BtP Holiday Camp Safeguarding Policy

Safeguarding Officer: Steve Waide steve@beyondthephysical.co.uk

Policy Location: https://beyondthephysical.co.uk/policies/

1 Purpose

This policy sets out Beyond the Physical's approach to safeguarding and promoting the welfare of children and vulnerable adults. It applies to all aspects of our work and to everyone working for the company, including permanent and temporary employees..

Here is a complete **Safeguarding and Child Protection Policy** for a UK-based **Holiday Camp Provision**, fully aligned with current **Ofsted, KCSIE (Keeping Children Safe in Education), EYFS (where applicable)**, and **Childcare Act 2006** standards. This policy includes clear procedures, roles, digital safety, social support, and the use of technology (e.g., CCTV and computers).

Safeguarding and Child Protection Policy

For Holiday Camp Provision

1. Policy Statement

At [Holiday Camp Name], we are committed to ensuring every child who attends our provision is safe, protected, and supported. We believe that safeguarding is everyone's responsibility, and we are fully compliant with UK legislation, statutory guidance, and Ofsted registration requirements.

Our safeguarding policy is underpinned by:

- **Children Act 1989 & 2004**
- **Working Together to Safeguard Children (2018)**
- **Keeping Children Safe in Education (2024)**

- **Statutory Framework for the EYFS (2024)** – where applicable
- **Childcare Act 2006**
- **The Prevent Duty (2015)**
- **Data Protection Act 2018 and UK GDPR**

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2. Aims of This Policy

This policy aims to:

- Protect all children from harm, abuse, and neglect
- Promote a culture of vigilance, transparency, and listening to children
- Ensure all staff understand their safeguarding responsibilities
- Outline clear procedures for reporting and responding to concerns

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3. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Leading safeguarding practice and decision-making
- Responding to concerns or disclosures
- Liaising with children's services, police, and Ofsted

- Maintaining and storing safeguarding records securely
- Ensuring staff are trained and updated regularly

DSL Contact:
Name: Steve Waide
Email: steve@beyondthephysical.co.uk
Phone: 07841917894

4. Recognising Abuse

All staff are trained to identify signs of:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**
- **Child-on-child abuse**, including bullying and sexual violence/harassment
- **Online abuse and exploitation**
- **Radicalisation or extremist behaviour**

We adopt a **"it could happen here"** approach to all concerns.

5. Responding to a Concern

Any concern, however minor, must be reported **immediately** to the DSL. If a child makes a disclosure:

- Listen without judgement or interruption
- Reassure the child they are being taken seriously
- Do not promise to keep secrets
- Record exactly what the child says, using their own words
- Report to the DSL straight away

If a child is at immediate risk of harm, call 999.

6. Allegations Against Staff

Allegations or concerns about staff conduct will be handled in line with our **Allegations Policy** and referred to the **Local Authority Designated Officer (LADO)**.

We will:

- Suspend the individual if necessary
- Inform parents/carers as appropriate
- Cooperate fully with investigations
- Report to Ofsted within 14 days if the allegation meets the threshold

7. Safer Recruitment

We follow safer recruitment practices, including:

- Enhanced DBS checks for all staff and volunteers
- Verification of identity, references, and qualifications
- Safeguarding and code of conduct training before employment starts
- Ongoing supervision and performance monitoring

8. Staff Training

All staff receive:

- **Safeguarding induction** on joining
- **Termly CPD and Annual refresher training**
- Additional training on specific risks (e.g. online safety, Prevent Duty, child-on-child abuse)
- Clear guidance on professional boundaries

9. Use of Shared Spaces and Social Context

We consider the **social environment** of each child in our care:

- Communal spaces are arranged for visibility and safe supervision

- Children are never left unsupervised
- Activities are designed to promote positive social interactions and emotional well-being
- Staff are alert to signs of isolation, anxiety, or peer conflict
- Any concerns about social or emotional health are recorded and shared appropriately

10. Use of CCTV and Monitoring Systems

If CCTV is in use at the venue:

- It is only used in shared public areas for **safety and security**
- Footage is stored securely and retained for no longer than necessary
- CCTV is **never used** in toilets, changing areas, or private spaces
- Usage is compliant with **GDPR** and privacy laws

11. Digital Safety and Use of Computers

- Staff devices are password-protected and used only for authorised purposes
- Children do not access staff devices or records
- Any use of technology with children is age-appropriate, supervised, and safe
- Staff follow our **Acceptable Use Policy** for digital systems
- All safeguarding records are stored securely and shared only with relevant personnel

12. Confidentiality and Record Keeping

All concerns and disclosures are:

- Recorded using our safeguarding concern form
- Stored securely with restricted access
- Retained for a minimum of 3 years (or longer in line with safeguarding guidance)
- Shared only with appropriate authorities (e.g. social care, police, Ofsted)

13. Working with External Agencies

We work closely with:

- Local safeguarding partners (police, health, children's services)
- Parents and carers (unless doing so puts a child at further risk)
- Schools and other providers as part of continuity of care
- Ofsted and the LADO when required

14. Whistleblowing

Staff must report concerns about poor practice, misconduct, or safeguarding failures. We have a **Whistleblowing Policy** that ensures protection for those who report concerns in good faith.

15. Prevent Duty

We have a duty under the **Counter Terrorism and Security Act 2015** to prevent children from being drawn into extremism. All staff are trained to:

- Recognise warning signs
- Promote British values
- Refer concerns to the DSL and Prevent team where appropriate

16. Policy Monitoring and Review

This policy is reviewed annually and updated following:

- Legislative changes
- Ofsted inspections
- Safeguarding incidents
- Staff or stakeholder feedback

17. Registration and Dismissal Procedures

To safeguard children during their time at camp, we follow strict procedures for **registration** (arrival) and **dismissal** (collection) at the start and end of each day.

Arrival and Registration

- All children must be **signed in** by a parent/carer or authorised adult each morning at the designated registration point.
- Staff will record the **arrival time** and **any relevant information** (e.g. medication, injuries, changes in collection).
- Children will be visually accounted for and welcomed into their group by a member of staff.

- **Late arrivals** must report to the designated camp lead before joining the group.

Daily Registers

- Registers are taken at the start of each session and again after any transitions or off-site activities.

- Attendance records are stored securely and retained in line with our **data protection and safeguarding policy**.

Dismissal and Collection

- Children must be **signed out** by an authorised adult listed on their registration form.

- No child will be released to anyone **not named or authorised**, unless prior written permission has been given by the parent/carer.

- Staff will **verify the identity** of unfamiliar adults by checking ID and cross-referencing the approved collection list.

- If there are any **court orders or safeguarding concerns** relating to collection, these must be disclosed during registration and appropriate arrangements made.

- Children will not be allowed to leave the premises alone unless written parental consent has been provided (for older children if appropriate and agreed in advance).

Late Collection

- Parents are expected to collect their child promptly at the end of the session/day.

- In cases of late collection, the child will be supervised by at least two members of staff until collected.

- A **late collection fee** may apply after a grace period.

- If no contact can be made with a parent or emergency contact within **30 minutes**, safeguarding procedures will be followed, and **Children's Services may be contacted**.

18. Key Contacts

Local Authority Designated Officer (LADO):
01133789687 lado@leeds.gov.uk

NSPCC Helpline: 0808 800 5000
Ofsted: 0300 123 1231 | enquiries@ofsted.gov.uk

Designated Safeguarding Officer

Steve Waide steve@beyondthephysical.co.uk Tel: 07841917984

Date policy last reviewed: 1st July 2025