

INSIDE OUT

BUSHCRAFT
& ADVENTURE



POLICY

Safeguarding

Version 2024.1

Last updated February 2024



Inside Out Education Ltd.

Statement

This policy applies to all staff, including senior managers, board members, paid staff, volunteers, temps, students or anyone working on behalf of Inside Out Education Ltd. The purpose of this policy is:

- Protect children and young people who receive Inside Out Education's services. This includes the children of adults who use our service.
- Protect vulnerable adults or any adult who receives Inside Out Education's services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Inside Out Education believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Section 1 | Legal Obligations

1.1 This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- DfE - Keeping Children Safe 2023
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisation which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers: HM Government 2015,
- Working together to safeguarding children: a guide to inter-agency working to safeguard and promote the welfare of children: HM Government 2015.

1.2 This policy should be read alongside should be read alongside our policies and procedures on:

- Recruitment, induction and training.
- Staff Code and Conduct outlined in Terms of Employment
- Managing Behaviour Policy
- Health and Safety Policy
- Complaints, Allegations and Disciplinary Action Policy.
- Equal Opportunities Policy.

1.3 We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

Section 2 | Keeping Children Safe

2.1 Inside Out Education is committed to valuing children, listening to and respecting them.

2.2 Inside Out Education has a three Designated Safeguarding Officers. Two of these are regarded as 'onsite DSO's' and will work directly with young people. The third and final DSO is an 'offsite DSO'. Details of all DSO's are as follows:

Onsite DSO

- Mr. Nathan Cant
Company Director
- Mr. Sam Glencross
Bushcraft & Adventure Manager

Offsite DSO

- Mrs. Laura Cant
Designated Senior Safeguarding Officer

Please use the staff hub to contact any of the above DSO's. Failing that email enquiries@insideouted.co.uk, ensuring the subject reads **FAO | DSO (CONFIDENTIAL)**.

2.3 Inside Out Education agrees to adopt a child protection policy and safeguarding practices through procedures and a code of conduct for all staff and volunteers.

2.4 As a company dedicated to Child Protection, we only recruit candidates that can provide two professional references, one of which should ideally be from their last workplace (where relevant, last child care placement). On top of this all staff aged 16+ have to pass a DBS background check and complete mandatory NSPCC Safeguarding Training (e-training module).

2.5 A letter of assurance is issued to all external settings. This will validate that all staff have relevant checks (detailed in 2.4); although Inside Out Education Ltd cannot share DBS details with external settings. The information is protected by the UK Data Protection Act 2018 and GDPR Law.

2.5 We will record and store information professionally and securely, and share information about safeguarding and good practice with children, their families, staff and volunteers.

2.6 Inside Out Education and its staff are duty bound to share information with agencies who need to know, and involve children, young people, parents, families and carers appropriately.

2.7 In accordance with safeguarding, any allegations against staff must follow the allegations process covered in section 5 of this document.

2.8 We have a no-tolerance approach to bullying and harassment.

2.9 We provide a managed and safe environment for children, young people, staff and volunteers, by applying health and safety measures in accordance with law. Details of which can be found in our Health and Safety Policy.

2.10 All staff, aged 16 and above, are required to hold an up to date enhanced DBS. complete with checks of the 'Barred List'. DBS checks must be complete prior to contracts being served. **Update [April 2024]** As of April, 2024, Inside Out will now insist that all staff register DBS checks and certificates using the DBS Update Scheme. Employer copies of the original DBS certificate will be maintained until employment ends. Where employment ends, DBS information will be retained by Inside Out for two years, prior to being destroyed in accordance to the Data Protection Policy. Employees must retain copies of the original DBS certificate (sent directly to them).

2.11 In line with the DfE - Keeping children safe in education guidance, enhanced DBS checks:

- Have no official expiry date, and it is down to employer policy and best guidance at the time as to when DBS checks are renewed. For Inside Out

staff, in continuous employment, this must be every two years (if checks are not on registered on the update scheme.

- Where DBS checks are registered on the update scheme, an annual check using the DBS update system is required, along with a copy of the original DBS certificate.
- DBS certificates must be renewed, if not registered on the update scheme, before a new contract is served where there is a 3 month break in employment. A break in employment is regarded as a period of time where the employee is no longer in contract with the company.

2.12 In line with best practice set out in guidance listed above, it is the employers responsibility to ensure that all staff are appropriate and safe to work around children. Inside Out therefore reserves the right to request additional DBS checks (including the barred list) wherever deemed appropriate to do so.

2.13 All staff are required to provide to professional references. These referees must not be 'personally associated' with the employee and must be able to provide appropriate information regarding the individuals ability to safely work with children. The minimum number for this is two, although more can be requested if deemed appropriate by senior staff at Inside Out.

2.14 References must be completed using the online form, and links to the form sent directly to the referees and not via the employee or other contacts.

2.15 References form an essential part of pre-employment background and safeguarding checks. The reference must ask appropriate questions regarding an employees ability to safely work with young people. Where a referee is not comfortable to disclose or make these judgements, an

alternative referee should be sought by the applicant.

2.16 New references are not required where re-employment is offered following a break in employment; providing the break in employment does not exceed a year. Where the break exceeds a year (12 months), two new professional referees must be provided.

2.17 As part of initial employment, all employees will be required to have an:

- Induction, which must include coverage of Safeguarding Policies within Inside Out and supporting legislation
- Training in Safeguarding (minimum Level One). This is provided via an e-learning course.

2.18 Staff Safeguarding training should be renewed every two years, unless:

- It is deemed necessary for staff to re-complete training due to a report of non-compliance in safeguarding
- Staff awareness of best practice regarding safeguarding is not deemed appropriate for the role.

Section 3 | Handling Concerns

3.1 It is important to understand that concerns can be raised in a variety of ways. These should not be ignored. Staff at Inside Out Education are trained and duty bound to pass on concerns regarding a child's welfare. It is not their job to investigate or draw conclusions. As such, any concerns, no matter how small, must be recorded and passed to the SSO/Company Director. These can include but are not limited to the following:

- Observations
- Conversation
- Complaint
- Formal Allegations
- 'Niggling' doubt.
- A sense of unease

3.2 Concerns must be recorded as a 'matter of fact'. All concerns must be passed in

writing to the SSO/Company director. This should be recorded using the Safeguarding Disclosure Form and include the following information:

- Details of the disclosure.
- The facts that have led you to making the disclosure.
- Details of the child/children involved.
- Time and date of disclosure
- Time and date of incident (if applicable).

3.3 Staff are encouraged to form professional and support relationships with children. As such, if a child actively makes a disclosure, staff should follow their child protection training. It is important to:

- Listen, and if possible write information down as it is 'said'.
- If it is not possible to write it down at the time, make time at the soonest convenience.
- If relevant, ask open and non leading questions to obtain details and not make conclusions.
- Thank the child/children for talking to you. Inform children that you have to pass information on, and you cannot keep the information to yourself.
- Pass the information to the SSO/Company Director.

Section 4 | Whistle Blowing

4.1 So that all staff feel they can respond to situations that they feel put young people at risk, Inside Out Education Ltd promotes a whistle blowing policy for staff. Staff can submit 'anonymous concerns' through the staff hub. These concerns can be send directly to any of the DSO's within Inside Out.

4.2 Where staff are not comfortable reporting concerns to an internal DSO; staff can submit concerns directly to a Local Authority District Officer

4.2 Whistleblowing concerns are to be handled in the same respect as any other concerns; with impartiality and no bias. Where concerns cannot be concluded or responded to impartially within Inside Out;

the DSO must report concerns to a Local Authority District Officer (LADO) for further investigation.

4.3 Inside Out staff are encouraged to report concerns; even if these concerns are for external organisations. Where this is the case; staff should use the staff hub to submit a concern as usual. This concern will be reviewed by a DSO. It'll be the decision of the DSO as to whether the external setting is approached before the concern is submitted; on the concern is forwarded directly to Local Authority District Officer (LADO). Where this is the case; the need to submit details about external settings otherwise protected by Data Protection are surpassed by law in the interests of protecting vulnerable groups.

Norfolk County Council

LADO

0344 800 8020

Section 5 | Staff Good Practice

5.1 Staff are encouraged to form professional and supportive relationships with children.

5.2 Staff all receive safeguarding training before commencing work with Inside Out Education Ltd. Staff are expected to apply this training to situations in and outside of their job role.

5.3 At no point in time should a member of staff be alone with a single child (irrespective of who that child may be) in an enclosed or private area. If a member of staff finds themselves being approached by a single child in a private situation, they must either:

- Ask the child to step out for a moment and tell them you will come back to them.
- move directly back to an area where they can be seen and request assistance.

5.4 Language is to remain appropriate at all times. Taboo, Racism, Sexualism and Inuendos are not permitted.

5.5 Staff **must** respect professional

boundaries, both with staff and with children. Favouritism and affection are inappropriate and can be misinterpreted.

5.6 Staff whose have family members attend Inside Out for any events should maintain professional boundaries that are expected of any other participant. To avoid misinterpretation or bias, staff should avoid supporting their own child; handing any such responsibility over to an alternative members of staff (this is in conjunction with the Equal Opportunities policy).

5.7 Any behaviour that is deemed inappropriate (from either child or adult) should be reported to the Camp Manager, Company Director or SSO as a matter of urgency.

5.8 If staff observe another member of staff in a vulnerable situation they are encouraged to support that member of staff, to avoid misinterpretation.

5.9 As a company, we pride ourselves on providing a safe working environment for children and staff. We therefore ask that no staff ever put themselves at risk of accusation and adhere to both their training and the above. Failure to do so can result in disciplinary action.

Section 6 | Allegations

6.1 All allegations are taken seriously and must be reported directly, in writing to the Company Director or SSO.

6.2 In receiving an allegation the Company Director/DSO will make a decision as to whether the matter needs investigation. Management are trained to respect reasonable doubt, and therefore if there is any doubt then we are duty bound to:

- Formally suspend the member of staff in question, pending formal investigation.
- Inform that member of staff in writing of the suspension.

6.3 Investigations must be resolved, and findings confirmed in a timely manner. Ideally initial investigations should be concluded within one week. Investigations include:

- Taking statements from witnesses.
- Taking statements from individuals

directly involved.

- Taking statements directly from the accused.
- Considering any evidence provided.

6.4 Child protection concerns found to have merit of any kind can result in disciplinary action. Inside Out Education is duty bound to relay concerns to appropriate authorities including:

- Police
- Medical Services
- Norfolk County Council (LADO)

6.5 Findings of an investigation will be relayed through a 1:1 meeting where possible, with the outcomes provided in writing to all involved.

Section 6 | Review

This policy is subject to annual review, or sooner if circumstance or incidence requires.