



Woodlarks Camp Site Trust

Safeguarding Policy and Procedure for Children and Vulnerable Adults

2023

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1 Foreword

This policy was drafted by Julia Cooley and Malcolm Jarrett.

1.1 What's new for 2023?

The contact details for Surrey Council have been revised. We are grateful for the help of Jill Pickett from Surrey MASH for revising these details.

2 Safeguarding for Trust Activities and Camps

2.1 Introduction

Woodlarks Camp Site Trust ("Woodlarks") is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to ensuring that action is taken to support them if abuse is suspected. Woodlarks expects all staff, volunteers and those contracted to provide services to share this commitment.

The policy applies to everyone camping at Woodlarks, including Trustees, members of the Management Committee, Camp Leaders and helpers in all locations where camp activities are delivered to children and vulnerable adults. It applies to people employed directly by contractors supplying services on behalf of Woodlarks. We use the word participants to include all these people throughout the document.

Woodlarks requires participants to demonstrate high standards in their management of risk to, and in the active protection of, children and vulnerable adults from discrimination and avoidable harm.

Woodlarks recognises that the welfare of a child or vulnerable adult is paramount and that they have the right to protection from all types of harm or abuse, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. Working in partnership with children, vulnerable adults, their parents, carers and other agencies is essential in promoting the welfare of individuals.

The purpose of this policy is to protect children and vulnerable adults from abuse as required by law and to define actions to be taken where abuse is suspected.

This policy provides clear direction to all members of the Woodlarks community to ensure child protection and vulnerable adult concerns, referrals and monitoring of actions are handled sensitively, professionally and in ways that promote their welfare and support needs. The policy also makes commitment to the development of good practice and sound procedures.

2.2 Scope

There are three main elements to the policy:

- Providing a safe environment for children and vulnerable adults
- Supporting individuals who may have been abused
- Ensuring that Woodlarks has effective procedures

- for checking the suitability of participants to work with children and vulnerable adults
- for identifying and reporting cases, or suspected cases, of abuse

Camp Leaders are responsible for ensuring that participants have current enhanced DBS checks.

The Trust will ensure that those working on behalf of the Trust are similarly vetted.

For most purposes, a child may be defined as “anyone who has not yet reached their 18th birthday” However, the Children Act 2004 defines a ‘child’ as a person under the age of 18 years and also covers vulnerable adults with a disability up to the age of 25. A vulnerable adult is defined as “a person aged 18 or over who is, or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him/herself, or unable to protect themselves against significant harm or exploitation”

The categories of abuse recognised for the purposes of protection of children and vulnerable adults are given in Appendix 1.

2.3 Roles and Responsibilities for Safeguarding

2.3.1 Responsibilities of the Trustees

The Trustees will:

- Ensure this policy for safeguarding children, young people and vulnerable adults and associated procedures are in place, implemented and regularly reviewed.
- Delegate operational responsibility and implementation of procedures to Camp Leaders.
- Comply with the duty to inform the Disclosure and Barring Service of any individual (paid employee, volunteer or other) who poses a threat to children or vulnerable adults.
- Attend appropriate safeguarding training as required to keep up to date with current knowledge and fulfilling the role.

2.3.2 Responsibilities of the Camp Leader

The Camp Leader will:

- Ensure that anyone barred by the Independent Safeguarding Authority (ISA) does not undertake “regulated activity” with children or vulnerable adults.
- Ensure that DBS checks are completed by volunteers on a regular basis.
- Ensure that participants are made aware of this policy
- Ensure that camp activities are managed with due regard to Woodlarks’ commitment to the safeguarding of children and vulnerable adults.
- Act as a point of contact for participants on child and vulnerable adult protection issues.
- Act as a point of contact for children, young people and vulnerable adults on issues relating to safeguarding.
- Make a record of all referrals and ensure these are passed on to the Trust.

- Attend appropriate safeguarding training themselves as required to keep up to date with current knowledge and in fulfilling the role.

2.3.3 Responsibility of all participants

All participants have a responsibility to:

- Ensure they are aware of the procedures to be followed in cases of suspected abuse.
- Be alert to signs of abuse and report their concerns immediately to a Camp Leader.
- Ensure they do not promise confidentiality regarding information which might compromise the individual's safety or well-being or that of another person.

2.3.4 Advice

Previous versions of this document have included definitions of abuse. Woodlarks Camp Site Trust does not have the resources to update and distribute this information. Instead we recommend using a source of advice such as the Social Care Institute for Excellence, defined by Wikipedia as a UK charity and improvement agency. SCIE share knowledge about what works in practice across social care, social work and beyond, covering adults', families' and children's care and support services.

Advice on all aspects of safeguarding is available on their web site. Definitions of abuse (formerly Appendix 1 of this document) are available here.

3 Procedure

In this section when we refer to "you" we mean anyone participating in a camp.

3.1 Reporting Allegations or Suspicions

You must follow these procedures whenever an allegation is made that a child or vulnerable adult has been abused or when there is a suspicion that a child or vulnerable adult has been abused. The allegation or suspicion may involve family members, other camp attendees, volunteers, or other persons.

All complaints, allegations or suspicions must be taken seriously and referred to the Camp Leader without delay. Information relating to allegations of abuse or harm may be communicated directly to a Camp Leader by the child or vulnerable adult themselves or from 'third party' sources.

If they are aware of a safeguarding issue, they must initially make an oral report to the Camp Leader.

If you suspect that a child or vulnerable adult is about to make an allegation, or has already made an allegation you should make it clear that you will give full support but any information will be disclosed to the Camp Leader and may be reported to the relevant authorities. Make sure that they understand that you are helping and not betraying a confidence.

When a child or vulnerable adult discloses abuse or there is a safeguarding concern, you should listen to the individual and treat them with respect. The child or vulnerable adult has a right to expect that their situation will be dealt with sensitively.

You should be aware that:

- It is not your responsibility to investigate the suspected case of abuse. The cases are reported to Children's Services or Social Services and the Police. Any attempt to investigate by you could be construed as unjustified interference which could jeopardise any police investigation and subsequent court case.
- Any questioning should be limited to the minimum necessary to seek clarification, avoiding any leading questions e.g. Did she do x? Instead use questions like 'Tell me what happened?'
- You need to inform the child/vulnerable adult that you will make sure that the appropriate people are notified to follow up on the disclosure
- You must keep the child or vulnerable adult informed of any progress so they feel supported.
- If the child/vulnerable adult is distressed don't leave them alone, and if necessary, get help from camp colleagues to support them.

3.2 Notification of the relevant safeguarding board

If the Camp Leader, or anyone deputising for the Camp Leader feels there is a safeguarding issue they must notify the relevant authority within two hours. Contact details for the relevant Safeguarding Boards are outlined on page 6.

3.3 Allegations against participants

Any suspicion, allegation or actual abuse of a child or vulnerable adult by a Woodlarks Camp Leader, volunteer or contractor must be notified to Surrey County Council within two hours. An officer of the Trust (Nick, Sarah or a Trustee) must be notified within four hours.

3.4 Record Keeping

For all reported cases of allegations or suspicions of abuse and harm the Camp Leader is responsible for maintaining records securely.

4 Contact Details for Safeguarding Authorities

In an emergency call 999.

For concerns for Adult safeguarding the primary information resource is [Concerned about an Adult - Surrey Safeguarding Adults Board \(surreysab.org.uk\)](https://www.surreysab.org.uk) Here you will find the update to date referral tools to make a safeguarding referral for an Adult. To seek advice during normal office hours (0900 to 1700, Monday to Friday) call 0300 470 9100 option 2 then option 1 or contact the team using ascmarsh@surreycc.gov.uk

For concerns for Children's safeguarding please see [Homepage - Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](https://www.surreyscp.org.uk) To seek advice during normal office hours (0900 to 1700, Monday to Friday) call 0300 470 9100 option 1 or contact the team using cspa@surreycc.gov.uk further contact information please see [Report a concern about a child or young person - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

Alternatively use Textphone (via Text Relay): 18001 0300 200 1005 or SMS: 07527 182 861 (for the deaf or hard of hearing). There is also **VRS**: [Sign Language Video Relay Service](https://www.surreycc.gov.uk)

Outside these hours call 01483 517898 or email edt.ssd@surreycc.gov.uk .

This policy will be reviewed at three yearly intervals, or more frequently if we become aware of a change.

Signed:

Date:

Print name: Catherine Crawford

Position held: Chairman

Implemented:

April 2023

Next review:

April 2026

Person responsible:

Malcolm Jarrett