

## Child Protection and Safeguarding Policy

### 1. Introduction

SummerAdventureCamp Ltd (SAC) is a holiday time only provider of Adventurous Child Care, we would typically have a young person in our care for 1 day ( 6 hrs) to 10 days (60 hrs) per year. SAC is committed to building a 'culture of safety' in which the people in our care are protected from abuse and harm.

### 2. Policy Statement

- Our safeguarding procedures apply to all, but in particular young people under the age of 18, in accordance with the Children Act 1989, the Children Act 2004, Safeguarding Vulnerable Groups Act 2006 and Counter Terrorism and Security Act 2015 Prevent Duty
- Our ability to safeguard those in our care is only possible if we work with other agencies, ([see Annex B](#)) our policy reflects guidance in:
  - Working together to safeguard children HMG 2018
  - What to do if you're worried a child is being abused HMG 2015
  - Information Sharing: Advice for practitioners providing Safeguarding Services DfE 2018
- References are obtained for all staff. (See our 'Recruitment Training Induction Policy'.)
- It is made clear during the application process that all staff are expected to play a full and active part in safeguarding and promoting the welfare of young people. (See our 'Recruitment Training Induction Policy'.)
- All members of staff, who have unsupervised access to the children, will have Disclosure and Barring Service checks. (See our DBS policy)

### 3. Aims

Ensure that staff are familiar with, and have confidence in, the appropriate Safeguarding procedures and issues. This policy is intended to give clear guidance to all staff on signs that may indicate the possibility of abuse and the procedure to follow if a young person discloses or a member of staff suspects abuse.

### 4. Objectives

- We try to create an environment and ethos in which young people feel secure and their points of view are valued. They are encouraged to talk and they are listened to.
- Staff treat young people with respect and young people are expected to treat each other and staff with respect.
- We operate clear policies on drugs, alcohol and substance misuse.

### 5. Recruiting Staff

(See our Recruitment Induction Training Monitoring policy)

### 6. Staff: Roles and Responsibilities

The Designated Safeguarding Lead (DSL) is Becci Camis and her role is responsible for liaison with local statutory children services ([see Annex B](#)) and to provide ongoing support, advice and guidance to all staff on a regular basis. To ensure that the DSL

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understands the roles and responsibilities they will complete the following training and update it 3 yearly.

- DSL online training course

Camp managers will take online training ( where no existing qualification held) to ensure appropriate knowledge in:

- Child Protection
- Equality and Diversity
- Food Hygiene and Safety
- Safeguarding
- Prevent Duty

For further details of staff training see our Recruitment Training Assessment Monitoring (RITAM) policy

All staff have a statutory duty to pass on any Safeguarding concerns and to follow these procedures (Education Act 2002 & Children Act 2004)

- Be alert to signs of abuse. (see section 5 below)
- Take immediate action in the child's best interest by reporting any evidence of abuse or non-accidental injury to the DSL.
- Thereafter accept their restricted role as the case becomes the province of other agencies.
- Record accurately in writing information that may be required in Safeguarding procedures. This note should record the time, date, place and people who were present as well as what was said. All evidence, for example scribbled notes, mobile phones with text messages, clothing, and computers, must be safeguarded and preserved. Also make a note of what happened next.

All staff will either hold appropriate safeguarding certificate OR receive safeguarding training as part of their induction.

See our Recruitment Induction Training Monitoring policy for further information on training

Helping a child who wants to tell you about his/her abuse

- Staff should remember that the priority is to protect the child. The matter should be taken seriously. React calmly, listen carefully, observe but do not judge. Don't stop the child who is freely recalling significant events. Reassure the child that s/he has done the right thing in telling you.
- Indicate the action you will take and make it clear that you will have to tell your manager.
- If the child comes back to talk at a later stage s/he should be told that you cannot comment or advise as that might affect his/her security, but you can listen.

## 7. What is Child Abuse?

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

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- Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. [\(See below for specifics on FGM\)](#)
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

#### Additional vulnerabilities and increased risk

Other areas must be considered by staff and may make the child more vulnerable. They include children with special educational needs and disabilities (SEND), children with family members in prison, substance misuse, domestic abuse, homelessness, mental or physical illness and parent's learning disability. Staff to be aware of persistent absences, child sexual exploitation, child criminal exploitation, county lines, private fostering, breast ironing, honour based violence, peer-on-peer abuse, bullying and cyberbullying. See below for further details on:

- Female genital mutilation (FGM)
- Extremism or Radicalisation
- Gang Activity

### Female genital mutilation (FGM)

All staff should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. If the DSL believes that FGM may be about to occur they should seek support from the relevant LADO. If they KNOW of a case of FGM they MUST contact the police immediately using Tel 101

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. LSCB guidance must be followed in relation to FGM; the DSLs are informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff. Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery;

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changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

### **Extremism or Radicalisation / Prevent Duty**

All members of staff at SAC have a duty to be aware of the Prevent Duty act 2015 which is a safeguarding responsibility on all childcare providers and schools, to protect children/teenagers from being radicalised into a criminal act of violence, or from being affected by the radicalisation of those around them (such as being taken by a parent to Syria). As with managing other safeguarding risks, there isn't a single way of identifying an individual who is being radicalised, but causes of concern could be, for example; someone who is viewing extreme, violent propaganda online, or expressing extremist views which may lead to an act of terrorism.

It is our responsibility to know how to refer someone who may be vulnerable to radicalisation, or the effect of radicalisation, and know how to respond. We will be alert to changes in children's behaviour or circumstances which could indicate that they may need help or protection. We understand that extremist ideology, leading to acts of violence, can be promoted by far-right ideologies, as well as from ISIL (also known as ISIS or Da'eesh).

All staff will undertake the channel awareness training <https://www.elearning.prevent.homeoffice.gov.uk/la2/screen1.html> as part of their induction.

Any behaviour of concern, SAC would inform the local Prevent Team and complete an online referral form. <https://www.safeinthecity.info/sitc-document/national-prevent-referral-form>

In respect of the Prevent Duty will promote British Values, which are: democracy, the rule of law, individual liberty, mutual respect, tolerance of those of different faiths and beliefs. We will promote British Values in an age appropriate way, ensuring that children; learn right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, and can question or challenge negative attitudes and stereotypes in others.

### **Gang Activity**

Concerns about children affected by gang activity / serious youth violence Practitioners should be aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst very young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. DSLs should be familiar with their LSP guidance and procedures in relation to safeguarding children affected by gang activity and ensure this is followed where relevant. Forced marriage / Honour based violence Forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent

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coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses. Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage. Risks in relation to forced marriage are high and it is important that practitioners ensure that anyone at risk of forced marriage is not put in further danger. If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things like, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour. In an emergency police should be contacted on 999. Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns.

## 8. Reporting Procedure

- A member of staff needs only reasonable cause for concern in order to act. One sentence from the child indicating abuse or non-accidental injury provides you with reasonable grounds and is sufficient for you to act.
- This may also apply if clear information comes from a sibling or another adult. However as many of the signs of child abuse are also commonly associated with other medical, social or psychological problems, a member of staff may naturally wish to discuss some initial concerns with other staff.
- Where appropriate all concerns are passed on to the DSL as soon as possible. In first instance pass concerns verbally but you must follow in writing. Make sure the information is factual and any opinions are substantiated.
- DSL makes the decision on the assessed risk, this should reflect the history of the child. If they feel it meets the threshold for referral, ( see <https://www.bhscp.org.uk/documents/brighton-hove-helping-children-and-families-threshold-document/> ) they need to notify parents unless it would place the child at significant risk.
- Make contact to the relevant agency (see Annex B) Referrals made verbally must be confirmed in writing within 24 hours.
- If the threshold for referral is not met the DSL may request staff to monitor specific aspects of the child's presentation, behaviour, attendance, etc. with a timescale for review.
- If decision is made to report the manager will report to the appropriate authority. (See Annex B)
- If a child is in immediate danger or left alone, you should contact the police or call an Ambulance (Call 999). The police operator will need to take your name, address and details of what has happened

## 9. Allegations against Summer Adventure Camp staff

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These relate to: a member of staff who has behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child, behaved towards a child/children in a way that indicates he/she is unsuitable to work with children.

- All staff must protect themselves, and staff should bear in mind that even perfectly innocent actions can sometimes be misconstrued. Children may find being touched uncomfortable or distressing for a variety of reasons. It is also important not to touch pupils, however casually, in ways or on parts of the body that might be considered indecent.
- The Sexual Offences Act 2003, as amended, states that it is a criminal offence for a person aged 18 or over in a position of trust to engage in any sexual activity with a person under the age of 18 irrespective of the age of consent, even if the basis of their relationship is consensual.
- In circumstances which involve an allegation against a member of staff, the responsibility for dealing with the matter lies with the Manager.
- Staff who hear an allegation of abuse against another member of staff should report the matter immediately to the Manager.
- The manager must follow up allegation and make appropriate action. Manager must report the concern in the same way as above.
- If your concerns or suspicions are about a colleague or professional/carer (including volunteers), you must report them.
- Talk to a Manager or Designated Professional, If the allegations are against the Manager talk to the LADO for the relevant camp. [See Annex B for contact details for each area.](#)

## 10. Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the Summer Adventure Camp camera will be used to take photographs of children. Where older children bring phones to camp we will ask that they are only used before camp and after camp and lunchtime for emergencies only. Incorrect usage of phone result in removal of the phone and not being able to bring the phone to camp.

## 11. This policy should be read in conjunction with the following policies:

- SAC policy – Arrivals and Departures
  - This policy shows how we record daily attendance
- SAC policy – Bullying
- SAC policy – Complaints
- SAC policy – Confidentiality Privacy GDPR
  - This policy shows how we store information and data
- SAC policy – Emergency Closure
- SAC policy – Health & Safety
- SAC policy – intimate care physical contact
- SAC policy – Late Collections

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- SAC policy – Missing Child
- SAC policy – Recruitment training induction monitoring
- SAC policy – Sickness and accident
- SAC policy – Suspension and exclusion
- SAC policy - Visitors

## Annex A – Further Information.

## Annex B – Contact details.

### West Sussex

- **LADO** for WSCC - [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) 0330 222 6450
- West Sussex Safeguarding Children Partnership. 01403229900  
[WSChildrenServices@westsussex.gov.uk](mailto:WSChildrenServices@westsussex.gov.uk)

### Brighton and Hove

- **Pan Sussex procedures** <https://www.bhscp.org.uk/> **BHSCP**
- **LADO** for Brighton and Hove - [LADOenquiries@brighton-hove.gov.uk](mailto:LADOenquiries@brighton-hove.gov.uk)
- Brighton and Hove Police Child Protection Team: 101 (ask for Brighton Safeguarding Investigation Unit, SIU)
- **FrontdoorforFamilies** at [FrontDoorforFamilies@brighton-hove.gov.uk](mailto:FrontDoorforFamilies@brighton-hove.gov.uk). Telephone 01273 290400 during working hours (9am to 5pm, Monday to Thursday and 9.00am to 4.30pm on Fridays). Outside of our working hours please contact the Emergency Duty Service on 01273 335 905 or 01273 335 906. <https://www.brighton-hove.gov.uk/frontdoorforfamilies/about-front-door-families>

### East Sussex

- **LADO** for East Sussex use reporting form  
<https://www.eastsussex.gov.uk/children-families/professional-resources/allegations/lado>
- East Sussex Safeguarding Children Partnership 01273481544  
[esscp.contact@eastsussex.gov.uk](mailto:esscp.contact@eastsussex.gov.uk)

### National

NSPCC: 0808 800 500  
Ofsted: 0300 123 1231  
Childline: 08001111