulated activity (see below for more on this);
- the supervision must be regular and day to day; and
- the supervision must be 'reasonable in all the circumstances to ensure the protection of children'.

All people involved with Reach out adventures activities will be DBS checked if taking any activities alone. If volunteer staff are not DBS check that volunteer or staff will be supervised

2. Those requiring a DBS check

Under the 2012 Act, only people undertaking work considered to be a Regulated Activity are to be DBS checked. Regulated Activity is work that a barred person must not do. Organisations can therefore check if a person is on the barred list.

So what is Regulated Activity? These are activities that include the following: Teaching, training, instructing, caring for or supervising children; or providing guidance / advice on well-being; or driving a vehicle only for children, on a frequent basis.

Frequency: Regulated Activities are undertaken at least once a week or more often, or happen intensively on 4 or more days in a 30 day period, or overnight.

Anyone working, which includes volunteering and overseeing those who work or volunteer, with children in any of the above Regulated Activities is to be checked to see that they are not on the barred list – this is done through an enhanced DBS check.

Additionally, the Government guidance, cited above, suggests using the following steps when deciding whether someone will be supervised to such an extent that they are not in Regulated Activity – and so do not require a DBS check:

- Consider whether the worker / volunteer is doing work that, if unsupervised, would be Regulated Activity. If the worker / volunteer is not, then the remaining steps are unnecessary as the worker will not need to be DBS checked.
- Consider whether the worker will be supervised by a person in Regulated Activity who has been enhanced DBS checked, and whether the supervision will be regular and day to day.
- Consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children.

So, those who are considered to have unsupervised access for Regulated Activities must complete the following procedure:

- undergo a DBS check;
- provide 2 written references.

Interview and Induction

All staff and volunteers will be working as freelance with direct or indirect access to children will be required to undertake an interview carried out by David Robinson "Reach out adventures". All freelance staff and volunteers with direct or indirect access to children should receive an appropriate level of formal or informal induction during which:

- Their qualifications are appropriate for providing the activities
- They hold a up to date first aid certificate
- They hold a DBS
- They have a understanding about "Reach out adventures" Safeguarding Procedures

Guidelines for the Use of Photography

It is not the intention of this document to prevent the use of video or photography equipment. Video used in an appropriate way is a valuable coaching aid and family photographs of young people are part and parcel of many family lives. Climbing photography has done much to promote the sport amongst young people and this is an important part of Reach out adventures work. However there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. It is advisable that all individuals be vigilant with any concerns to be reported to Reach out adventures or responsible person at an event.

Reach out adventures or organiser will brief the media on the range of acceptable activities when filming to cause the least disruption to any child competing or climbing on a youth meet.

Photographers briefing

1. If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to child safeguarding.
2. Ensure all individuals involved are aware of what is appropriate in terms of content and behaviour.
3. Reach out adventures or organiser must ensure they are aware of all individuals taking photographs. They may decide, in the interests of safety, to insist all official photographers wear identification.
4. As part of the event information sheet all participants and parents should be informed if there is to be a photographer present. Parents should also be given the opportunity to object if they do not wish images of their child to be used.
5. Inform athletes and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
6. Event co-ordinators and organisers should not allow unsupervised access to young climbers or one to one photo sessions at events.
7. If a photo shoot is arranged outside Reach out adventures event but is in any way connected to Reach out adventures activities, or photographs are to be used within Reach out adventures literature, then the child's parents must be informed by Reach out adventures.
8. Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the sport. Easy to remember rules of thumb are the following:
 - If the climber is named, avoid using their photograph.
 - If their photograph is used, avoid naming the climber/participant.
 - In situations where it is necessary for climbers in photographs or films to be named ensure there is permission from both the climber and parent(s).
9. **Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is used to represent the sport.**

10. Ask for the climber's permission to use his or her image. This ensures that they are aware of the way the image of themselves is to be used to represent the sport.
11. Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to athletes.
12. Current Reach out adventures guidance allows children to be named in some publications and events. Individual briefings will be given. It is important that contact details for the young person with a name or photograph are NOT given.

Videoing as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, young climbers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Useful Contacts

The BMC Officer Responsible for Youth Nick Colton 0161 438 3305	The BMC Chief Executive Dave Turnbull 0161 445 6111
The NSPCC help line: 0808 800 5000 Asian Helpline: 0800 096 7719 Welsh Helpline: 0800 100 2524 www.nspcc.org.uk	Childline: www.childline.org.uk Help line: 0800 1111 Careline: 0208 541 1177
Child Protection in Sport Unit England: 0116 234 7278 Wales: 0844 892 0290 thecpsu.org.uk	Public Concern at Work 020 7404 6609 www.pcaw.org.uk
The Samaritans 08457 90 90 90 www.samaritans.org	

Useful Websites

www.thebmc.co.uk

www.gov.uk/government/organisations/disclosure-and-barring-service

www.sportscoachuk.org

Reach out adventures activities or clubs

Reach out adventures needs to keep contact details of their local services in case they are needed. Please record them below:

Police:

Local Police contact details _____

In emergency use 999

Local Safeguarding Children Board:

Contact details office hours _____

Out of hours contact details _____

Reach out adventures

Child Safeguarding Club and activity Guidelines

David Robinson
19 Turner Street
Lincoln
LN1 3JL

Email: davidrobinson@reachoutadventures.org.uk

Website: www.reachoutadventures.org.uk

Telephone: 07909090871

Child Safeguarding (Under-18s)

1. Introduction

The guidance given in this document is intended to help clubs and their officers to act both reasonably and prudently in the area of Child Safeguarding and assist them in fulfilling their duty of care. Child Safeguarding is an area which has become a matter of concern to many. There are clear issues to understand and simple steps to take to guide our actions. This document covers Loco Parentis, risk and reasonableness, Reach out adventures Child Safeguarding Policy, frequently asked questions and a sample consent form.

The information we have represents current guidelines from The Child Protection in Sport Unit (part of the NSPCC). Our insurers are happy that we consult and take guidance from them.

2. Overview

If...

1. Your club does not allow under 18s to join as members and/or attend club meets.
2. Your club allows under 18s to join as members and/or attend club meets, but only with a parent/carer.
3. Your club allows under 18s to join as members and/or attend club meets, but only with a parent/carer or an adult *in loco parentis*, nominated by a parent.

...then

These three situations are similar and your club is not required to adopt the Reach out adventures Child Safeguarding Policy or appoint a Youth Officer.

If...

Your club allows under 18s to join as members and/or attend meets without a parent/carer or an adult *in loco parentis*.

...then

- The club and/or the officers have additional responsibilities and duties that relate to those under 18
- **Reach out adventures Child Safeguarding Policy needs to be put in place**
- An appointment of a Youth Officer (YO) must be made.
- Reach out adventures must be informed.

3. Loco Parentis

In Loco Parentis: A parent may give consent to anyone they wish to take their child climbing, hill walking or mountaineering. This is an arrangement between the parent and the person taking the child. The person taking the child will be in *loco parentis* and this requires them to exercise a duty of care that would be provided by a reasonably prudent parent.

If an adult is acting in loco parentis, make sure that the parent has nominated them (not the club). Also make sure that it is clear precisely who has the duty of care at any given moment and whether or not that duty of care is handed from one person to another. Whilst it is not a requirement, a consent form is used by many clubs for situations where an under 18 is attending with an adult *in loco parentis*. This is not a requirement, but can prove useful.

When taking another person's child climbing, hill walking or mountaineering it is wise to inform both the parent and child about the nature of the activities to be undertaken and any arrangements, so they can decide whether they are happy with these or decline the offer if they are not. It is important that they are not only informed about the activities, but also understand the nature of them/risks attached, so that they can make an informed decision. There is a download (Young people: Climbing, Hill Walking, Mountaineering, A Parent's Guide) <http://www.thebmc.co.uk/Download.aspx?id=9> on the BMC website to help parents understand these risks.

4. Risk and Reasonableness

Clubs or activities which allow under 18s with or without parents/carers or an adult in loco parentis should ask themselves two questions that can help to serve as useful guides where considering difficult issues:

- What are the risks to the young people and how can these be managed?
- What is reasonable in these circumstances and how can we take all reasonable steps to ensure the well-being of the young people in our care?

This would include, as examples, common sense actions such as identifying and minimising hazards such as access to toxic cleaning materials, ensuring correct storage of sharp tools at maintenance meets or informing other hut users that children may be or are present.

5. Reach out adventures Child Safeguarding Policy

For clubs or activities which allow under 18s to attend meets without a parent/carer or adult in loco parentis.

- At meets it is recommended that there is a designated person responsible for Child Safeguarding issues present at all times. This person should be identified as such to all present – including children. This may, or may not, be the designated Youth Officer/Welfare Officer/ Club Child Safeguarding Co-ordinator.
- Wherever possible, an adult should not be alone with a child.
- Children should not sleep in the same room as an adult or adults where separate facilities are available.
- There should be separate male and female sleeping areas for children if there are both boys and girls present.
- When both boys and girls are present there should also be male and female supervising adults.
- Those supervising the children and those likely to be on their own with children should be DBS checked.

6. Frequently Asked Questions and Responses

Q. *I'm a individual member and I offer to take my friends' 16 year old son and 17 year old daughter scrambling. Am I affected by Child Safeguarding issues?*

R. You will have an enhanced duty of care to be responsible in the judgements you make on and off the hill and you will be acting in *loco parentis* for the two under 18s. It's important that your friends understand the nature and risks of scrambling so that they can make an informed decision about whether or not to let their children accompany you and put you in the position of being in loco parentis.

CLUBS - OCCASIONAL VISITS

Q. Occasionally, I would like to take my grandchild/niece/nephew or a friend's children with me when I attend a club meet. Can I do this?

R. Yes, provided it is permissible within the club rules. Also, be clear to have the consent of the child's parent/carer and inform them of the activities and arrangements. You will be in *loco parentis* for that particular child. There is no need for the club to have adopted the Reach out adventures Child Safeguarding Policy.

PROSPECTIVE MEMBERS

Q. A prospective member of our club wants to bring their child on a club meet. Is that permissible?

R. Yes, providing it is permissible within the club rules. The general point, for insurance purposes, is to keep a list of all prospective members and declare them to your club's returns once they have been attending for 3 months, even if they are not yet full club members. The Child Safeguarding Policy does not need to be adopted.

Q. We're asked if we can take under-18s on our mid-week climbing meets. Is this OK?

R. Yes, providing it is within club rules. If the under 18 is accompanied by a parent/carer who will eventually join the club after a period of being a prospective member, or if one of your existing members will be nominated by a parent to be *in*

Loco parentis, then the Child Safeguarding Policy does not need to be adopted. If club rules allow the under 18 to attend without a parent/care or adult *in loco parentis*, the Child Safeguarding Policy does need to be adopted.

HUTS AND NIGHTS AWAY FROM HOME

Q. We have Family Rooms within our club hut where children are allowed to share a room with their parents. Is this permissible?

R. Yes and the Child Safeguarding Policy does not need to be adopted.

¹
Q. I believe that when a parent – or an adult acting in loco parentis - accompanies a child, they can make decisions about the sleeping arrangements that might be available for that child. Is this correct?

R. Yes. If possible, both parent/specified adult and child should be happy with the arrangements prior to the trip taking place.

If you are acting in loco parentis it is wise in these circumstances that in addition to obtaining parental consent, you make clear to the child(ren) and parent(s) before the trip precisely what the sleeping arrangements are likely to be in the hut (or on the campsite). If the parent, child or you as the *in loco parentis* adult are not happy or not satisfied with the arrangements it is best that alternative arrangements are found or that the child does not go on the trip. Ultimately, whatever the situation and whoever is also in the hut (or on a campsite), if a parent - or a specified adult in *loco parentis* – is with the child at a hut (or campsite) they can decide whether they are satisfied and happy with the sleeping arrangements available for that child.

However, the club and its officers do have a duty of care, for example to make parents/specified adults and children aware of known hazards and risks. It may also be wise to suggest that other hut users respect the fact that there are children in the hut.

SUPERVISED GROUPS AT CLUB HUTS WITH UNDER 18s AMONGST THE GROUP

Q. I believe that when a school or youth group is allowed access to a club hut, it is wise not to allow members of the club who have nothing to do with the group to use the hut?

1

R. There are two possibilities here:

When a hut is hired out to a group such as a school or a youth group containing under 18s, the club has a duty of care and should inform members not to use the hut while the group are using it. It is also reasonable to say to those organising the group that they need to give adequate notice so that club members can be informed in good time.

The second possibility is when a group of parents (including individual adults in loco parentis) with children want to use or hire a hut. In this case the advice given in the previous section applies. As each child will be accompanied by a parent or an adult in loco parentis then the adult accompanying each child will be able to make decisions about the sleeping arrangements for the child or children they are

responsible for. See previous section for more on this. This does mean then that a club may reasonably decide that club members may use the hut at the same time as such a group. If this is the decision of the club then it is advised that the group taking the children be informed that members of the club will still have access to the hut. Additionally, it would be reasonable for the club to inform its members that a group containing children will be using the hut and specify the dates.

CLUBS WHICH ALLOW UNDER 18s AS MEMBERS OR ON TRIPS WHEN UNACOMPANIED BY A PARENT/GUARDIAN OR ADULT IN LOCO PARENTIS

Q .If our club allows under 18s to join as members in their own right or allows under 18s to attend club meets without a parent/guardian or specified adult who has agreed to act in loco parentis, then this is the kind of situation where we need to adopt Reach out adventures Child Safeguarding Policy and appoint a Youth Officer.

Reach out adventures

Parental Consent form for adults in loco parentis

This form is to be completed by the parent(s) and given to Reach out adventures before any child can attend any hut, clubs, campsites or activities provided or organised by Reach out adventures.

I give consent for my child

to accompany (name of adult)

to

from (date) to

I have been informed about the nature of the accommodation and the likely sleeping arrangements. I understand that huts, campsites may have communal facilities, which include communal sleeping arrangements.

I understand that the above adult will endeavour to ensure that appropriate sleeping accommodation will be arranged for my child, with regard to age and sex and with regard to the needs of other members present

In the event of illness or an accident requiring emergency hospital treatment, I authorise the adult named on this form to sign on my behalf any written form of consent required by the hospital authorities, if the delay required to obtain my own signature is considered inadvisable by the doctor or surgeon concerned.

Signed(parent) Date

Address

Tel MobileEmail.....

Coaches Code of Conduct

The following standards are expected of all Coaches, Volunteers that work with Reach out adventures.

RIGHTS

Respect and champion the rights of every individual to participate in sport

The Coaches Duty:

- Assist in creating an environment in which...
 - o Everybody can participate to their desired level
 - o Everyone is free of fear of harassment
- Recognise the rights of climbers and athletes being coached
 - o To be treated as individuals
 - o To confer with other coaches and experts
- To promote the concept of a balanced lifestyle, supporting the well-being of those being coached
 - o In sport
 - o In life

PROFESSIONAL STANDARDS

Coaches have the responsibility to maximise benefits and minimise risks to those they are coaching. They must attain and monitor high levels of competitiveness through qualifications and commit to continued professional development to ensure safe, fun and efficient practice

The Coaches Duty:

- Create a safe, fun and productive environment...
 - o Minimise any risk
 - o Maximise the benefits
 - o Ensure those they are coaching have the optimum opportunity to reach their desired goals
- Adhere to Child Safeguarding standards and guidelines

PERSONAL STANDARDS

Coaches have the responsibility to demonstrate high standards of personal behaviour and conduct at all times

Coaches...

- Must be professional in their approach to coaching
 - o Always arrive early and allow sufficient set-up time to ensure each session is safe and productive
 - o Be fully prepared for each session, with planned activity for specific outcomes
- Must demonstrate equity in their coaching...
 - o Be fair, honest and considerate to all involved in their sport
 - o Recognise the differences in ability and provide activity to suite both individual and group needs
- Should be a positive role model for their athletes and their coaching colleagues...
 - o Be well presented, clean and tidy for all coaching sessions (team kit where appropriate)
 - o Should not undertake undesirable behaviour in the company of those they are coaching (for example, fighting, aggressive behaviour, animosity, smoking, swearing, drinking alcohol)

RELATIONSHIPS

Coaches must develop relationships based on openness, honesty, mutual trust and respect

Coaches...

- Must not engage in any type of abuse or bullying behaviour
 - o Physical
 - o Emotional
 - o Sexual
 - o Neglect
 - o Any combination of abuse
- Should not develop intimate relationships with those they are coaching
 - o While coaching them, either during coached sessions or outside the coached activity
- Should attempt to
 - o Empower those they are coaching to take ownership and responsibility for their own development and progress
- Must
 - o Take action if they have a concern about the behaviour of an adult towards a child or vulnerable adult
 - o To the best of their ability, recognise their duty of care and protect those in their care
- o *Safeguard themselves and their organisation against false accusation by ensuring good practice according to child Safeguarding policy*