



KidzQuest Safeguarding and Child Protection Policy

1. Policy Overview

At KidzQuest Activity Camps, the safety and well-being of all children are our highest priorities. We are committed to creating a safe, supportive, and inclusive environment where children feel valued, respected, and protected from harm. This Safeguarding Policy outlines our approach to child protection and details the roles, responsibilities, and boundaries for all staff members.

2. Policy Statement

KidzQuest is dedicated to safeguarding and promoting the welfare of children. We have zero tolerance for any form of abuse, neglect, or harm. All staff, volunteers, and associated individuals must adhere to this policy and uphold the principles of safeguarding at all times.

3. Key Objectives

The objectives of this policy are to:

- Protect children from all forms of abuse, including physical, emotional, sexual, and neglect.
- Create a safe and nurturing environment where children feel secure.
- Ensure that all staff understand their safeguarding responsibilities and have clear boundaries in their roles.
- Provide a clear process for reporting and responding to safeguarding concerns.
- Comply with all relevant safeguarding legislation, including the Children Act 1989 and 2004, Working Together to Safeguard Children (2018), and Keeping Children Safe in Education (2023).

4. Roles and Responsibilities

4.1. Designated Safeguarding Lead (DSL) – Steven French

- Lead responsibility for safeguarding and child protection at KidzQuest.
- Manage and respond to all safeguarding concerns, disclosures, and referrals.
- Ensure staff receive safeguarding training and understand their responsibilities.
- Liaise with external agencies (e.g., social services, local safeguarding partners) when necessary.
- Maintain accurate and secure records of all safeguarding incidents and actions taken.

4.2. Deputy Safeguarding Lead (DSL) – Laura French

- Support the DSL in carrying out safeguarding responsibilities.
- Act as the safeguarding lead in the absence of the DSL.
- Assist with safeguarding training and provide guidance to staff on safeguarding issues.

4.3. Instructors



- Deliver structured activities and ensure the safety and engagement of children during sessions.
- Maintain a professional boundary and never engage in personal relationships with children (e.g., exchanging personal contact details or connecting on social media).
- Report any safeguarding concerns, disclosures, or incidents directly to the DSL or Deputy DSL.
- Ensure children are supervised at all times and never left alone in a one-on-one situation without a second staff member present.

4.4. Coaches

- Supervise children during non-structured times, such as lunch breaks and transitions between activities.
- Build positive, supportive relationships with children while maintaining clear professional boundaries.
- Observe and report any changes in a child's behaviour that may indicate a safeguarding concern.
- Follow the Safeguarding Policy and report any concerns to the DSL or Deputy DSL immediately.

4.5. Volunteers and Contractors

- Must adhere to the Safeguarding Policy and understand the procedures for reporting concerns.
- Are not permitted to have unsupervised access to children at any time.
- Must inform the DSL of any safeguarding concerns or incidents observed while on-site.

5. Code of Conduct and Boundaries

- All staff must maintain appropriate professional boundaries with children at all times. This includes avoiding any behaviour that could be misinterpreted, such as unnecessary physical contact or forming personal relationships with children.
- Staff must never share personal information, exchange contact details, or communicate with children outside of camp activities (e.g., through social media or messaging apps).
- Any breaches of the Code of Conduct will be taken seriously and may result in disciplinary action.

6. Recognising Signs of Abuse

All staff must be able to recognise the signs of abuse and neglect. These may include:

- **Physical Abuse:** Unexplained injuries, bruises, or marks.
- **Emotional Abuse:** Extreme behaviours, anxiety, or withdrawal.
- **Sexual Abuse:** Inappropriate knowledge of sexual behaviour or language.
- **Neglect:** Poor hygiene, malnutrition, or consistent lack of supervision.

Staff must be vigilant and report any concerns to the DSL, even if they are unsure whether the signs indicate abuse.



7. Reporting Concerns

- If a child discloses information about abuse, staff must listen carefully, reassure the child that they have done the right thing, and not promise confidentiality. The staff member should make a detailed, factual record of the disclosure and report it to the DSL immediately.
- All safeguarding concerns, including suspicions of abuse, disclosures, or incidents, must be reported to the DSL (Steven French) or Deputy DSL (Laura French) as soon as possible.
- The DSL will assess the concern and take appropriate action, which may include contacting external safeguarding agencies or initiating a referral to social services.

8. Training and Induction

- All KidzQuest staff, including volunteers and contractors, will receive safeguarding training as part of their induction. This training will include recognising signs of abuse, responding to disclosures, and understanding reporting procedures.
- Refresher safeguarding training will be conducted annually, with updates provided as needed to reflect changes in legislation or best practices.

9. Record Keeping and Confidentiality

- Accurate records of all safeguarding concerns, disclosures, and actions taken will be maintained by the DSL. These records will be stored securely and treated as confidential.
- Information will only be shared with those who need to know in order to protect the child, in line with data protection laws (GDPR).

10. Allegations Against Staff

- If an allegation of abuse is made against a member of staff, it must be reported immediately to the DSL or Deputy DSL. The Camp Directors will ensure that the staff member is removed from duties involving children while the allegation is investigated.
- The Local Authority Designated Officer (LADO) will be informed of any allegations against staff, and the investigation will be carried out in accordance with safeguarding guidelines.

11. Safer Recruitment

- KidzQuest follows a strict Safer Recruitment Policy, ensuring that all staff undergo enhanced DBS checks and have references verified before employment.
- The recruitment process includes interviews that assess candidates' understanding of safeguarding and their commitment to child welfare.



12. Policy Review

This Safeguarding and Child Protection Policy will be reviewed annually or when necessary to reflect changes in legislation or camp operations. Feedback from staff, parents/guardians, and stakeholders will be considered during the review process to ensure it remains effective.