

# **Camp Corve WightCo Limited, Don't Rain Skateboard Coaching Limited at Canopy Skatepark**

## **Safeguarding and Child Protection Policy**

**Adopted April 2022**

**Reviewed 14<sup>th</sup> February 2026**

**Next review 14<sup>th</sup> February 2027**

### **Reviewed in light of new legislation – “Keeping Children Safe in Education September 2020”**

(This is statutory guidance from the Department for Education (the department) issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18.)

Directors of WightCo Limited trading as Camp Corve, and Don't Rain Skateboard Coaching Limited at Canopy Skatepark, believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, and are committed to adopt practices that protect them. All our staff have a duty to safeguard and promote the welfare of all children and adults they are working with.

**Protecting children and people from abuse and harm.** At Camp Corve, we operate in an open, friendly and positive manner and are committed to all our learners be they children and/or adults should be enabled to interact in a safe, friendly setting and supportive environment.

**Preventing children and people from being abused/harmed.**

We understand that that every child and adult have the right to protection and that their welfare and safety are paramount. All electrical equipment is PAT tested and checked on a regular basis to ensure that the equipment is safe to use.

**Promoting children and adult's health and well being.**

We encourage children and all people who would normally find social interaction difficult, to mix with other children and other adults in a setting that is responsive to their needs and interests. Encouraging independence, healthy activities and self-esteem are key to our work.

In this respect we recognise that:

- the welfare of the child/adult is paramount
- all children and adults, regardless of age, disability, gender, racial heritage, religious belief,
- sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, people, their parents, carers and other agencies is essential in promoting people's welfare.

This policy will be reviewed **at least** annually and/or following any updates to national and local guidance and procedures.

## Key Contacts

	Name and contact details
<b>Designated Safeguarding Lead (DSL)</b>	Hamish Fleming – tel 07815006450 Email – info@canopyskatepark.com
<b>Deputy Designated Safeguarding Lead</b>	Erin Fleming – tel 07706200976 Email – info@canopyskatepark.com

Where appropriate staff will attend safeguarding training.

The purpose of Camp Corve Safeguarding policy is:

- To provide protection for the children and young people who receive our services, including the children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all those connected with Camp Corve including senior managers, facilitators, assessors, verifiers, paid staff, volunteers and sessional workers, or anyone working on Camp Corve site.

PLEASE NOTE:-

## Coronavirus (COVID-19)

### Guidance related to children and young people



Safeguarding children on the Isle of Wight remains a priority as we work through the current situation with the coronavirus. These are uniquely challenging times and the strength of the local partnership on the Isle of Wight will stand us all in good stead to meet those challenges.

Working practices will continue to evolve over the coming weeks to meet the needs of the most vulnerable in our communities. We are reassessing our planned activity and adopting a pragmatic approach to what is feasible as we adapt to new working arrangements, but our commitment to provide help and support where needed is as strong as ever.

**Partnership Team** – The Team will continue to respond to enquiries via [SCP@iow.gov.uk](mailto:SCP@iow.gov.uk) and 01983 814545.

**Meetings** - Board and subgroup meetings will continue as scheduled, however these may if appropriate be held virtually and dial in details provided for each meeting.

**Referrals** - During this time, referrals to the Learning Inquiry Group (LIG) for Child Safeguarding Practice Reviews should continue via the usual process.

**Training** - Our Training is detailed in our policies and available on site and on our website, currently the face-to-face training courses by I o W have been put on hold. Work is underway to explore the use of e-learning courses where suitable.

Please find below further advice and guidance:

IOW helpline for vulnerable Islanders – **01983 823 600**, available between 9 – 5pm, 7 days a week.

[Local services for children and young people](#)

# What to do if you have a welfare concern at Camp Corve

## Why are you concerned?

- For example
  - Something a child has said – e.g. allegation of harm
  - Child's appearance – may include unexplained marks as well as dress
  - Behaviour change

**Act immediately** and record your concerns. If possible, speak to our DSL (Hamish Fleming) first.

- Follow the Camp Corve procedure
  - Reassure the child
  - Clarify concerns if necessary (**TED**: Tell, Explain, Describe)
  - Use child's own words

**Inform the Designated Safeguarding Lead (Hamish Fleming)**

### Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the Safeguarding Support Level Guidance document and procedures [LSCB@iow.gov.uk](mailto:LSCB@iow.gov.uk), or call 01983 814545
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure then consult with Area Education Safeguarding Advisor (01983 814545) or Local Authority Social Worker

### If you are unhappy with the response

#### Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

#### Learners and Parents:

- Follow Camp Corve complaints procedures (see Camp Corve [complaints policy](#))

**Record decision making and action taken and pass on to appropriate staff at the school or organisation responsible for the learner**

### Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.

**Review and request further support (if necessary)**

At all stages, the child's circumstances will be kept under review

The DSL/Staff will request further support if required to ensure the **child's safety is paramount**

## 1. Introduction and Ethos

- Camp Corve recognises that we have a statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.
- Staff working with children at Camp Corve are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Camp Corve believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Camp Corve recognises the importance of providing an ethos and environment throughout our enterprise that supports children to be safe and feel safe. At Camp Corve children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies.
- Our core safeguarding principles are:
  - **Prevention**
    - positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.
  - **Protection**
    - following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
  - **Support**
    - for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.
  - **Working with parents and other agencies**
    - to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
- Camp Corve expects that if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.

- This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2020 (KCSIE) which requires individual schools, places of Education and colleges to have an effective child protection policy.
- The procedures contained in this policy apply to all staff, including and governors, temporary or third-party agency staff and volunteers) and are consistent with those outlined within KCSIE 2020.

## 2. Policy Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
  - DfE Keeping Children Safe in Education 2020 (KCSIE)
  - Working Together to Safeguard Children 2018 (WTSC)
  - Ofsted: Education Inspection Framework' 2019
  - Framework for the Assessment of Children in Need and their Families 2000)
  - Kent and Medway Safeguarding Children Procedures (Online)
  - Early Years and Foundation Stage Framework 2017 (EYFS)
  - The Education Act 2002
  - The Education (Independent School Standards) Regulations 2014
  - The Non-Maintained Special Schools (England) Regulations 2015
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- Despite the way Camp Corve may be currently operating in response to coronavirus (Covid-19), our safeguarding principles continue to be in accordance with KCSIE 2020 and related government guidance, remain the same. We will continue to follow government guidance and will amend this policy, as necessary.

We acknowledge that some learners will come to Camp Corve having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services (such as health and the local authority) to ensure necessary services and support are in place to support learners

## 3. Definition of Safeguarding

- In line with KCSIE 2020, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
  - protecting children from maltreatment;
  - preventing impairment of children's mental and physical health or development;
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes

- Camp Corve acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):
  - Abuse and neglect
  - Bullying (including cyberbullying)
  - Children with family members in prison
  - Children Missing Education (CME)
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child Criminal Exploitation
  - Contextual Safeguarding (Risks outside the family home)
  - County Lines
  - Domestic abuse
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Female Genital Mutilation (FGM)
  - Forced marriage
  - Gangs and youth violence
  - Gender based abuse and violence against women and girls
  - Hate
  - Homelessness
  - Honour based abuse
  - Human trafficking and modern slavery
  - Mental health
  - Missing children and adults
  - Online safety
  - Peer on peer abuse
  - Preventing radicalisation and extremism
  - Private fostering
  - Relationship abuse
  - Serious Violence
  - Sexual Violence and Sexual Harassment
  - Upskirting
  - Youth produced sexual imagery or “Sexting”

#### **4. Policy Compliance, Monitoring and Review**

- Camp Corve will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.
- All staff (including temporary staff and volunteers) will be provided with a copy of this policy and part one of KCSIE.

- The Designated Safeguarding Lead – Hamish Fleming and DSL deputy Erin Fleming will ensure regular reporting on safeguarding activity where appropriate

## 5. Key Responsibilities

- Camp Corve has a nominated DSL who has oversight in ensuring that Camp Corve has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.

### 6.1 Designated Safeguarding Lead (DSL)

- Camp Corve has appointed a member of the leadership team [Hamish Fleming](#) as the Designated Safeguarding Lead (DSL). Additionally, Bodster CIC has appointed Deputy DSL [Erin Fleming](#) who has delegated responsibilities and acts in the DSLs absence.
- The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems at Camp Corve. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL and any deputy DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to integrated social care and working with other agencies where appropriate.
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children
    - When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
  - Liaise with other agencies and professionals in line with KCSIE 2020
  - Manage and monitor any role Camp Corve has in any multi-agency plan for a child.
  - Be available during term time (during Camp Corve working hours) to discuss any safeguarding concerns.
  - Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2020)

## 6.2 Members of Staff and any Volunteers

### All members of staff and volunteers have a responsibility to:

- Provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- Understand the early help process and their role in it.
- Understand Camp Corve safeguarding policies and systems.
- Undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.

## 6.3 Children and Young People

### Children and young people (learners) have a right to:

- Feel safe, be listened to, and have their wishes and feelings taken into account.
- Contribute to the development of [Bodster CIC's](#) safeguarding policies.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

## 6.4 Parents and Carers

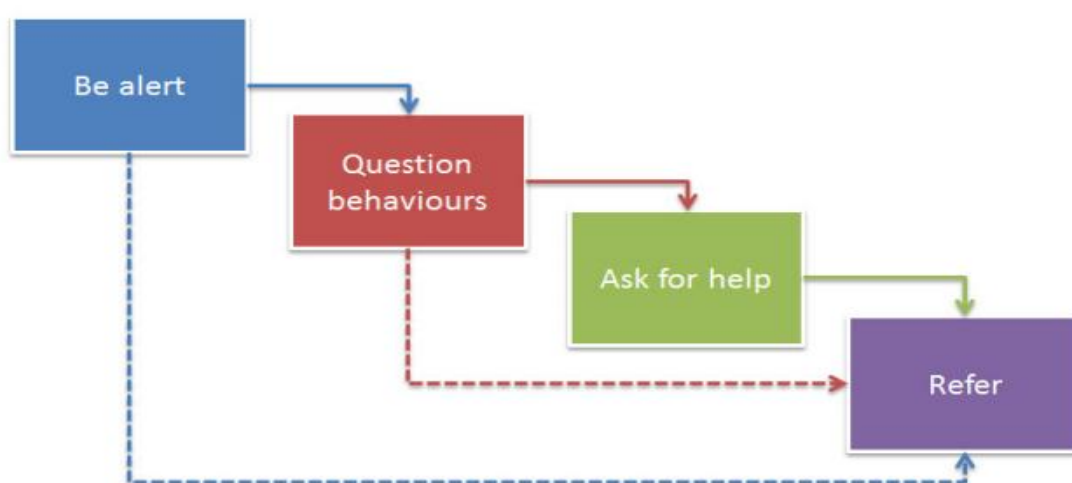
### Parents/carers have a responsibility to:

- Understand and adhere the relevant Camp Corve policies and procedures.
- Talk to their children about safeguarding issues with their children and support Camp Corve in their safeguarding approaches.
- Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the Camp Corve or other agencies.

## 6. Recognising Indicators of Abuse and Neglect

- All staff in Camp Corve are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018) and Keeping Children Safe in Education 2020. This is outlined locally within the [Isle of Wight Support Levels Guidance](#).

- Camp Corve recognise that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- All members of staff are expected to be aware of and follow this approach if they are concerned about a child:



'What to do if you are worried a child is being abused' 2015

- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.

- Parental behaviors' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Safeguarding incidents and/or behaviours can be associated with factors outside Camp Corve and/or can occur between children offsite. Children can be at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

## 7. Child Protection Procedures

Camp Corve recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

- Camp Corve adheres to the Isle of Wight Safeguarding Children multi-agency partnership procedures. These procedures and additional guidance relating to specific safeguarding issues can be found on their website: <https://www.iowscp.org.uk> email = scp@iow.gov.uk
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- At Camp Corve we recognise that in situations where there are immediate child protection concerns identified in line with Support Level Guidance, it is NOT to investigate as a single agency but to act in line with Isle of Wight Safeguarding Children multi-agency partnership guidance which may involve multi-agency decision making.

NOTE:- If you are worried about a child or young person, please contact:

Children's Reception Team  
(IOW Social Care)

To make a safeguarding referral use the [inter agency referral form](#) (this is the preferred method for making a referral) Professionals ONLY phone number: **0300 300 0901**

Police

If there is immediate danger call **999**

- If the DSL is not immediately available to discuss an urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, they will inform the DSL as soon as possible.
- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.

## 8. Record Keeping

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing in the Camp Corve safeguarding incident/concern form/system and passed on without delay to the DSL. A body map will be completed if injuries have been observed.
  - If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- Incident/Welfare concern forms are kept in a Locked cabinet in the site office – File labelled – **“Safeguarding Incident/ Concern Forms”**
- Records will be completed as soon as possible after the incident/event, using the child’s words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child at Camp Corve Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a ‘need to know’ basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child’s subsequent school/college, under confidential and separate cover. These will be given to school/ colleges DSL and a receipt of delivery will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the school or college of a learner attending Camp Corve.

## 9. Confidentiality and Information Sharing

- At Camp Corve, we recognise our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2020.
- All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The DSL will disclose information about a learner on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- Camp Corve has an appropriately trained Data Protection Officer (DPO) Erin Fleming as required by the General Data Protection Regulations (GDPR) to ensure that Camp Corve is compliant with all matters relating to confidentiality and information sharing requirements.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2020).

## 10. Complaints

- Camp Corve has a Complaints Procedure available to parents, learners and members of staff and visitors who wish to report concerns. This can be found in the Policy File in the office.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff policy. This can be found in the policy file in the office.

## 11. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' (2020) which covers safeguarding information for all staff.
  - The DSL will read the entire document.

- All members of staff have signed to confirm that they have read and understood KCSIE. **(Word document with details recording this in Safeguarding File – in the locked cabinet in Caravan )**. Camp Corve will periodically quiz Camp Corve staff and volunteers about Safeguarding to ensure they remain up to date and fully aware of how to ensure Safeguarding at Camp Corve and the DSL will record evidence of doing so in Safeguarding File.
- The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training to ensure they are aware of the Camp Corve internal safeguarding processes as part of their induction.
- All staff members (including agency and third-party staff) will receive appropriate child protection training to ensure they are aware of a range of safeguarding issues. This training will include online safety and will take place at least annually.
- In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates **(for example, via email, Director meetings)** at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff members (including agency and third-party staff) will be made aware of our expectations regarding safe and professional practice
- Staff will be encouraged to contribute to and shape our safeguarding arrangements and child protection policies: **via input at Directors Meetings**
- The DSL will provide an annual report to Camp Corve Directors detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.

## 12. Safer Working Practice

- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the Camp Corve code of conduct.
- All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant Camp Corve policies including staff behaviour policy, Acceptable Use Policies, and Social Media.

### 13. Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- Camp Corve will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
  - All staff are supported by the DSL in their safeguarding role.
  - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish.

### 14. Safer Recruitment

- Camp Corve is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.

Camp Corve will follow relevant guidance in Keeping Children Safe in Education 2020 (Section 3 'Safer Recruitment') and from The Disclosure and Barring Service (DBS):

- Camp Corve is committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.
- We will ensure that all staff and volunteers have read the staff behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.

## 15. Allegations Against Members of Staff and Volunteers

- Camp Corve recognises that it is possible for any member of staff, including volunteers, governors, contractors, agency and third party staff (including supply teachers) and visitors to behave in a way that:
  - Indicates they have harmed a child, or may have harmed a child;
  - Means they have committed a criminal offence against or related to a child;
  - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- 
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the Camp Corve safeguarding regime.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the leadership team.
- All members of staff are made aware of Camp Corve Whistleblowing procedure It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally.
  - Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- Camp Corve has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person.
  - If these circumstances arise in relation to a member of staff at Camp Corve a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or the Directors of WightCo Limited.

## 16. Safeguarding Children with Special Educational Needs and Disabilities

- Camp Corve acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- Camp Corve will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns, such as bullying and exploitation.

All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

## 17. Peer on Peer Abuse

All members of staff at Camp Corve recognise that children are capable of abusing their peers. Bodster CIC believes that abuse is abuse and it will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

Camp Corve recognises that peer on peer abuse can take many forms, including but not limited to:

- bullying (including cyberbullying)
  - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
  - sexual violence and sexual harassment
  - 'upskirting', which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
  - sexting (also known as youth produced sexual imagery)
  - initiation/hazing type violence and rituals.
- At Camp Corve we recognise youth produced sexual imagery (also known as "sexting") as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
    - We will follow the advice as set out in the non-statutory UKCIS guidance: ['Sexting in schools and colleges: responding to incidents and safeguarding young people'](#) and the local [KSCMP](#) guidance: "Responding to youth produced sexual imagery".

- When responding to concerns relating to child on child sexual violence or harassment, [school/college](#) will follow guidance outlined in part five of KCSIE 2020 and '[Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)'.
- Staff and leadership are mindful that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved.
- All allegations of peer on peer abuse will be recorded, investigated, and dealt with in line with associated policies, including child protection, anti-bullying and behaviour.

## 18. Gangs, County Lines, Serious violence, Crime and Exploitation

- At Camp Corve recognises the impact of gangs, county lines, serious violence, crime and exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
  - Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
  - Children who go missing for periods of time or regularly come home late
  - Children who regularly miss school or education or do not take part in education
  - Change in friendships/relationships with others/groups
  - Children who associate with other young people involved in exploitation
  - Children who suffer from changes in emotional well-being
  - Significant decline in performance
  - Signs of self-harm/significant change in wellbeing
  - Signs of assault/unexplained injuries

## 19. Mental Health

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware of how children's experiences, can impact on their mental health, behaviour and education. This is particularly prevalent due to the recent Covid 19 issues and feelings of isolation.

- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## 20. Online Safety

- It is recognised by Camp Corve that the use of technology presents challenges and risks to children and adults both inside and outside of Camp Corve will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.
- Camp Corve identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:
  - content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
  - contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
  - conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
- The DSL has overall responsibility for online safeguarding within Camp Corve but will liaise as necessary with other members of staff.
- Camp Corve uses a wide range of technology. This includes computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems.
  - All Camp Corve owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- [At Camp Corve](#) we recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2020 and EYFS 2017 Bodster CIC has appropriate policies in place that are shared and understood by all members of the community.
- All communication with learners and parents/carers will take place using Camp Corve provided or approved communication channels; for example, school/college provided email accounts and phone numbers and/or agreed systems
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in the Camp Corve codes of conduct

- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- When delivering remote learning, staff will follow our Remote Learning Acceptable Use Policy (AUP)
- Parents/carers will be made aware of what their children are being asked to do online,.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

## 21. Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Staff will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into Camp Corve as outlined within guidance. Visitors will be expected to, sign in and out via the office visitors log. Visitors will be expected to adhere to any safety arrangements implemented because of Covid-19 restrictions.
- Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
- Camp Corve will not accept the behaviour of any individual (parent or other) that threatens Camp Corve security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to Camp Corve site.

## 22. Local Support

- All members of staff at Camp Corve are made aware of local support available.
  - **Contact details for Area Safeguarding Advisor (Education Safeguarding Service)**
    - <https://www.iowscp.org.uk/>

# Camp Corve Safeguarding Children

## Specific Code of Behaviour

You must:

- treat all children and young people with respect
- provide an example of good conduct you wish others to follow
- ensure that, whenever possible, there is more than one adult present during activities with children and young people or at least that you are within sight or hearing of others
- respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- remember that someone else might misinterpret your actions, no matter how well-intentioned
- be aware that any physical contact with a child or young person may be misinterpreted
- recognise that special caution is required when you are discussing sensitive issues with children or young people
- operate within the Camp Corve principles, guidance and Safeguarding Policy
- challenge unacceptable behaviour and report all allegations/suspensions of abuse.

You must not:

- have inappropriate physical or verbal contact with children or young people
- allow yourself to be drawn into inappropriate attention-seeking behaviour
- make suggestive or derogatory remarks or gestures in front of children or young people
- jump to conclusions about others without checking facts
- either exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on your good name or that of Camp Corve to protect you
- believe "it could never happen to me"
- take a chance when common sense, policy or practice suggests another more prudent approach.

Camp Corve expect you to give guidance and support to inexperienced helpers.

Director's Signature: *Hamish Fleming*

Adopted on: 22<sup>nd</sup> September 2020

Updated on : Annually

Next Review Date: 1<sup>st</sup> September 2021

A **Code of Conduct** such as this can be a clear way of defining key principles for our staff and the children/young people who use our activities: Safeguarding must be done with children/ adults feeling involved. Always :-

- Involve young people – ask for their ideas and suggestions; make them part of the decision-making process
- Encourage all young people to take responsibility for their behaviour
- Ensure the activity is age, culturally and gender appropriate
- Focus on what the child does well, not on what the child gets wrong
- Promote enjoyment and achievement
- Set out clear boundaries for any activity
- Encourage participation and feedback

### **Policies and Procedures**

The child protection standards at Camp Corve are consistent with the Isle of Wight LSCB and the government publication 'Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (2016) and has been specifically **Reviewed in light of new legislation – “Keeping Children Safe in Education September 2020”**

(This is statutory guidance from the Department for Education (the department) issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18.)

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them as the interests of the children or adults are paramount.
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately- immediate action is required where there is suspicion of abuse.
- providing effective management for staff and volunteers through supervision, support and training.
- **Investigation is the responsibility of the relevant Children’s Social Care department and the Police.** These agencies have to balance the necessity for action to protect the child with the potential adverse effects of an investigation into the family and/or others.
- Record keeping is essential at each stage and all documents should be kept according to the standards outlined in the agency’s recording procedures.
- This procedure also covers disclosures made in electronic communications (email or text messaging).

**Responsibilities of adults within the organisation community:**

- All adults are required to be aware of and alert to the signs of abuse.
- If an adult identifies that a child may be in an abusive situation they should record their concerns and report them to the CPLO as soon as practical.
- If a child discloses allegations of abuse to an adult, they will follow the procedures attached to this policy.
- If the disclosure is an allegation against a member of staff they will follow the allegations procedures attached to this policy.

**As an organisation we will educate and encourage pupils to Keep Safe through:**

- The content of the activities provided
- A organisation ethos which promotes a positive, supportive and secure environment and gives young people a sense of being valued
- The “Rights, Respect and Responsibility” agenda
- The creation of a culture which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

**Annual review form**

As a organisation, we review this policy annually in line with Isle of Wight Safeguarding Children guidance.

**Working Together to Safeguard Children (2015)**

**Keeping Children Safe in Education (2016)**

**Keeping Children Safe in Education (September 2020)**

### **Child Protection Procedures**

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interests between the child and parent, the interests of the child must be paramount.

**If a member of staff suspects abuse e.g. through physical injury etc. they must:**

1. Record their concerns – using the **Camp Corve Safeguarding Concern Logging form**  
( Found in Safeguarding File in Locked cabinet – in the site office)
2. Report it to the Designated Safeguarding Lead staff member (DSL), Hamish Fleming at once or Deputy DSL Erin Fleming
3. Consider if there is a requirement for immediate medical intervention and if so assistance must be called for.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions they were involved in
  - Any injuries
  - Explanations given by the child / adult
  - What action was taken.

The records must be signed and dated by the author.

**Following a report of concerns from a member of staff, the DSL must:**

1. Decide whether or not there are sufficient grounds for suspecting significant harm in which case a referral must be made to Children's Social Care.

2. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm the DSL must contact Children's Reception Team Hants Direct – 03003000901 ( Out of hours no = 03003000117) and make a clear statement of:
  - the known facts
  - any suspicions or allegations
  - whether or not there has been any contact with the child's family

If the DSL feels unsure about whether a referral is necessary they can phone Isle of Wight's Safeguarding Children's Board to discuss concerns. To do so will not constitute a child abuse referral and may well help to clarify a situation.

3. If there is not a risk of significant harm, then the DSL will actively monitor the situation.
4. The DSL must confirm any referrals in writing, within 24 hours, including the actions that have been taken.
5. If a child is in immediate danger and urgent protective action is required, the police should be called. The DSL should seek advice from the police / Children's Reception Team about informing the parents.
6. Normally the organisation should try to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk. The child's views should also be taken into account.
7. When a pupil is in need of *urgent* medical attention and there is suspicion of abuse the DSL or head teacher should take the child to the Accident and Emergency Unit at the nearest hospital, having first notified Children's Reception Team. The DSL should seek advice about what action Children's Social Care will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

**When dealing with allegations against staff and volunteers:**

- Report any concerns about the conduct of any member of staff or volunteer to the designated person as soon as possible and within 24 hours
- If an allegation is made against the designated person, the concerns need to be raised with the person nominated for dealing with allegations against the designated person, as soon as possible and within 24 hours.

- In either event the contact should be made with the WightCo Limited Directors  
Hamish Fleming [info@canopyskatepark.com](mailto:info@canopyskatepark.com) 07815006450

Phillida Fleming [phillidaf@outlook.com](mailto:phillidaf@outlook.com) 07714818987

Nicholas Fleming [nicoflemingo@hotmail.co.uk](mailto:nicoflemingo@hotmail.co.uk) 07950052459

Or if unavailable

the Children's Reception Team on 03003000901 for Further guidance

<http://www.iowscb.org.uk/managing-allegations-against-staff>

### NOTE

If a child volunteers information about abuse to a member of staff, it may be done obliquely, rather than directly, e.g. through play, drawings etc. Children will talk about their concerns and problems to people they feel they can trust. The person a child talks to will not necessarily be a senior member of staff. The role of the member of staff or volunteer hearing this is to listen but not undertake an investigation of the potential abuse. That is the role of the child protection agencies. Legal action against a perpetrator can be seriously damaged by any suggestion that the child's words have been influenced in any way by the person they told.

### When a child confides in you:

#### Things you should do:

- Give the child undivided attention
- Show concern, support and warmth but don't show emotions, distress or negative reaction. Be re-assuring – (you can say 'that must have been sad/hard for you'; 'it's right to tell someone because you need help'.) Ask if the child has told his/her parents if the alleged abuse is outside the home or the other parent if one parent is implicated
- Rather than directly questioning the child, just listen and be supportive
- It may be appropriate to check that the child is indicating abuse or neglect
- Check if the child is hurt or might be in need of medical attention
- Deal with the allegation in such a way that the child does not have to repeat the information to different people within the organisation; It is important to know if an incident has happened recently and whom the child is saying has hurt her/him
- Make careful records of what was said, put the date and time when the child spoke to you, put the location and names of the people who were present, as well as what was said, using child's own language and colloquialisms. Then sign it, and hand your record to the DSL straight away
- Keep a copy of your notes
- Look after yourself by seeking some support

#### Things you should not do:

- You must not promise a child complete confidentiality – you should explain that you may need to pass information to other professionals to help keep them or other children safe
- Malign the character of the alleged perpetrator
- Jump to conclusions
- Ask leading questions
- Ask for lots of details about the alleged event(s)
- Speculate or accuse anybody yourself
- Make promises you can't keep
- Pre-empt or prejudice an investigation by leading the child with *closed* questions.

## Questioning Skills

To avoid leading questions when clarifying what a child has said, you should use open questions with a child rather than closed questions.

The following table gives some examples of both.

<u>Closed Questions</u>	<u>Open Questions</u>
Do	Tell me
Did	Explain to me
Can	Describe to me
Would	Who
Could	What
Are etc.	When
	Where
	How

Avoid using 'Why'? This can confuse a child and leads to feelings of guilt.

## Initial Responses to child

When a child has made a disclosure, it can be a relief for them, however they are likely to feel vulnerable and confused. Here are some examples of what can be said to a child;

### Do say:

'Thank you for telling me'

'I am sorry it has happened to you'

'I am going to help you, and will tell you what I am going to do'

'It should not have happened' 'You are not to blame'

### Do not say:

'It will be all right soon'

Anything which you will not be able to fulfil It is anybody's fault

### **Safe Professional Culture**

#### **All staff, managers and volunteers should;**

- Work in an open and transparent way, avoiding any actions that would lead a reasonable person to question their motivation and/or intentions
- Dress appropriately for your role
- Avoid unnecessary physical contact with children. If physical contact is made:
  - ensure you are aware of and understand the rules concerning physical restraint
  - where it is essential for educational or safety reasons, gain young persons permission for that contact wherever possible
  - to remove a young person from a dangerous situation or an object from a young person to prevent either harm to themselves or others, then this should be recorded on the correct form and reported to the designated person.
  - it should not be secretive, even if accidental contact was made, it should be reported.
- Understand their position of power and influence over children and not misuse it in any way. This includes but is not limited to;
  - accepting regular gifts from children
  - giving personal gifts to children
- Recognise their influence and not engage in activities out of organisation that might compromise their position within organisation,
- Not establish or seek to establish social contact with pupils outside of organisation. This includes;
  - communication with young persons in inappropriate ways, including personal e-mails and mobile telephones
  - passing your home address, phone number, e-mail address or other personal details to young persons.
  - the transportation of pupils in your own vehicle without prior management approval
  - contact through social networking sites.
- Avoid volunteering to house children overnight.

#### **Safe working practice.**

#### **All staff, volunteers and managers should;**

- Only use e-mail contact with young persons via the organisation's system.
- Be careful about recording images of children and do this only when it is an approved activity. This can only be done when parents have given their express permission.
- Ensure that areas of the curriculum that may involve sexually explicit information are taught in accordance with organisation policies.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations or conferring special attention on one child unless this is part of an agreed organisation plan or policy.

- Only arrange to meet with young person in closed rooms when senior staff have been made aware of this in advance and given their approval.
- Not access inappropriate material via the internet
- Not allow boundaries to become blurred and unsafe in more informal settings such as trips out, out of organisation activities etc.

### **1. Camp Corve Handbook - see Policy File**

Camp Corve Staff handbook includes:-

- Access to fair assessment statement
- Appeals procedure for learners
- Complaints procedure
- Confidentiality statement
- Disability Discrimination Policy
- Environment policy
- Equal opportunities and Diversity Policy
- Health and Safety policy
- First Aid Procedures, including moving and handling policy
- Fire Safety –what to do in the event of a fire
- Safeguarding Policy and Code of Behaviour
- Risk Assessments
- Camp Corve Code of Conduct
- Internal verification policy
- Malpractice Procedure
- Policy for checking for criminal records
- Privacy statement, including forms for use of publicity materials and consent forms
- Policy for working with offenders.
- Vulnerable Adults Protection Policy

### **REMINDER What to do in the case of an emergency**

**Designated Staff Member:** Hamish Fleming and Erin Fleming (Both = Qualified 1<sup>st</sup> Aiders)

**Designated Staff Lead – ref Safeguarding :** Hamish Fleming

#### **Key Contact Numbers:**

Childrens Reception team

03003000901

Emergency out of hours - 03003000117

Hampshire Police: General enquiries 0845 045 45 45 Emergency: 999

Allegations against professionals working in a position of trust with children on the Isle of Wight should be made to **LADO: 01983 823723 (Local Authority Designated Officer)**

National Child Protection Helpline 0808 800 5000

Child Line 0800 1111 (24 hours)

### **Equal Opportunities**

Camp Corve employees and volunteers will not discriminate against any person on the grounds of race, nationality, age, religious or similar philosophical beliefs, sexual orientation, or social standing and shall work in such a way as to give equal opportunity for each child/young person to achieve their maximum potential consistent with respecting the dignity and value of human beings.

### **Drugs and Alcohol policy**

'Substance' is used to refer to any psychotropic substance (capable of affecting the mind – changing the way we feel, think and or behave) including:

- alcohol
- tobacco
- drugs sold as 'legal highs'
- illegal drugs
- illicit use of prescription drugs
- volatile substances such as solvents (gases, lighter and other fuel)
- some plants and fungi (magic mushrooms)
- over-the-counter and prescribed medicines that are used for recreational rather than medical purposes.

Both staff and learners are expected not to use either drugs or alcohol during the duration of Camp Corve activities/ sessions. Anyone found to be contravening these rules will be asked to leave the premises.

### **Domestic Abuse**

- Domestic abuse teaches children to use violence.
- Domestic abuse can affect children in serious and long lasting ways.
- Where there is domestic abuse, there is often child abuse.
- Children will often blame themselves for domestic abuse.
- Alcohol misuse is very common when domestic abuse occurs, as a contributing factor and as a survival mechanism.
- Pregnant women are more vulnerable to domestic abuse.

### **Warning Signs**

Any violence between adults will negatively affect children. Seek support and help as soon as possible. The longer it lasts, the more damaging living with domestic abuse becomes.

### **Action**

Report your concerns about yourself or someone else to the Police. If you are worried that your child might be affected, talk to them about what is happening.

### **Other Useful contact numbers:**

Police: For the IOW Newport = 101

Alternatively dial 0845 045 4545 and ask for the Isle of Wight Domestic Abuse team

National 24 hour Domestic Violence Helpline, jointly run by Refuge and Women's Aid: 0808 2000 247

The Refuge: 0808 2000 247

Women's Aid National Helpline (Victim Support): 0845 3030 9000

Male Victim Helpline 0808 801 0327

### **Information Governance, Record-keeping and Use of data**

In accordance with Information Governance all confidential information and data will be kept in a secure location. Papers will be stored centrally and all data kept in line with the requirements of the Data Protection Act 1998, Freedom of information Act 2000, Human Rights act 1998 and Computer Misuse Act 1990.

The general principle is that information will only be shared with the consent of the subject of the information. Thus information will only be shared for a specific lawful purpose and where appropriate consent has been obtained. All staff at Camp Corve will be fully trained and aware of their responsibilities to maintain the security and confidentiality of personal information.

All records are kept locked away in either the office or any other premises. Camp Corve accepts responsibility for the security of personal identifiable data in our care. Camp Corve ensures that any faxing is to a 'safe' haven site, 'phone calls from landlines and mobiles are made in a 'safe' place and treated confidentially and any documents on laptops or USB sticks are carefully stored in a safe way.

Only the minimal amount of information should be disclosed and should be kept for no longer than is strictly necessary. Erin Fleming as designated officer is responsible for ensuring data is protected and stored securely at all times. In accordance with the Isle of Wight information sharing protocol data will be kept safe and confidential, only shared among the correct agencies will only be used for agreed appropriate reasons and will be exchanged when necessary securely.

### Training

All Camp Corve teaching staff must ensure that they attend child protection training in accordance with the requirements of the Isle of Wight council. All Camp Corve teaching Staff must also ensure they complete Isle of Wight Council training annually in :- Safeguarding Children, Safeguarding Adults, Freedom of Information and EIR, Data Protection Act, Information security and Awareness including ICT and PREVENT.

By taking up opportunities of further training, for example, in Disability Awareness and Inclusive practice, Communicating with Disabled Children, or Dealing with Strategies for Challenging Behaviour, staff and volunteers should be able to:

- Analyse their own practice against established good practice, and to ensure their practice aligns with the minimum standards set by the Children's Workforce Development Council (CWDC)
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse to their line manager
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

### Recruitment

Recruitment and training of staff and volunteers will be conducted in accordance with the 4LSCB policies and procedures. Camp Corve at present is run by hamish and erin Fleming ( who have **enhanced CRB** disclosures). At present Camp Corve does not have any other permanent staff. However Camp Corve recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Thus any member of staff or volunteer which Camp Corve employs at a later date would undergo an induction which explains the Child Protection policy and procedures and which identifies any training needs.

If Camp Corve in the future employs anyone or has any volunteer Camp Corve will advertise making explicit reference to the commitment of Camp Corve and the LA/NAS to Safeguarding, including:

- The intention to seek **enhanced CRB** disclosures

- Clear statements in the Job Description and Person Specification that *explicitly reference* the individual's safeguarding responsibilities
- Providing information about Safeguarding Policy practices to applicants.
- Clear discussion at interview would include discussion around why the potential employee wants to work in this setting with children to ensure there are no other motives than to help children educationally. Similarly at any interview a discussion would involve looking at personal boundaries to ensure potential employees understand the need for personal boundaries.
- Any recruitment of new staff must follow guidance as outlined in 4LSCB in respect particularly to reject, deter and identify people who might abuse children.
  
- If/When Camp Corve recruits new staff Hamish and Erin Fleming will seek advice from the Isle of Wight Council ( in particular staff advised to consult with such as Graeme Hands YMCA) to ensure that effective policies and procedures are followed. Hamish and erin Fleming will seek training in respect of safe recruitment and selection prior to recruiting any such staff.
  
- Camp Corve will have an explicit written recruitment and selection policy statement in place after having had appropriate training prior to advertising for any new staff and this statement will have detail about being committed to safeguarding and promoting the welfare of children.

### **Risk Assessments**

The most important thing to consider is the proper assessment of risk to vulnerable persons.

Risk assessments are used to identify hazard, determine risk and consider and provide measures that reduce or prevent the chances of serious injury.

Following serious injury, any investigation that takes place will require evidence that risk has been appropriately considered. A risk assessment does this.

Camp Corve Basic Risk Assessments are attached.

(These may need to be adapted in accordance with the Isle of Wight's Risk Assessment forms and Camp Corve is happy to do so if required)

**Hamish Fleming as part of his assessment of risk will also on a regular monthly basis check and ensure there is:-**

- Regular PAT testing of electrical equipment and secure storage facilities
- Checking of any Health & safety concerns eg. loose cabling on floor

- Clarity in respect to Fire Safety – what to do in the event of fire
- Site security – signing in/out procedures for staff and parents/carers with children
- Easy identification of staffing/volunteers eg. by clothing and/or badges

### Issues to consider when working with children and young people with SEN/LDD:

#### **No awareness of danger**

- Consider site security, physical boundaries, fencing, security doors, locks
- Consider access to main roads, railways, other traffic routes or possible hazards eg. beach
- Fire doors which may be easily opened
- Locks and bolts which are placed at child's height within easy reach (some children are very adept at undoing these)
- Lack of alarm systems in place
- Lack of signage eg. Stop! on doors to corridors and toilets etc ...

#### **Difficulty in following instructions**

- Use small 'chunks' of language – few words as possible
- Allow time for comprehension
- Model/sign what you want from the child
- Speak slowly
- Question to check that the child/young person has understood

#### **Lack of balance/mobility**

- Guard rails, hand rails as appropriate
- Check for uneven ground coverings
- Avoid loose mats/carpets
- Ensure steps are marked clearly
- Clear signposting
- Lack of clutter, tidy environment
- 

#### **Need for toileting/support with intimate care**

- Always use trained staff who know the child
- Never take a child to the toilet unless another adult is present or aware
- Ensure staff are aware of good practice
- Ensure staff are familiar with the child's needs
- No voluntary staff are used

-

### **High anxiety levels**

- Do all you can to reduce anxiety before the event i.e. provide photos of main places the child might see
- Consider use of social stories to prepare child in advance for the activity
- Consider a 'time out' corner where the child can regain their equilibrium
- Use visual timetables to show what order events are taking place in
- Use the 'Oops' card when something upsets the planned routine - children are familiar with this
- Don't be literal – only explain what **may happen**, not what **will** as this cannot be guaranteed

### **High levels of trust/poor understanding of social boundaries**

- Ensure staff know the code of conduct
- Ensure staff model appropriate behaviour when with a young person
- Ensure staff do not exchange personal contact information with the child/young person
- Ensure staff know not to place themselves in a situation where they are alone with the CYP
- Keep physical contact to a minimum

### **Other**

- Child may have complex medical needs or physical/emotional needs
- Ensure that parents engage with risk assessment process where possible to highlight triggers or key issues for the child
- Ensure that staff know what information is recorded on the child and have access to any care plans

## **E-Safety**

Children and young people can be vulnerable to exploitation or abuse through the medium of information technology, including mobile phones and cameras. It is important that staff and volunteers are alert to potential risks children or young people may be exposed to, and that steps have been taken to mitigate the risk of this occurring, with specific reference to:

- **Content** – eg. exposure to age inappropriate material, inaccurate or misleading information, socially unacceptable materials (eg inciting violence, hate or intolerance) and illegal material (including images of child abuse)
- **Contact** – eg. grooming using communication technologies leading to inappropriate behaviour or abuse
- **Commerce** – eg .exposure to inappropriate advertising, online gambling, identity theft and financial scams
- **Culture** - eg bullying via websites, mobile phones or other communication images;) exposure to inappropriate advertising, online gambling and financial scams

Addressing these issues through training for staff and volunteers and awareness raising will be undertaken by the service. If there is any indication that a child or young person is experiencing difficulties in this area (for instance, if they are reported to be spending long periods of time using a PC on their own or if they appear unnecessarily defensive, secretive or anxious about their PC use), then this must be taken seriously.

Settings offering ICT access to members of the public and children and young people should consider placing restrictions on ICT access, developing an 'acceptable use policy' and having an agreement about the conditions in which children will be able to access ICT equipment unsupervised.

For more detailed information about email safety please refer to [www.4lscb.org.uk](http://www.4lscb.org.uk) (Isle of Wight)

## **Photography**

**Before taking photos or video, Camp Corve follows a policy where staff obtain written consent from the child and their parents/carers for their images to be taken and used**

- This includes when any photographer or member of the press or media attends an event and such photographers are asked by Camp Corve to wear identification at all times and they are fully briefed in advance on the Camp Corve expectations regarding his/her behaviour and the issues covered by these guidelines
- Camp Corve does not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event
- Consent is always obtained for the use of video as a coaching aid.
- Care is taken at Camp Corve in respect to the storage of and access to images and photographs.
- Camp Corve follows policies in respect to photography in accordance with the Data Protection act in that Camp Corve only collects information/photos it needs for a specific purpose, keeps it secure, ensures it is relevant and up to date, only holds photos for as long as is needed and allows the person who has been photographed to see any photos of themselves on request.

### **Specific Camp Corve Complaints Procedure**

- Camp Corve follows Complaints Procedure as detailed below :-

#### **Complaints Procedure**

Our Complaints Procedure is available for learners, learners' relatives, centre staff and employers.

1. In cases of complaint, an attempt should first be made to resolve the matter informally with the member of staff concerned. If agreement cannot be reached, then the complaint should be made in writing to the Centre Manager. The Centre Manager will acknowledge the complaint and ensure details are logged and investigated.
2. The Centre Manager (Hamish Fleming) will reply to the complaint as quickly as possible, and normally within 14 working days.
3. If the complainant remains dissatisfied, then s/he will be invited to speak directly to Phillida Fleming director WightCo Limited. 07714818987 phillidaf@outlook.com
4. This meeting will consist of the complainant and the complainant's advocate if required, the staff member concerned and Phillida Fleming.
5. Phillida Fleming may:
  - Uphold the appeal.
  - Dismiss the appeal and uphold the original decision
  - Make recommendations as to future practice.
6. The result of the investigation will be sent to the complainant. If no response is received within five working days, it will be assumed that the member is now satisfied.
7. A summary of complaints and appeals will be made available on an annual basis.
  - Camp Corve also follows 4LSCB's procedure and if a complaint can not be resolved by discussion with Camp Corve then the matter should be taken to the Isle of Wight Council and in the first instance referred to the Children's Social Care First Response Team.

In respect to if there is not sufficient information given to Camp Corve by parents or carers of learners – for example if the Care plan is not available or does not give sufficient detail for Camp Corve to use then Camp Corve will refer to Isle of Wight council to determine the policy to follow.

**NOTE :- If concern is for an Adult – Anyone over 18yrs of age :-**

The Isle of Wight Safeguarding Adults Board (IWSAB) is a statutory, multi-agency partnership committee, coordinated by the local authority, which gives strategic leadership for adult safeguarding, across the Isle of Wight. **The Safeguarding Adults Board is not a front line service, and does not deal with individual adult safeguarding cases. Safeguarding referrals can be made to Adult Social Care via the link on our website: [www.iowsab.org.uk](http://www.iowsab.org.uk)** The primary purpose of the IWSAB is to help and safeguard adults with care and support needs. It does this by:

- Assuring that the safeguarding arrangements on the Island help and protect adults who meet the criteria set out in Chapter 14 of the statutory guidance of the Care Act 2014.
- Assuring that safeguarding practice is person-centred and outcome-focused.
- Working collaboratively to prevent abuse and neglect where possible.
- Ensuring agencies and individuals give timely and proportionate responses when abuse or neglect have occurred.
- Assuring itself that safeguarding practice is continuously improving and enhancing the quality of life of adults in its area.

Safeguarding Adults Board Website: [www.iowsab.org.uk](http://www.iowsab.org.uk) Phone: 01983 821000

## **Appendix : Categories of Abuse**

**All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Signs that MAY INDICATE Sexual Abuse**

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Signs that MAY INDICATE physical abuse**

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Signs that MAY INDICATE emotional abuse**

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play

- Excessive need for approval, attention and affection

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Signs that MAY INDICATE neglect.**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

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