

## **Child Protection Policy – Adventure Northumberland (Activities) Limited**

Off the map Expeditions, Mountain Skills Training and Adventure Northumberland are trading names for Adventure Northumberland (Activities) Limited, hereafter referred to as the AN Group.

The AN Group will follow current best practice wherever possible regarding contact with clients. All members of staff are expected to follow current guidelines and implement them wherever possible. AN Group staff should use their own experience when applying these guidelines.

The following guidelines set down by AN Group serve as an aide memoir for safeguarding. All staff are reminded of their responsibility towards young people in their care.

These points are to be followed wherever practicable our staff:

- Never be in a position where you are alone with a client.
- Ensure your discussions/actions with clients are being observed by other members of staff (or the whole group).
- Take extreme care when fitting equipment to clients (especially harnesses).
- Inappropriate actions, relations and language etc towards clients will not be tolerated and when informed, the Company will suspend you from active employment whilst a review is carried out.
- Never 'take matters into your own hands' as regards to client disclosures. Allow 'free recall' to prevail and note it down. All information should be kept confidential and dealt with through a director of Adventure Northumberland (Activities) Limited.
- Any suspicions or allegations you have should go through a director of Adventure Northumberland (Activities) Limited. If this is not possible, pass the information on to your line manager.

Inappropriate relations with clients are not allowed:

- This includes the sharing of personal information and the use of social networking sites (E.g. Face book, Twitter etc).
- The use of personal camera/video camera equipment is not permitted.
- The use of common sense should prevail. If you are unsure on a programme of action seek advice from your line manager and/or a Company director.

These points are to be followed wherever practicable by Adventure Northumberland (Activities) Limited:

- Ensure all staff backgrounds have been thoroughly checked.
- Follow up all allegations and/or suspicions thoroughly.
- Keep concise and confidential records of all incidents.
- Ensure that the correct authorities are involved when required.
- Ensure constant monitoring and feedback on all staff is completed.
- Maintain a staff personnel file on each employee.

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- Ensure staff are aware of how to deal with safeguarding situations and clear on AN Group safeguarding procedure.
- The wellbeing of clients and staff are paramount concerns.

Further to the above safeguarding procedure The Company will use the Duke of Edinburgh's Award code of conduct for further reference.

All leaders and volunteers involved with the DofE should:

- Treat everyone with respect.
- Act as a good role model of appropriate behaviour.

All adults involved with the DofE Charity and programme activities must:

- Ensure at least one other person is present when working with young people or at least be within sight or hearing of others.
- Remember that your actions, remarks and gestures can be misinterpreted, no matter how well intentioned.
- Provide separate sleeping accommodation for DofE Leaders and participants during expeditions and residential activities.
- Provide access for participants to talk through any concerns they may have.
- Encourage participants to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Recognise that caution is required when dealing with bullying, bereavement, abuse and other sensitive issues.
- Not permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, harassment etc).
- Not have any inappropriate physical or verbal contact with others.
- Not jump to conclusions about others.
- Not allow themselves to be drawn into reacting to inappropriate attention seeking behaviour such as tantrums or crushes.
- Not exaggerate or trivialise harassment or child abuse issues. Not show favouritism.

It is expected but not an essential requirement for all staff at The AN Group to have a detailed knowledge of safeguarding best practice.

Each member of staff will be expected to have an understanding of safeguarding procedure. Where this does not exist an action plan will be formulated within the Company regards to future safeguarding training.

More information about safeguarding best practice and advice can be found here:  
NSPCC:

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/>