

# ACTIVITY CAMPS



## Safeguarding Policy

<b>Company Name</b>	Le Mourier Swim/Sea/Save
<b>Company Address</b>	Inverness Lodge, Le Mont au Meunier, St Lawrence, Jersey, JE3 1FQ
<b>Author Name</b>	Stuart Diack
<b>Contact Telephone</b>	01534 869050
<b>Contact Email</b>	stuart@lemourier.co.uk

### Monitoring and Review

This policy will be reviewed annually to ensure they remain correct and are fit for purpose. However, the policy may be reviewed and updated at any time to reflect any changes made by Le Mourier or the regulatory authorities or government legislation

<b>Version:</b>	8/3.24
<b>Policy Launch date</b>	April 2018
<b>Next review date</b>	March 2025

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## Introduction

Everyone who participates in Le Mourier's activities is entitled to do so in an enjoyable and safe environment. Le Mourier has a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care. Le Mourier is committed to devising and implementing policies so that everyone in the company accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to the appropriate authorities.

The aim of this policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Le Mourier and to allow staff and volunteers to make informed and confident responses to a specific child protection issue.

*A Child/Young Person is defined as a person under the age of 18.*

## Policy Statement

Le Mourier is committed to the following:

- To protect children, young people, and vulnerable adults from harm. This includes the children of adults who use our services.
- Take all reasonable steps to protect them from harm, discrimination, or degrading treatment.
- To provide staff and volunteers, as well as children, young people and vulnerable adults and their families, with the overarching principles that guide our approach to child protection.
- Identify the responsibilities for ATC staff regarding safeguarding.

Implement a clear and precise reporting procedure for safeguarding issues.

## Monitor and review the policy and procedures.

The implementation of procedures should be regularly monitored and reviewed. The Designated Safeguarding Lead should regularly report progress, challenges, difficulties, achievements gaps where changes are required to the management.

The policy should be reviewed yearly or whenever there is a major change in the organisation or in relevant legislation.

## Promoting good practice

To provide children with the best possible experience and opportunities in our activities, everyone must operate within an accepted ethical framework such as the **Code of Conduct**.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants to make judgements about whether abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the Welfare of the child as explained further on in this policy.

## Good practice

- Activity camp staff will always work in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).
- Activity camp staff will make the experience of our activity's fun and enjoyable, promote fairness, confront, and deal with bullying.

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- Activity camp staff will treat all young people equally and with respect, dignity and always put the welfare of the young person first, before winning.
- Activity camp staff will maintain a safe and appropriate distance with children.
- Activity camp staff will avoid unnecessary physical contact with young people. Where any form of manual/physical support is required, it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- Activity camp staff will involve parents/carers wherever possible, e.g., where young people need to be supervised in changing rooms, they will always ensure teachers, helpers etc work in pairs.
- Activity camp staff will gain written parental consent for any significant travel arrangements.
- <sup>(SEP)</sup> Ensure that if mixed groups are taken away, they should always be accompanied by a male and a female member of staff.
- Activity camp staff will ensure that at any away event/activity, no adult should not enter a young person's room unaccompanied or invite a young person to their own room.
- Activity camp staff will be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Activity camp staff will always give enthusiastic and constructive feedback rather than negative criticism.
- Activity camp staff will recognise the development needs and capacity of the young person and will not risk or sacrifice welfare in a desire for Le Mourier or personal achievements.
- Secure written parental consent for Le Mourier to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep written records of any injury that occurs, along with details of any treatment given.

## Poor Practice

- Unnecessarily spending excessive amounts of time alone with young people away from others.
- Taking young people alone in a car on journeys, however short.
- Taking young people to your home where they will be alone with you.
- Engaging in rough, physical, or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching in any form.
- Allowing young people to use inappropriate language unchallenged or making sexually suggestive comments.
- Allow allegations made by young people to go unchallenged, unrecorded, or not acted upon.
- When a case arises where it is impractical / impossible to avoid certain situations e.g.,  
Transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent / carer and the young person involved. If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and / or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

## Use of Photographic / Filming equipment

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. All activity camp staff will be vigilant, and any concerns should be reported to the Designated Safeguarding Lead. All parents and children should be made aware when teachers / instructors use video equipment or take images for certificates.

Further guidance can be found in the Photography policy.

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## Indicators of abuse

### Physical Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"><li>• Unexplained injuries</li><li>• Untreated injuries</li><li>• Injuries on parts of body where accidental injury is unlikely</li><li>• Hand or finger marked bruising; cigarette burn or bite marks</li><li>• Scalds, especially with upward splash marks, or rings where made to sit or stand in very hot water</li><li>• Broken bones (especially in under 2-year olds).</li></ul>	<ul style="list-style-type: none"><li>• Reluctant for parents to be contacted</li><li>• Aggressive behaviour and temper</li><li>• Shows fear of going home or runs away</li><li>• Flinches when approached/touched</li><li>• Reluctance to get undressed for sporting activities</li><li>• Covering arms/legs even when hot</li><li>• Depression</li><li>• Overly compliant to parents or carers.</li></ul>

### Emotional Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"><li>• Failure to grow or thrive, particularly if the child thrives away from home</li><li>• Sudden speech disorders</li><li>• Delayed development, either physical or emotional.</li></ul>	<ul style="list-style-type: none"><li>• Compulsive, nervous behaviours such as hair twisting or rocking</li><li>• An unwillingness or inability to play</li><li>• Excessive fear of making mistakes</li><li>• Self-harm or mutilation</li><li>• Excessive deference towards others, especially adults</li><li>• Excessive lack of confidence, and the need for approval, attention and affection</li><li>• Inability to cope with praise.</li></ul>

### Sexual Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"><li>• Pain, itching, bruising or bleeding in genital or anal areas</li><li>• Any sexually transmitted infection (STI)</li><li>• Recurrent genital discharge or urinary tract infections without apparent cause</li><li>• Stomach pains</li><li>• Discomfort when child is walking or sitting down</li><li>• Pregnancy.</li></ul>	<ul style="list-style-type: none"><li>• Sudden, unexplained changes in behaviour</li><li>• Apparent fear of an individual</li><li>• Being sexually coercive with other children</li><li>• Nightmares or bedwetting</li><li>• Self-harm, self-mutilation, suicide attempts, abuse of drugs/alcohol, eating problems (anorexia/bulimia/overeating)</li><li>• Sexualised behaviour or knowledge, drawings, language</li><li>• Running away from home.</li></ul>

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## Neglect

Dirty bedroom, no sheets on bed, inappropriate sleeping place

Being tired all the time

Being unkempt, dirty or smelly

Frequently missing school or being late

Loss of weight or constantly being underweight

Failing to keep medical appointments

Dressed inappropriately for the weather conditions

A baby who never cries

Learning disabilities due to poor brain development

Psychosocial development, depression, psychiatric illnesses and personality disorders

Untreated medical conditions

Being left unsupervised regularly

## Responding to Suspicions and Allegations

It is not the responsibility of Activity Camp staff in a paid or unpaid capacity to decide whether child abuse had taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can make inquiries and take necessary action to protect the young person. This applies BOTH to allegations and suspicions of abuse occurring within Le Mourier and to allegations and suspicions that abuse is taking place elsewhere.

## Receiving evidence of possible abuse

Activity Camp staff may become aware of possible abuse in various ways. They may see it happening, suspect it happening, it may be reported to use by someone else or directly from the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

**Stay Calm** so as not to frighten the young person.<sup>[1][2]</sup>

**Reassure** the child that they are not to blame and that it was right to tell. Listen to the child, showing that you are taking them seriously.

**Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify:

**Inform** the child that you must inform other people about what they have told you.

**Tell** the child this is to help stop the abuse continuing.

**Safety of the child** is paramount. If the child needs urgent medical attention, call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.

**Record** all information.<sup>[1][2]</sup>

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**Report** the incident to the Designated Safeguarding Lead.

In all cases if you are not sure what to do, you can gain help from Safeguarding Partnership Board. Tel No. 01534 443566 or the **Children & Families Hub** Tel No. 01534 519000 / [childrenandfamilieshub@gov.je](mailto:childrenandfamilieshub@gov.je)

If you need to contact someone outside normal office hours, you should call the States of Jersey Police on 01534 612612 who will redirect your call.

Parental permission for referral to the Children and Families Hub will be obtained unless the child is in immediate harm.

## Recording information

To ensure that information is as helpful as possible, a detailed record will always be made at the time of the disclosure / concern. In recording we will confine ourselves to the facts and distinguish what is your personal knowledge and what others have told you.

Information should include the following:

- The child's name, age, and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times, and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising / injuries occurred.
- Have the parents been contacted? If so, what was said?
- Has anyone else been consulted? If so, record details.
- Has anyone been alleged to the abuser? Record details.

## Reporting the concern

All suspicions and allegations will be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Le Mourier expects its staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated Designated Safeguarding Lead is not immediately available, you should take responsibility and seek advice from the Children & Families Hub, Safeguarding Partnership Board or if outside of normal office hours the police should be contacted.

Where an allegation is against another adult or member of staff these must be referred to the Jersey Designated Officers

(JDO) 01534 443566

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A summary of reporting procedures is provided in Appendix 1. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

**Criminal** in which case the police are immediately involved.

**Child protection** in which case the social services (and possibly) the police will be involved.

**Disciplinary or misconduct** in which case Le Mourier will be involved.

As mentioned previously in this document, Le Mourier are not child protection experts, and it is not their responsibility to determine whether abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection. (see appendix 2) Social Services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child making inquiries jointly with the police.  
NB: If there is any doubt, you must report the incident; it may be just one of a series of other incidences which together cause concern.

- Any suspicion that a child has been abused by an employee should be reported to Le Mourier management who will take appropriate steps to ensure that safety of the child in question and any other child who may be at risk.
- This will include the following.
  - Le Mourier will refer the matter to the Children & Families Hub, Safeguarding Partnership Board, Jersey Designated Officer or if outside of normal office hours the police, the parent / carer of the child will be contacted as soon as possible following advice from the professional bodies.
  - The Designated Safeguarding Lead should also notify the relevant sporting governing body if the company welfare officer is the subject of the suspicion / allegation the report must be made to the appropriate manager who will refer the matter to the appropriate services.

Allegations of abuse are sometimes made sometime after the event, where such allegation is made, Activity Camp staff will follow the same procedures and have the matter reported. This is because other children in sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children. Any suspicions that a child has been abused by someone outside the organisation (parent / carer / family member) should be reported to Le Mourier management or the Designated Safeguarding Lead who will take the appropriate steps to ensure the safety of the child in question and any other child who may be at risk.

This will include the following:

- Report your concerns to the Designated Safeguarding Lead.
- If the Designated Safeguarding Lead is not available, the person being told or discovering the abuse should contact management and if they are not available, they should immediately report to the Children & Families Hub, Safeguarding Partnership Board or if outside of normal office hours the police immediately.
- Children & Families Hub and the Designated Safeguarding Lead will decide how to inform the parents / carers.
- The Designated Safeguarding Lead should also report the incident to any relevant governing bodies.
- Maintain confidentiality on a need-to-know basis.

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## Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need-to-know basis only. This includes the following people:

- The Designated Safeguarding Lead.
- The parents of the child.
- The person making the allegation.
- Children & Families Hub / Police
- The alleged abuser (and parents of the abuser if the abuser is a child).

Seek Children & Families Hubs' advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with the Data Protection laws.

## Internal inquiries and suspension

Le Mourier's Designated Safeguarding Lead will make an immediate decision about whether any individual accused of abuse should be suspended pending further police and Children & Families Hub inquiries. Irrespective of the findings of the Children & Families Hub or police inquiries Le Mourier's management team will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, especially where there is insufficient evidence to uphold any action by the police. In such cases Le Mourier's management team will reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true.

The welfare of the child will remain of paramount importance throughout.

Where a member of staff has been found to have harmed a child or put a child at risk and they have been dismissed or have left the company first then Le Mourier will make a referral to the Independent Safeguarding and Standards and the Disclosure and Barring Service.

Information can be found at:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#online-referral-form-and-registering-for-a-digital-account>

**Independent Safeguarding And Standards**

[iss@health.gov.je](mailto:iss@health.gov.je)

01534 443566

## Recruitment and Selection

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps are taken when recruiting:

- All staff and volunteers will complete an application form. The application form will elicit information about the applicants past and self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children will be obtained. These references MUST be taken up and confirmed before the applicant is allowed to encounter any young persons.
- Evidence of identity (passport or driving licence with photo). All employees and volunteers will be required to undertake, an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

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- A check will be made that the application form has been completed in full, including sections on criminal records and self-disclosures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities will be clarified. They should sign up to Le Mourier's Code of Ethics and Conduct.
- Safeguarding Procedures are explained, and training needs identified e.g., child protection awareness.

## Training

Le Mourier requires Activity Camp staff and Leaders to hold a recognised safeguarding certificate which is renewed in line with CEYS requirements and current legislation.

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and / or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

## Le Mourier requires:

- All staff who have access to children to undergo an Enhanced DBS check.
- All employees and volunteers to undertake relevant child protection training or undertake a form of home study to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection. We currently use the STA's **Safeguarding Children, Young People and Vulnerable Adults** online learning course.
- All staff and volunteers to receive advisory information outlining good / bad practices and informing them of what to do if they have concerns about the behaviour of an adult towards a young person.
- All staff, including management should have an up to date First Aid at Work qualification or Paediatric First Aid Qualification.

## Late collection from Activity Camp

Le Mourier has a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes unnecessary distress to a child.

Children remaining in our care after the agreed collection time, or after normal opening hours will be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent control affecting the prompt collection of your child.

If you expect you will be late collecting your child in our care, please call at your earliest convenience and discuss the possible arrangements with the office or by using the direct line phone number for the Activity Camp Leader. When you register a child, we ask parents to complete a section with parental responsibility and this should include contact numbers for all names given.

Where there has been no notice of late collection made by the parent, we will endeavour to contact those numbers supplied to find out what the situation is and an resolution to the collection of the

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child. If we are unable to make contact with any of the supplied names, we will after 1 hour inform the States of Jersey Police and Social Services of an unaccompanied child and refer the child to their care.

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## **Appendix 1 - System for Reporting Suspected Abuse by and Employee / Volunteer**

1. An employee/volunteer has a suspicion of/or is informed of possible case of abuse towards child.
2. Employee/volunteer immediately informs Le Mourier management/Designated Safeguarding Lead
3. Le Mourier management/Designated Safeguarding Lead will immediately ensure that safety of the child concerned and or other children who may be affected.
4. Le Mourier management/Designated Safeguarding Lead will contact C&FH, Safeguarding Partnership Board or if outside normal office hours the police.
5. Le Mourier management/Designated Safeguarding Lead will contact parents/carers following advice from C&FH.
6. Le Mourier management will implement the disciplinary policy immediately.
7. Le Mourier management/Designated Safeguarding Lead will immediately inform relevant governing body attached to the employee/volunteer.
8. Le Mourier management/Designated Safeguarding Lead will ensure confidentiality for all concerned and the correct and detailed completion of all reports of the incident.

## **Appendix 2 - System for Reporting Suspected or Declaration of Abuse (outside of organisation)**

1. An employee/volunteer has a suspicion of/or is informed of possible case of abuse towards child.
2. Employee/volunteer immediately informs Le Mourier management/Designated Safeguarding Lead
3. Le Mourier management/Designated Safeguarding Lead will immediately ensure that safety of the child concerned and or other children who may be affected.
4. Le Mourier management/Designated Safeguarding Lead will contact C&FH, Safeguarding Partnership Board or if outside normal office hours the police.
5. Le Mourier management/Designated Safeguarding Lead will contact parents/carers following advice from C&FH.
6. Le Mourier management/Designated Safeguarding Lead will ensure confidentiality for all concerned and the correct and detailed completion of all reports of the incident.

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## Contact Details

**The Children and Families Hub**

Tele - 01534 519000

Email - [childrenandfamilieshub@gov.je](mailto:childrenandfamilieshub@gov.je)

**Independent Safeguarding And Standards**

Tele - 01534 443566

Email - [iss@health.gov.je](mailto:iss@health.gov.je)

**Jersey Designated Officers**

01534 443566

**The States of Jersey Police**

Emergency: 999

Non-Emergency incidents / allegations: 01534 612612 / 01534 612300

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## Document Control

Version	Published	Changes
Draft	November 2015	New Document
Version 1.11/15	November 2015	None
Version 2.5/18	May 2018	Font/Spacing change
Version 3.11/18	November 2018	Addition of MASH Safeguarding Partnership Board, Contact numbers
Version 4.2/19	February 2029	P 13, Addition of referral to DBS and the Independent Safeguarding Standards where a member of staff is dismissed or would have been
Version 5.6/20	June 2020	MASH updated with name change to Children & Families Hub
Version 6.8/21	August 2021	None
V7.10/23	October 2023	Removal of recognition section
V8.3/24	March 2024	Addition of recognition section, addition of JDO / ISS contact details