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## SAFEGUARDING POLICY

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Owner: Steve Turner    Date for Review: Feb 2022

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## **SAFEGUARDING POLICY**

This policy applies to all staff of Mount Cook Adventure Centre, including Senior Managers, Board of Trustees, Board of Directors, paid staff, volunteers, and sessional workers, students or anyone working on behalf of Company.

This Policy will be reviewed on an Annual basis by the Board of Designated Safeguarding Officers at the Centre or before if an event deems it necessary to review our practises.

### **The purpose of the policy is to:**

- To protect children and young people who receive Mount Cook's services. This includes children of adults who use our services;
- To provide staff and volunteers with an overarching principle that guides our approach to safeguarding

Mount Cook Adventure Centre believes that a child or young person should never experience abuse of any kind. We all have a Duty to "Safeguard and Promote the welfare of all young people and children and to keep them safe". We are committed to practise in a way that protects them.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the Designated Safeguarding Lead to build up a picture and access support for the child at the earliest opportunity.

However, if you think the matter is very serious and may be related to a child protection concern, where the child has been harmed or is at risk of harm e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you should contact LADO as per our safeguarding process.

### **Steve Turner**

Designated Safeguarding Lead, Mount Cook Adventure Centre

**Tel:** 07827 353 253

**Email:** [steve@mountcook.uk](mailto:steve@mountcook.uk)

### **Matt Burton**

Designated Safeguarding Officer, Mount Cook Adventure Centre

**Tel:** 07889 662521

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## LEGAL FRAMEWORK

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

- Children Act 1989
- Working Together to Safeguard children (2015) Statutory Guidance
- United Convention of the Right of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant Government guidance on safeguarding children

### 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 identity, have a right to equal protection from all types of abuse and harm
- Some children are additionally vulnerable due to 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 essential in promoting young people's welfare

### We will seek to keep the children and young people safe by:

- Valuing them, listening and respecting them
- Adopting child protection practises through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective training and awareness protocol for all staff/volunteers
- Providing effective management for staff and volunteers through supervision, training and support
- Recruiting staff and volunteers safely, ensuring all necessary checks have been made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents and children appropriately
- Reporting concerns to Mount Cook's Nominated Designated Safeguarding Lead, to enable swift action to be undertaken.

### Children have said that they need:

- **Vigilance:** to have adults notice when things are troubling them
- **Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon.

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- **Stability:** to be able to develop an on-going stable relationship of trust with those helping them.
- **Respect:** to be treated with the expectation that they are competent rather than not.
- **Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans.
- **Explanation:** to be informed of the outcome of assessments and decisions and how they have been reached, positive or negative.
- **Support:** to be provided with support in their own right as well as a member of their family.
- **Advocacy:** to be provided with advocacy to assist them in putting forward their views.

## DESIGNATED SAFEGUARDING LEAD RESPONSIBILITIES

The Designated Safeguarding Lead will carry out their roles in accordance with Working Together to Safeguard children (2015) Statutory Guidance.

Management of referrals: The designated safeguarding lead continually develops an understanding of the Customer types staying at the Centre and the varying needs/backgrounds this will expose the staff and volunteers to. The designated safeguarding lead will have an understanding of staffing/volunteers and their training needs for safeguarding within the Centre and grounds.

Refer cases of suspected abuse to Local Authority children's social care, First Response as required; will represent Mount Cook at child protection conferences and core group meetings. The Designated Safeguarding lead will be the expert within the Centre to support staff in liaising with other agencies, making assessments and referrals. Any staff member maybe required to be part of strategy discussions and be involved in regular H&S Meetings to make amendments to the Safeguarding Policy and procedures.

Designated Safeguarding Lead will support staff that makes referrals to local authority children's social care, First Response;

Designated Safeguarding Lead will refer cases to the Channel programme where there is a radicalisation concern as required; also support staff that make referrals to the Channel programme;

Designated Safeguarding Lead will refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.

Designated Safeguarding Lead will refer cases where a crime may have been committed to the Police as required.

Designated Safeguarding Lead will maintain robust systems to monitor and record training of all staff, volunteers, review annually, refresher time scales of training are evident. This will include bulletins and briefings as well as potential external events to be attended. Regular updates are shared with staff and there is a system to record these communications.

Designated Safeguarding lead will ensure all staff and regular visitors have training on how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information accurately. Staff/volunteers will not make promises to any child and will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose to a staff member/volunteers.

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The Designated safeguarding lead monitors the paper/electronic case management systems set up to record cause for concerns on students to ensure the quality of information is accurate, proportionate and timely also assessment/referrals are made appropriately. The recording and storing of information is kept in-line with GDPR. Safeguarding and child protection records are kept separate from staff records; there is a clear recorded process of transfer of records to new settings.

Designated Safeguarding Lead has developed systems for case management which is detailed, accurate, secure written/electronic records of concerns and referrals; also a system to monitor the quality through auditing of case files regularly. Systems are compliant with GDPR.

## STAFF RESPONSIBILITIES

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the Designated Safeguarding Lead to build up a picture and access support for the child at the earliest opportunity.

The signs of child abuse might not always be obvious and a child might not tell anyone what is happening to them. You should therefore question behaviours if something seems unusual and try to speak to the child, alone, if appropriate, to seek further information. Following guidance [What to do if you're worried a child is being abused](#). If a child reports, following a conversation you have initiated or otherwise, that they are being abused and neglected, you should listen to them, take their allegation seriously, and reassure them that you will take action to keep them safe. You will need to decide the most appropriate action to take, depending on the circumstances of the case, the seriousness of the child's allegation and the local multi-agency safeguarding arrangements in place.

All concerns about a child/young person or family should be reported without delay and recorded in writing/electronic system using agreed template/electronic system without delay. Informing the Designated Safeguarding Lead and following Mount Cook's incident Report Process.

Following receipt of any information raising concern, the Designated Safeguarding Lead will consider what action to take and seek further advice from First Response or Education Safeguarding Advice Service (ESAS) as required. All information and actions taken, including the reasons for any decisions/actions made, will be fully documented on child's record.

It is not the responsibility of Mount Cook to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, we will have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

Staff members are encouraged if they have any concerns about a child they will need to have a conversation with the Designated Safeguarding Lead to agree a course of action, although any staff member can make a referral to Children's Social Care or Police.

If anyone other than the Designated Safeguarding Lead makes the referral they should inform the Designated Safeguarding Lead, as soon as possible. The local authority should make a decision within one working day of a referral being made about what the next stages are.

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Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy or SSCB should raise their concerns with the Designated Safeguarding Lead or other Designated Safeguarding Officers firstly, and then if necessary contact the [Derbyshire Safeguarding Children Board](#) on 01629 533190.

## **SAFER WORKING PRACTICE**

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

All staff including volunteers will be provided with a copy of the Summary of Safeguarding Do's & Don'ts as part of their Induction. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the grounds, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this Policy and its guidance and will be made aware that failure to do so could lead to disciplinary action.

## **VULNERABLE CHILDREN**

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding precautions and policies are in place for Vulnerable Young People. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

At Mount Cook we are aware that the potential for children with SEN-D may have additional barriers when it comes to safeguarding, Mount Cook recognises that this group can be more vulnerable to abuse and neglect. The warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so you should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, you can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

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### Heightened vulnerability linked to:

- Communications skills
- Maturity (Lower cognitive ability)
- Perceptions of intent from others
- Lower self-esteem/confidence
- Potential to trust unreservedly
- A need to have “friends” or find a partner
- Differing boundaries
- Online safety – digital technology understanding A combination of these factors can make them more susceptible to risks.

All children, including disabled children and children with impairments and additional needs, deserve the opportunity to achieve their full potential. In support of this it is important that their needs are considered in the same way as for any other child and as outlined in **Working Together to Safeguard Children 2015**.

### GUIDANCE ON RESPONDING TO A CHILD DISCLOSING ABUSE

The following list should be used as advice for teachers in the event that a child discloses information relating to abuse that they may be suffering to them:

**\* Stay calm**

**\* Listen carefully to what is said**

**\* Do not promise to keep secrets** –find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. NB: If the child is Fraser/Gillick competent (i.e. they have a good understanding of the situation and are intelligent enough to deal with the situation on their own.) then staff members should not inform parents or guardians if the young person doesn’t comply.

**\* Allow the child to continue at her/his own pace**

**\* Only ask questions for clarification purposes** –at all times avoid asking questions that suggest a particular answer

**\* Reassure the child that they have done the right thing in telling you**

**\* Tell them what you will do next and with whom the information will be shared**

**\* Record in writing what was said using the child’s own words as soon as possible** –note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated. In the case that a child or adult discloses any information regarding abuse that they may have suffered, the information should be passed onto the Designated Safeguarding Officer/Lead. If the Designated Safeguarding Officer/Lead is not available, any urgent concerns should be passed on to the relevant social services authority or the Police.

### TYPES AND SIGNS OF ABUSE

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**As an Adventure Centre we are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

if you have a concern or wish to request a referral, please use link below or visit [www.derbyshirescborg.uk](http://www.derbyshirescborg.uk)

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[https://www.derbyshire.gov.uk/social\\_health/children\\_and\\_families/support\\_for\\_families/Starting\\_point\\_referral\\_form/default.asp](https://www.derbyshire.gov.uk/social_health/children_and_families/support_for_families/Starting_point_referral_form/default.asp)

## SAFER RECRUITMENT

At Mount Cook Adventure Centre, we use the recruitment and selection process to deter and reject unsuitable candidates. We will question the contents of application forms and CV's if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

Please see Mount Cook's Safer Recruitment Process – Guidance Notes for more information on how we recruit safely.

## SITE SECURITY

Mount Cook Adventure Centre provides a secure site which is maintained by CCTV and perimeter fencing, along with access control on all bedrooms and most common area doors. However, the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Health and Safety Act 1989 and 2004

### Therefore:

- Gates are kept closed at all times and call Point Keypad is used to gain entry by visitors/contractors to site. Staff and designated contractors with regular access requirements are granted unique Pass codes which must be entered into the keypad to gain entry. This is recorded and can be monitored/revoked at any point by the Centre Manager and Deputy Manager. In the Event the gate is required to left open, a specific Risk Assessments will be carried out to ensure all guests and staff are safeguarded.
- Visitors, volunteers and Contractors must only enter through the main entrance and after signing in at the Reception, at which point they will be issued with a lanyard and visitor's pass. Any visitor on site who is not identifiable by visitor's pass will be challenged by any staff member and this will be reported to the Centre Manager or next most Senior member of staff in the Centre
- Children will only be allowed to leave the centre if accompanied by someone with parental responsibility, designated Group Leader, teacher or someone with confirmed permission.
- Common area Windows and all external doors are closed and secured at the end of every day as part of the Close Down procedure.
- Children should never be allowed to leave the premises alone unless collected by an adult such as a parent who is doing so for a valid reason. They should report any such occurrences to reception to ensure accurate logs can be kept of whom is on site at all times.
- 1 member of staff is always on site whilst guests are staying at the centre. during the hours of 11pm-7am they are only available for Emergency contact. Reception is manned from 7am-11pm every day
- Health and safety audit to be completed annually with risk assessment.



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**Stephen Turner**

Chief Executive Officer

Mount Cook Adventure Centre

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