

SAFEGUARDING POLICY AND PROCEDURE

Introduction

All staff at Varsity International have a legal duty to respond if we suspect a child may be suffering a form of abuse, or if a child discloses information to us. We take seriously our responsibility under section 11 of the Children Act and duties under “working together” to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children who are suffering harm or are likely to suffer harm.

We expect all of our staff to be vigilant for the signs of abuse. This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with the following:

- Working Together to Safeguard Children – 2015
- Keeping Children Safe in Education – 2016
- What to do if you are worried a child is being abused – 2015
- Framework for the Assessment of Children in Need and their Families – 2000
- Local Safeguarding Children Board guidelines (LSCB)

Above all we recognise that sharing concerns is paramount and our staff are encouraged to share any concerns they have.

Definitions

Safeguarding and promoting the welfare of children:

The process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection:

Is part of the safeguarding process which undertakes meeting statutory obligations laid out in the Children Act 1989 and associated guidance (see Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children) in respect of those children who have been identified as suffering or being at risk of suffering harm.

Staff:

All those working for or on behalf of Varsity International, full time or part time.

Child:

All young people who have not yet reached their 18th birthday.

Parent:

Birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents

Camp Designated Person (CDP):

The appointed person responsible for safeguarding at each camp. This will be the Camp Manager.

Company Safeguarding Lead (CSL):

The person responsible for safeguarding for Varsity International.

Document Author:	M. Vingoe 05/05/2018	Date updated:	M. Vingoe 02/09/2018	Review period:	Annually	Review date:	02/09/2019	Version:	6.0
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Designated People

The Camp Manager will take on the role of Camp Designated Person for Safeguarding (CDP) who is responsible for safeguarding for their camp. Their duty is to ensure all policies and procedures are correctly executed with respect to safeguarding children and the first point of contact for staff/children/parents/host families if they have a safeguarding concern.

The Managing Director will be the Company Safeguarding Lead (CSL) and is responsible for setting policy and procedures, the provision of up to date and adequate training of staff. The CSL is also responsible for the handling of allegations made against staff, host families and other children and is available as a source of advice for all staff on safeguarding matters.

The Active Education Group Operations Director is the Group Safeguarding Lead (GSL) and is responsible for advising the CSL setting policy and procedures, contacting/liasing with other agencies on safeguarding matters and the reporting of concerns/referrals. The GSL is will also consult on the handling of allegations made against staff, host families and other children and is available as a source of advice for all staff on safeguarding matters.

Training

All staff receive up to date training by the CSL on all aspects of Safeguarding ahead of starting work at Varsity International. This training is written with input from the GSL who's an approved Lead Safeguarding Trainer for Oxfordshire Safeguarding Children's Board. This allows for access to the most up to date training materials and resources and ensures that the training provided to staff is in line with current Local Safeguarding Children Board guidelines (LSCB). The training is designed to fully equips staff with the knowledge and tools to be vigilant for concerns and to handle and report in the correct manner. Training of staff covers the following main topics (non-exhaustive):

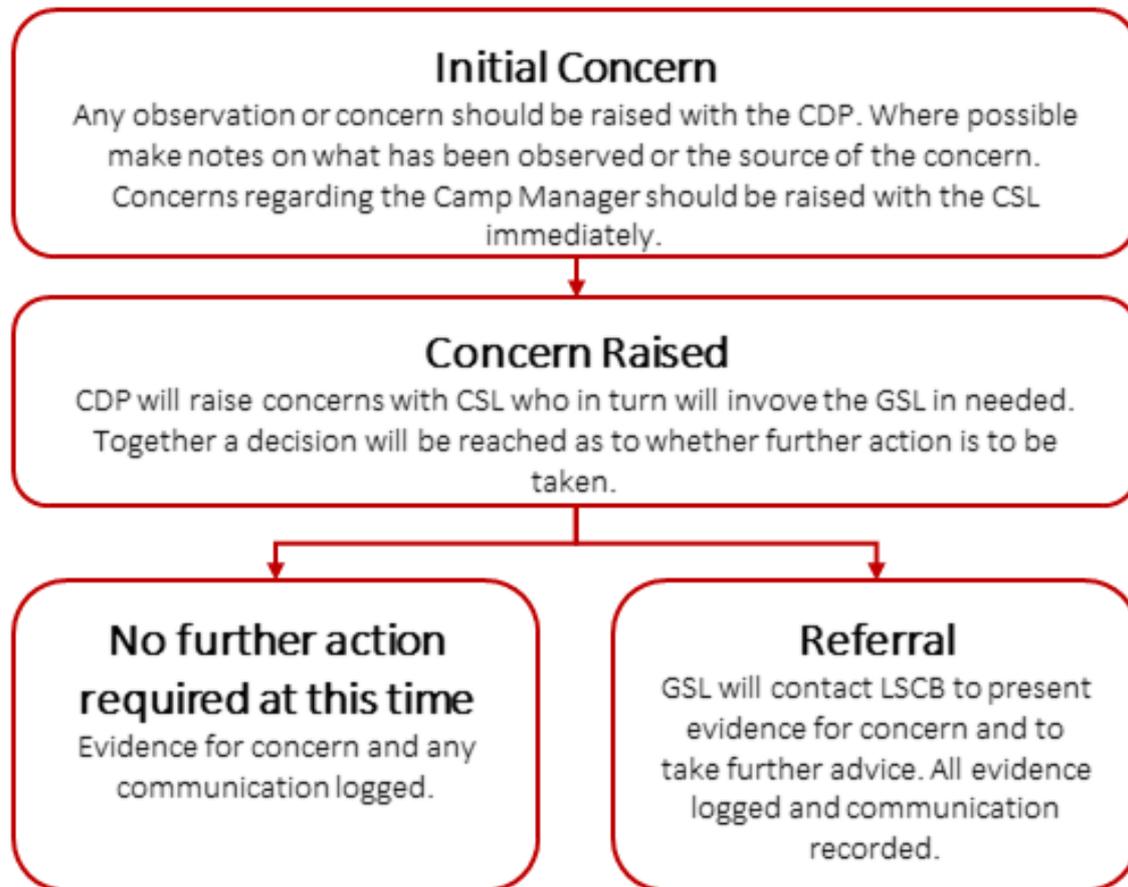
- The legal responsibility to safeguarding.
- Terminology.
- Your role in safeguarding.
- The main categories of abuse, how they manifest, what to look out for.
- Other types of abuse (including Child Sexual Exploitation, Female Genital Mutilation and Forced Marriage).
- PREVENT Duty.
- The importance of communication.
- Procedure for dealing with concerns and reporting pathways.
- Procedure for dealing with disclosures and reporting pathways.
- Procedures for handling allegations against staff, host families & other children.
- Mobile device & internet policy.
- Whistleblowing and procedures.
- Good Practice.
- Resources and advice – where to find it and how to contact people.

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Raising a concern

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



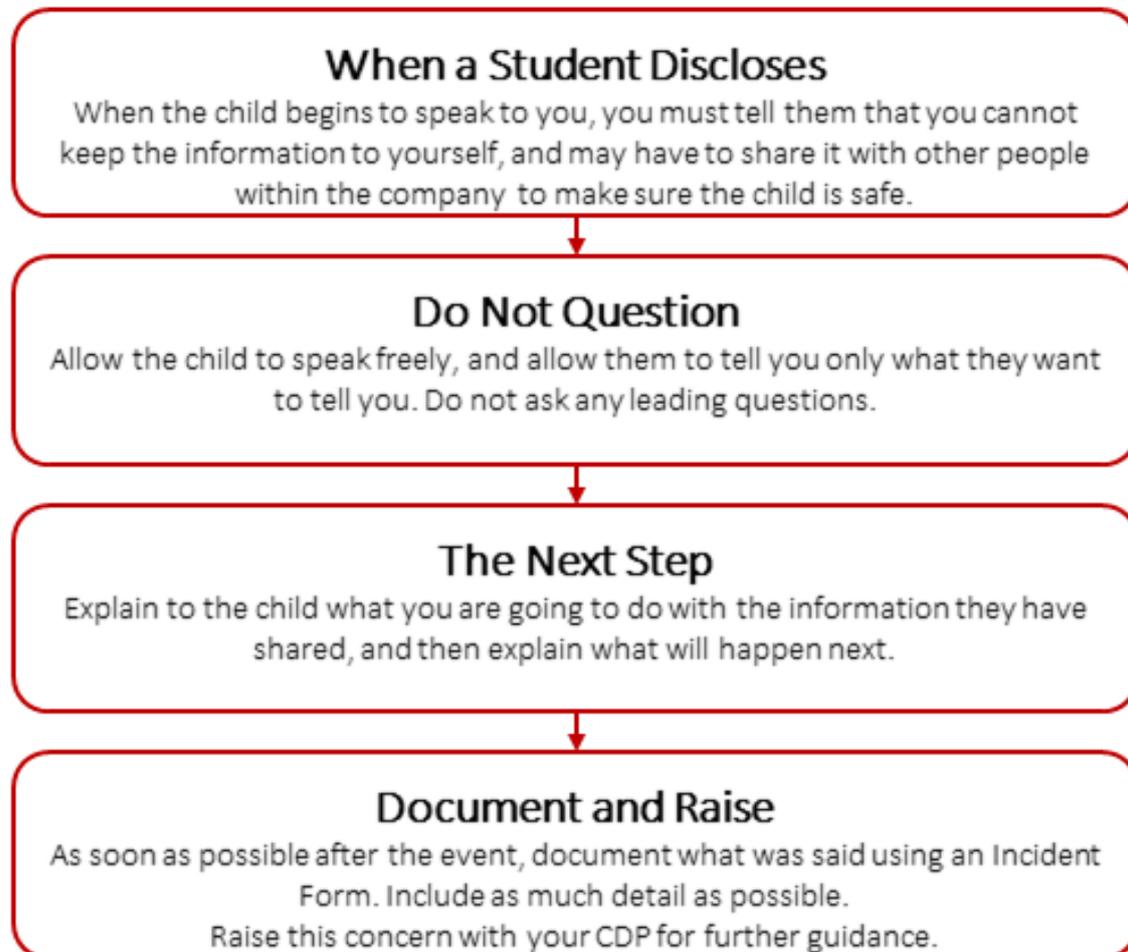
Camp Managers and all staff have LSCB contact details and are trained to know that in the event of a serious and immediate threat to a child, that LSCB teams and emergency services can be contacted without first contacting the CSL.

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A Disclosure

If a disclosure is made to a member of staff the following procedure is followed:



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

Radicalisation, Extremism and PREVENT Duty

The Counter Terrorism & Security Act 2015 places a PREVENT duty on childcare providers to have “due regard to the need to prevent people from being drawn into terrorism”.

As part of our responsibility in this respect, Varsity International will:

- Be vigilant for and assess the risk of children being drawn into terrorism
- Protect children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure our safeguarding arrangements consider the policies and procedures of the Local Safeguarding Children Board.
- Train staff to ensure they have the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism

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- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in school

The procedures for handling or raising a concern with regards to extremism is the same as for raising any type of safeguarding concern or disclosure. Further guidance can be found in the safeguarding resources on camp, including “The PREVENT Duty – Departmental advice for schools and childcare providers June 2015”.

DBS (CRB) Clearance of Staff

Varsity International will make every effort to clear all staff prior to the start of camp (Enhanced DBS). The clearance process will begin as soon as a member of staff is appointed to ensure as far as possible all clearances are received before the start of camp. Varsity International will accept a DBS clearance on the Update Service provided it is up to date, relevant and we can verify the original document. However, due to late application or delays in the process it may be the case that employees’ contracts begin before the form has been received. If this is the case, we will accept a DBS clearance from an old employer, if it is less than 12 months old and we have received appropriate references from that employer. If this is not the case an employee may not be able to begin their work until their clearance has been received. In some circumstances and if the size of the camp allows, this member of staff may be able to assist on camp but will never be allowed unsupervised access to children. The Camp Manager and all staff will be informed, and appropriate arrangements will be made if this is the case. This member of staff will not receive a “DBS Clear” staff ID badge. This member of staff will not be able to use residential accommodation until they are DBS clear.

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