



EDVENTURES | POLICY SUITE

Safeguarding and Child Protection Policy

Document reference	EDV-POL-001
Legal entity	EJFVENTURES LTD (company number 16938508), trading as Edventures
Version	1.0 — harmonised edition
Policy owner	Edward Fairnington, Owner and Responsible Manager
Approved by	Edward Fairnington
Approval date	16 October 2026
Effective date	16 October 2026
Next scheduled review	16 October 2027
Review frequency	Annually, or earlier following significant change or incident
Approval signature	_____

1. Policy statement and scope

Edventures is committed to safeguarding and promoting the welfare of every child and young person under 18 who takes part in our climbing, outdoor and related activities. Their welfare takes priority over the interests of an activity, booking or organisation. Children should be able to participate in an environment where they are respected, listened to and protected from avoidable harm.

Edventures runs its own activities outside school hours and takes bookings from parents and carers. Where Edventures hires school facilities, the school is the premises provider, not the organiser or commissioner of the activity. Edventures is responsible for its participants, workers, safeguarding response and delivery during the agreed hire period. This policy applies to employees, instructors, freelancers, contractors, volunteers and anyone acting for Edventures, at hired premises, other venues or outdoors. Everyone has a responsibility to act on a concern. A worker does not need proof of abuse before reporting it.

Adult safeguarding: Edward Fairnington receives concerns about possible abuse or neglect of adult participants. Staff report concerns promptly, record facts securely and follow the relevant local authority's adult safeguarding advice and referral route. If someone is in immediate danger, call 999. For distress or a mental-health crisis that is not an abuse or neglect concern, follow the separate wellbeing and emergency procedure. Add verified contacts for each area where Edventures operates.

This policy works with EDV-POL-004 Safer Recruitment, EDV-POL-005 Staff Code of Conduct, EDV-POL-006 Online Safety, EDV-POL-009 School and Venue Arrangements, EDV-POL-011 Privacy, EDV-POL-012 Photography and EDV-POL-013 Incident Reporting. The school hire agreement and site rules apply to premises matters. Hiring out facilities does not make the school the operator of an Edventures club. This policy does not replace a statutory agency's decision-making role.

2. Key terms

A child is anyone under 18. Safeguarding means taking action to promote welfare and protect children from harm, including concerns arising in families, peer groups, activities and online. Child protection concerns children who are suffering, or may be at risk of, significant harm. A disclosure is information shared by a child or another person that may indicate a safeguarding concern. A low-level concern is conduct by an adult working with children that is inconsistent with the code of conduct but may not meet the threshold for an allegation referral. The manager and DSL must still record and address it. DSL means the person designated to lead Edventures' safeguarding response; the deputy acts when the DSL is unavailable.

3. Safeguarding contacts and immediate action

Need	Contact or action
Immediate danger or urgent medical need	Call 999, protect the child and tell the DSL as soon as safe
Edventures DSL	Edward Fairnington
Deputy DSL	Siana Paginton
Concern about the DSL or owner	NSPCC: 08088005000. Contact as an advice route.
Children's social care in Edventures' main locality	Wiltshire Council Integrated Front Door (Children's MASH): 0300 456 0108, Monday–Thursday 8:45am–5pm and Friday 8:45am–4pm. Email: integratedfrontdoor@wiltshire.gov.uk . Professionals can use Wiltshire's Request for Service form.
Out-of-hours children's social care	Wiltshire Emergency Duty Service: 0300 456 0100. Use 999 if a child is in immediate danger.
LADO for allegation about an adult	Wiltshire LADO: call 0300 456 0108 and select option 6, or email LADO@wiltshire.gov.uk with the consultation/referral form. Send referrals securely.
Other operating local authorities	Add a verified contact sheet to each venue or activity plan
Police, non-emergency	101
Bath and North East Somerset adult safeguarding	Safeguarding, Triage and Urgent Response Team: 01225 394200 (Monday–Thursday, 8:30am–5pm; Friday, 8:30am–4:30pm). Professionals can make referrals through the Adults Portal. Out of hours, weekends and bank holidays: Emergency Duty Social Work Team, 01454 615165. For immediate danger, call 999.

The session leader carries the applicable contact sheet. A school site contact is also recorded for access, security and emergencies, but is not the default recipient of confidential club safeguarding reports. Check contact details at least annually and before working in a new local authority. A worker may refer directly to children's social care or police if necessary, including when a safeguarding lead

is unavailable or implicated. Tell the Edventures DSL afterwards when safe. Never delay emergency action while seeking internal permission.

4. Roles and responsibilities

The Edventures owner or responsible manager appoints a DSL and deputy, gives them time to carry out their safeguarding responsibilities, and ensures they obtain any role-appropriate safeguarding course externally. The owner maintains an allegations route that bypasses the person concerned and checks that this policy is followed. Incidents and patterns of lower-level concerns inform improvements.

The DSL advises staff, receives and reviews concerns, records decisions and reasons, determines whether to seek advice or refer to children's social care or police, coordinates with venue contacts where relevant and with safeguarding agencies, and maintains secure, restricted safeguarding records. The DSL monitors relevant guidance and external training requirements. The DSL does not conduct a criminal or child protection investigation.

The deputy DSL performs these functions when delegated or when the DSL is unavailable. Every worker knows both contacts and the direct external route. A session leader secures the immediate safety and supervision of the group, informs the DSL and records the facts; they do not decide alone that a concern is too small to report.

All staff, contractors and volunteers read this policy and the code of conduct, complete any required external safeguarding course for their role, attend Edventures' policy and site briefings, follow professional boundaries, listen to children and report concerns promptly. Staff cooperate with statutory enquiries and maintain confidentiality.

5. Recognising harm and poor practice

Abuse may occur in person or online, within or outside Edventures, and may involve an adult or another child. It may be a single serious event or a pattern. A child's behaviour or injury may have many explanations; staff should record what they observe and report concerns, not diagnose or investigate.

The broad categories include physical abuse, such as deliberately causing physical harm; emotional abuse, including persistent humiliation, intimidation or rejection; sexual abuse, including contact and non-contact abuse, exploitation, grooming and harmful online activity; and neglect, including persistent failure to meet basic physical or psychological needs. Concerns may also involve domestic abuse, bullying and cyberbullying, discrimination, coercive control, self-harm, exploitation, or a child's mental health. A mental health concern may be a sign of harm or a need for support and must be considered in context.

Possible indicators include an unexplained or concerning injury, a significant change in behaviour, fear of a particular person or of going home, unexplained gifts, sexualised behaviour inconsistent with age or development, persistent hunger, inadequate clothing or care, repeated absence, a concerning online interaction, or a child's own account. No indicator proves abuse on its own; the absence of visible signs does not rule it out. Workers must not examine a child's body to look for evidence or take an investigative photograph.

Poor practice includes shouting or ridiculing a child, excessive pressure to perform, favouritism, ignoring safety rules, unnecessary private contact, or failing to respect a participant's dignity. Raise it even where there is no allegation of abuse. Staff intervene in bullying to make the situation safe,

support those affected and report patterns or safeguarding concerns to the DSL. Children who may have harmed another child also need an appropriate, proportionate response and support.

6. Conduct during climbing and outdoor activities

Instructors use an open, observable approach and follow the approved supervision plan and ratios. Avoid being alone with a child in an isolated place where practicable. If an unavoidable one-to-one situation occurs, remain within sight or hearing of others where possible, inform the session leader and record the reason and safeguards. Do not move a child to a private location merely to discuss a concern.

Physical contact may sometimes be necessary to fit or check a harness or helmet, demonstrate a movement, prevent immediate harm or give first aid. The instructor explains what they intend to do and asks permission where practicable, gives the child the chance to adjust equipment themselves where safe, uses the least contact needed and keeps the interaction observable. Respect a refusal or visible discomfort unless immediate safety action is necessary. Follow the technical operating procedure as well as this safeguarding rule. Report and record factually any contact that may reasonably cause concern, whether accidental or necessary in an emergency. Routine equipment checks do not automatically constitute a safeguarding incident.

Do not use physical contact as punishment. Do not make sexual comments, use humiliating language, form a personal relationship with a participant, show favouritism or exchange private gifts. A child must not be asked to keep a relationship or communication with a worker secret.

Staff do not enter a changing or toilet area with a child except when essential for safety or an agreed support need. Follow the venue's privacy and assistance arrangements, seek another appropriate adult where practicable, announce entry and record an exceptional incident. A child's dignity and individual plan take priority. Staff use the facilities allocated to them by the venue.

7. Attendance, supervision and collection

Edventures' booking terms identify when it assumes and hands back supervision; the venue agreement addresses access and site responsibilities. The leader keeps an attendance record, knows who is authorised to collect each child and checks any agreed independent-departure arrangement. These age-based rules must appear in booking and session instructions:

- **Ages 4–12:** A participant must be accompanied by an adult to check in at each visit. That adult must remain in the building throughout the session.
- **Ages 13–17:** A participant may check in without an adult if their online waiver was completed before their first session.
- Record each parent/carer-authorised collection or independent-departure arrangement in the booking record. The session leader follows that arrangement.

A school does not undertake participant handover unless this has been expressly agreed in writing.

If a child is missing, the leader secures the remaining group, checks the immediate area and last known location, informs the DSL and the venue contact where site assistance is needed, contacts the parent or carer and calls police without delay when risk or circumstances warrant it. Record the times and decisions. A child who has not been collected remains supervised in a safe, observable area. Staff follow the agreed late-collection escalation, try authorised contacts and seek police or

children's social care advice if the child cannot safely be handed over. Staff do not take a child home or transport them privately as an informal solution.

The leader agrees controls for shared spaces, other groups and unauthorised visitors with the host. Challenge or report an unauthorised person through the venue procedure without leaving children unsupervised.

8. Digital communication and images

Staff use Edventures-approved communication channels. They do not use personal social-media accounts or private messages to build contact with a child. Routine arrangements go through a parent or carer; a group organiser is involved only for a booking it has made. Preserve and report any concerning direct message from a child to the DSL rather than managing it as a private conversation.

Photography and filming follow EDV-POL-012 and the host's restrictions. Check recorded permission and the child's wishes, use approved devices and storage, avoid unnecessary identifying details and never photograph a child in a changing area. A child who cannot be photographed must still be able to participate. Report suspected online harm or an unauthorised image under the safeguarding and data security procedures.

9. Travel, outdoor and residential activities

Where Edventures arranges travel, the approved transport and activity plan sets driver and vehicle requirements, supervision, seating, handover and emergency arrangements. Workers must not take a child alone in a private vehicle or to a worker's home as a routine arrangement. If an emergency makes an exception unavoidable, obtain manager or DSL advice if time permits, inform the parent or carer where safe, and record the reason, journey and safeguards.

A residential or overnight activity requires a separate approved plan covering staffing, sleeping and washing arrangements, privacy, room access, overnight support, medical needs, emergencies and reporting. Staff do not enter a child's room alone except in a genuine emergency, and record any exceptional entry. This section does not authorise residential provision until the plan, staffing and relevant checks exist.

10. Safer recruitment, qualifications and supervision

Edventures defines each role and its contact with children, checks identity, relevant experience, qualifications and references, explores gaps in history and records a suitability decision. The appropriate DBS level and Children's Barred List eligibility are assessed against actual duties and current guidance. Freelancers, contractors, agency staff and volunteers are included in the suitability process. Overseas history is assessed where relevant.

Edventures does not provide in-house instructor training or qualifications. Anyone hired to deliver a climbing session must hold a current, relevant National Governing Body (NGB) qualification for the activity and role they will deliver. Before engagement and deployment, Edventures verifies the qualification, its level and scope, any conditions or prerequisites, and its currency with the issuing body or through appropriate evidence. A qualification for one activity or role must not be treated as approval for another.

Required safeguarding, first aid or other role-specific courses must be obtained externally from an appropriate provider. Edventures may brief workers on its policies, site rules, activity plans and emergency procedures. These briefings do not replace an NGB qualification or required external

course. The manager keeps records of qualifications, external courses, checks and expiry or renewal dates. Supervisors may observe sessions to monitor safe practice and compliance; observation is quality assurance, not instructor training.

11. Responding to a disclosure or concern

Make the child safe and listen. Stay calm. Allow the child to speak in their own way. Take them seriously and reassure them that telling was the right thing to do and that they are not to blame. Do not express shock, promise secrecy or promise an outcome you cannot control. Explain simply that the information will be shared with people who can help.

Ask only what is needed for immediate safety. Use open prompts if clarification is essential. Do not suggest an answer, repeatedly question the child, test their account, confront the person named or ask the child to repeat the disclosure to several workers. Do not examine injuries or collect evidence beyond what is necessary to protect the child.

Record promptly. As soon as practicable, write the child's own words, date, time and place, who was present, observable facts, any injury visible during normal activity, immediate action and everyone informed. Separate facts from opinion and note the source of second-hand information. Preserve original notes and relevant digital material securely; do not circulate them informally. Use the Edventures Safeguarding Concern Record Form. Submit it securely to the DSL or deputy and store it with related notes and material in Edventures' restricted-access safeguarding records folder. If the form is unavailable, make a dated written record and send it securely to the DSL or deputy as soon as practicable.

Report without delay. Tell the DSL or deputy. In immediate danger call 999 first. If neither safeguarding lead is available, contact children's social care or police directly as necessary, and record the attempt and referral. Staff may make a direct referral whenever necessary; internal reporting must not obstruct it. A worker who still believes a child is at risk after a decision not to refer should escalate to the alternative lead or children's social care and record the concern.

The DSL considers the child's wishes and circumstances, the local threshold and whether early support, children's social care or police involvement is appropriate. The DSL records advice sought, the decision, referral, response and follow-up. If a referral has not received an expected response, the DSL follows it up. Parents or carers are informed where appropriate unless doing so could increase risk or compromise enquiries.

12. Concerns about adults working with children

Report a concern or allegation about an Edventures worker, volunteer, contractor or owner promptly to the DSL or deputy, provided the person receiving it is not implicated. If the concern is about the DSL or deputy, report it to the other if they are not implicated. If the concern is about the owner, both safeguarding leads are implicated or unavailable, or there is no suitable internal person to receive it, the worker may contact the relevant local authority LADO directly using the verified details in the activity contact sheet.

The DSL or other appropriate person will contact the LADO promptly when an allegation may meet the relevant threshold and follow the LADO's advice before undertaking internal fact-finding that could prejudice an enquiry. A worker may also contact children's social care or the police directly when needed. Call **999** if a child is in immediate danger.

Base any decision to remove or suspend a person from duties on a recorded risk assessment and agency advice where available, not on an automatic presumption of guilt.

Record concerns that do not meet the allegation threshold as low-level concerns. Consider patterns and proportionate action, such as external training, supervision or formal action. Staff may bypass anyone implicated and raise concerns directly with the LADO, children's social care or police when needed. Do not penalise staff for raising concerns in good faith.

The responsible person will assess whether the conditions for a referral to the DBS or a professional body are met. Keep records securely under the applicable retention schedule.

13. Hiring school and other premises outside school hours

Edventures runs its own clubs and activities under its own bookings and supervision arrangements. The school is the premises provider and does not manage Edventures' participants or safeguarding cases merely because a session is held on its site. Edventures has its own DSL and deputy available through the agreed on-call arrangements.

Before the hire begins, the Edventures manager and school or venue representative agree in writing: permitted areas and hire times; access and visitor security; whether other groups will be on site; toilets and changing privacy; fire, evacuation and emergency contacts; fixed facility and equipment responsibilities; how to report a site hazard or incident; and how each party can reach the other outside school hours. Edventures manages registration, supervision, medical information, collection and safeguarding reports for its participants.

Edventures staff follow applicable site rules during the hire. A safeguarding concern about an Edventures participant is reported to the Edventures DSL and referred to children's social care or police when appropriate. Inform the school DSL when the concern also affects the school's pupils, staff, premises or wider safeguarding responsibilities, when a school employee is involved, when the hire agreement requires notification, or when necessary to protect a child. Share only what the school needs to know and record the reason. Where the school itself receives an allegation about conduct on its premises, Edventures cooperates with the school's safeguarding process and any LADO or police enquiries. Neither party assumes the other has made an external referral; confirm and record this.

If the venue contact is unavailable after hours, Edventures does not delay an emergency or child protection referral. The session leader uses the agreed emergency and statutory contacts. The hire agreement does not transfer Edventures' responsibility for its activity and supervision to the school.

14. Confidentiality, records and information sharing

Share safeguarding information only with people who need it to protect a child, including statutory agencies. Share it with a school or venue DSL only when relevant to a safeguarding concern or an agreed site matter. Data protection does not prevent necessary safeguarding sharing, but any sharing must be lawful, necessary, proportionate, secure and recorded. Staff must not discuss a case with colleagues who do not need to know, post about it or comment to the media.

The DSL maintains a separate, restricted safeguarding record and a chronology where helpful. Records include the original concern, decisions and reasons, referrals, agency responses, information shared and follow-up.

The DSL handles requests for safeguarding records or transfers to another organisation, consulting Edventures' privacy contact at info@ed-ventures.co.uk where needed. Before sharing, check who is requesting the information and consider the child's confidentiality and any other person's information.

Review safeguarding records and keep them only as long as necessary for their purpose, then dispose of them securely. Edventures should maintain a written retention schedule with periods for each type of record and reflect it in its privacy notice. The privacy notice draft names info@ed-ventures.co.uk as the contact but does not set the specific retention periods. The ICO says data protection law does not prescribe one retention period for each type of data; organisations need to set periods based on how long they need the information.

15. Review and staff acknowledgement

The owner and DSL review this policy at least annually and earlier after a significant change in law or guidance, activity, staffing or venue arrangements, or lessons from a case. Staff receive the current version, attend relevant briefings and acknowledge it. Required formal courses are obtained externally. The review records changes, approval and any external course or briefing implications. Previous versions are withdrawn from public use while retained as required for the policy history.

Appendix — Local safeguarding contacts (reviewed 16 October 2026)

Use the local authority relevant to the child or adult and the place of concern. For an immediate risk of serious harm call 999. Confirm the appropriate authority and contact route at the time of referral; do not delay urgent action while seeking internal permission.

Authority / route	Contact / action
Wiltshire — children	Integrated Front Door: 0300 456 0108 (Monday–Thursday 08:45–17:00; Friday 08:45–16:00). Out of hours: 0300 456 0100. Email for routine referrals: integratedfrontdoor@wiltshire.gov.uk .
Wiltshire — adults	Adult safeguarding / Advice and Contact: 0300 456 0111. Out of hours: 0300 456 0100.
Wiltshire — allegations about adults	LADO: contact the Wiltshire Council Integrated Front Door 0300 456 0108 and ask for the LADO service. The published referral route should be rechecked before use.
Bath and North East Somerset — children	Children's Services referral/DSL telephone: 01225 396312 or 01225 396313. Out of hours: 01454 615165. Online referral: https://www.bathnes.gov.uk/make-referral-childrens-services
Bath and North East Somerset — adults	Safeguarding Triage and Urgent Response: 01225 394200 (Monday–Thursday 08:30–17:00; Friday 08:30–16:30). Out of hours: 01454 615165.

Bath and North East Somerset — LADO

LADO team: 01225 396810;
 LADO@bathnes.gov.uk. The council announced
 Katie Williams as the new LADO in July 2026;
 contact the team route rather than relying on a
 named officer being available.

External escalation

Where the DSL is implicated, cannot be
 contacted or is otherwise unsuitable, staff may
 contact the relevant LADO, children's social
 care or police directly. NSPCC helpline 0808
 800 5000 is an additional advice route, not a
 replacement for statutory referrals.

Sources checked 16 October 2026: bathnes.gov.uk/report-concern-about-child;
bathnes.gov.uk/make-referral-childrens-services; [bathnes.gov.uk/tell-us-about-adult-being-abused-](https://bathnes.gov.uk/tell-us-about-adult-being-abused-or-neglected)
[or-neglected](https://bathnes.gov.uk/tell-us-about-adult-being-abused-or-neglected); thehub.bathnes.gov.uk/Article/191206; rightchoice.wiltshire.gov.uk (Integrated Front
 Door and safeguarding guidance). Recheck contact information annually and when setting up
 activities in another council area.