

Edventures – Safeguarding & Child Protection Policy (for publication)

Last updated: [13 Jan. 26]

Applies to: All Edventures staff, volunteers, contractors, instructors, and partner organisations.

1. Our Commitment

At Edventures, the **welfare of children is paramount**. We create safe, inclusive environments for children and young people taking part in **climbing, archery, local adventures and overseas expeditions**. We work in line with **Working Together to Safeguard Children** and local safeguarding arrangements and follow the **DfE Out-of-School Settings** guidance for small providers.

2. Scope

This policy covers all UK-based activity, off-site trips, and expedition preparation. Where Edventures works with schools or partners, we agree roles (controller/processor of data, safeguarding responsibilities) and ensure families receive appropriate information.

3. Roles & Responsibilities

- **Designated Safeguarding Lead (DSL):** [Edward Fairnington, info@ed-ventures.co.uk]
- **All staff/volunteers must:**
 - act promptly on concerns;
 - maintain professional boundaries;
 - follow reporting procedures;
 - complete safeguarding training and refreshers.DSL/DDSL manage referrals, liaise with social care/police, keep secure records, lead training, and oversee implementation. (Structure aligned with best practice for non-school providers.) [[gov.uk](https://www.gov.uk)]

4. Safer Culture & Code of Conduct

We expect professional conduct at all times:

- keep **interactions observable**; avoid one-to-one out of sight; use group areas for kit fitting; explain any necessary touch; record any contact that could be misconstrued; and log **low-level concerns**.
- appropriate language; never respond to sexual innuendo; no personal social media contact with participants; use official channels only.

- safe changing/toilet arrangements; supervision ratios suited to activity risk; clear plans for **late collection** and **lost child** scenarios. (Templates & tools from CPSU/NCVO.) [thecpsu.org.uk], [ncvo.org.uk]

5. Safer Recruitment & Vetting

We operate a **role-based vetting matrix**. Before engagement we:

- check **identity, right to work, full employment/education history with gap checks, two references**, and **overseas checks** where relevant;
- determine **DBS level** per role: for **regulated activity** (e.g., regular instruction, training, supervision, or overnight responsibility), we require **Enhanced DBS with Children's Barred List**; other roles may require **Enhanced** or **Standard** checks as eligible; volunteers are vetted proportionately.
- induction includes safeguarding, boundaries, reporting, and supervision expectations.

We comply with the **legal duty to refer** to DBS if we remove (or would have removed) someone from regulated activity due to harm/risk of harm.

6. Recognising & Responding to Concerns

Immediate risk: call **999**. Otherwise, follow the steps below.

- **Listen** and reassure; avoid leading questions; don't promise confidentiality; record verbatim in the child's words.
- **Report to DSL/DDSL without delay**. DSL assesses threshold and makes **referrals** to Local Authority **Children's Social Care/MASH** or **Police** as appropriate; parents are informed **unless** doing so places the child at further risk.
- **LADO notifications:** Any allegation about an adult working/volunteering with children that meets harm/risk/suitability thresholds is notified to the **Local Authority Designated Officer within one working day**.

7. Recording & Information Sharing

We keep secure, confidential records with date/time, facts, actions, and rationales. We share information **lawfully and proportionately** with agencies where necessary to protect a child. (WTSC—multi-agency standards and lawful sharing.)

8. Trips, Transport & Residential/Expedition Safety

- **Risk assessments** cover venue, activity, weather, medical needs, supervision ratios, and emergency plans.

- Mixed groups should have **male and female** adult cover where practicable; room checks are **two-adult, open-door**; no adult shares accommodation with a child (unless parent/carer).
- Children do not travel alone with a single staff member except in **genuine emergency**, with recording and notification.
Guidance aligns to DfE Out-of-School Settings and CPSU good practice. [\[gov.uk\]](https://www.gov.uk), [\[the cpsu.org.uk\]](https://the cpsu.org.uk)

9. Photography, Filming & Media

We obtain **parental consent** (and child assent where appropriate) for identifiable images; we do not publish full names with images; we ensure modest attire; we respect any **court orders** restricting images; we store images securely and withdraw use on request where feasible. (CPSU photography guidance.) [\[the cpsu.org.uk\]](https://the cpsu.org.uk)

10. Online Safety & Children's Privacy

For online services (site/app/bookings), we apply the **Children's Code**: high privacy by default; clear, age-appropriate explanations; avoid harmful nudges; limit geolocation; minimise data; provide simple tools to exercise rights. [\[ico.org.uk\]](https://ico.org.uk), [\[ico.org.uk\]](https://ico.org.uk)

11. Training

- **Induction** for all; **annual refreshers**; role-specific training for instructors/expedition leaders; **DSL/DDSL** training updated regularly and after major guidance changes. Sport England/CPSU resources can be used for refreshers. [\[sportengland.org\]](https://sportengland.org)

12. Complaints & Whistleblowing

We encourage concerns to be raised early. Staff and volunteers can escalate to DSL/DDSL, the Director, or external agencies (Children's Social Care, Police, **NSPCC Helpline 0808 800 5000**) if internal routes are compromised. [\[the cpsu.org.uk\]](https://the cpsu.org.uk)

13. Review & Assurance

We review this policy **annually** or after incidents/major updates (e.g., WTSC/KCSIE or DfE Out-of-School revisions). We engage with local safeguarding partners' guidance and LADO advice to maintain best practice. [\[gov.uk\]](https://www.gov.uk)

Contacts (insert local numbers):

- Local Authority Children's Social Care/MASH: [Wiltshire MASH: 0300 456 0108] [\[TCA Child...y - Public | PDF\]](#)
- Police non-emergency: 101
- NSPCC Helpline: 0808 800 5000

- LADO (Local Authority Designated Officer): 0300 456 0108 or email LADO@wiltshire.gov.uk(opens new window)
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