



# **Safeguarding & Child Protection Policies**

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# Venture Camps CODE OF CONDUCT

## **Our Mission Statement**

It is our primary aim at Venture Camps to make sure every child has fun, learns new skills and leaves feeling uplifted and full of confidence.

Venture Camps exists to deliver high quality physical education and sports coaching to primary schools throughout the UK. We aim to empower young people with the skills and attributes that are vital in sport and promote a positive attitude towards themselves and others.

It is our aim, that through sport we can encourage young people, develop their confidence and thereby enable them to experience achievement and success that can be translated into many areas of their future lives.

## **Staff and Coaches must:**

- Respect the rights, dignity and worth of each and every child and treat each equally.
- Place the well-being and safety of each child above all other considerations, including their development of performance in the sport or activity.
- Be positive and encouraging to all children, using language that inspires and promotes the values of our company's mission.
- Not favour or hold resentment towards any child, but to maintain that all children are equal and should not be prejudice against in any way, relating to gender, race or previous behaviour.
- Not exert undue influence to obtain personal benefit or reward.
- Encourage and guide children to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
- At the outset, clarify with the children (and where appropriate, parents) exactly what is expected of them and also what they are entitled to expect from their coach. Co-operate fully with other specialists, appointed responsible persons (e.g. teachers, child protection officers) in the best interests of the player.
- Always promote the positive aspects of the sport (e.g. Fair Play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
- Consistently display high standards of behaviour and appearance.

- Not use or tolerate inappropriate language.
- Identify signs of abuse and act accordingly (see further on for what actions to take).

### **Additional Roles of Venture Staff**

- Coach and teach children with enthusiasm, charisma and an uplifting spirit.
- Provide a safe environment for all activities.
- Be reasonable in demands of the children in their chosen activity.
- Avoid over playing any children or becoming too involved in the activity.
- Stress safety always.
- Develop team respect.
- Develop skill levels and ensure appropriate behaviour before winning.
- Be reliable and punctual.
- Be in charge of team discipline and encourage self-discipline in players. Be firm but fair.
- Encourage sportsmanship and be a positive role model with a positive attitude.
- Teach fair play.
- Never humiliate any child. Never criticise any child in the presence of other children.
- Inform of any cancellations or amendments as well as any team or club news.
- Not to show any favouritism to any players.
- Avoid joining in any inappropriate activity, which will involve bodily contact and potential injury.
- Not to leave any venue or club until all children have been collected and accounted for.
- Have first aid kit available at all times and ensure first aid certification is in date.
- Notify Venture immediately of any change in circumstances that may affect your right to work with children.
- Any evidence of drinking alcohol or the consumption of drugs would result in the immediate dismissal of that member of staff.

### **Safeguarding**

At Venture Camps Kent we believe that the safeguarding and welfare of children is everyone's responsibility particularly when it comes to protecting children from abuse. Everyone staff member is responsible for identifying signs of abuse and acting accordingly.

Abuse can occur anywhere there are children - at home, at school, in the park, at a club. Sadly, there are some people who will seek to be where children are, simply in order to abuse them. We believe that everyone in Venture Camps Kent has a part to play in looking after the children with whom they are working. The Children Act 1989 and Working Together to Safeguard Children (DOH 1999) highlight the shared responsibility of

organisations to promote children's well-being and safeguard them from harm. They stress the importance of effective information sharing, collaboration, and understanding.

Venture Camps Kent has a moral and legal obligation to both identify and appropriately deal with concerns raised regarding the well-being of children involved in our sport activities.

**These safeguarding procedures stem from the following principles:**

- The child's welfare is the first consideration.
- All children regardless of age, gender, racial origin, religious belief, sexual identity and any disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.
- Venture Camps Kent has a responsibility for the welfare of children and young people who take part in our sport.
- Venture Camps Kent has a responsibility to maintain confidentiality in all cases involving safeguarding of children in line with current legislation.
- Venture Camps Kent will not tolerate, within its clubs and activities, poor practice in dealing with the safeguarding of children.

We know that if the procedures are to help to protect children, everyone involved in 'Venture Camps Kent' and activities needs to be familiar with and discuss them. The procedures are revised on a regular basis each year and discussed personally with any new staff member.

Venture Camps Kent will support anyone who reports his or her concerns that a child is at risk of, or may actually be, being abused.

This policy on safeguarding is mandatory and the Child Protection Co-ordinator (CPC) will oversee the procedure is followed appropriately at all times.

A child is defined as any young person under the age of 18.

**OUR AIMS**

We aim to provide:

- An ethos in which children feel safe, secure, valued and respected.
- A place where children can feel confident to talk openly and be sure of being listened to.

- A culture which promotes self-esteem and gives children the knowledge and skills to make positive choices.
- Support for children, parents and staff in difficult situations relating to child protection and to help guide them to the appropriate body (KCC and Child Protection Services).

## **IDENTIFYING ABUSE**

In order to recognise abuse, we need to be open to the possibility that it is happening. This means being aware that abuse can affect children of all ages, of both sexes, different races, cultures and that it can occur in all social classes.

Listed below are some of the signs and types of behaviour which may indicate a child is being abused. In themselves they are not evidence of abuse, but may suggest abuse, particularly if a child exhibits several of them or if a pattern emerges of exhibiting such signs or behaviour. There may be a pattern of minor injuries over time, or inadequate, muddled and inconsistent explanations which alert you to the possibility of abuse. Be aware that even for 'experts' abuse is not easy to diagnose. Sharing your concerns with the Child Protection Co-ordinator (CPC) is vital and the most important first step to take.

There are four main categories of abuse: physical, emotional, neglect and sexual.

- repeated minor physical injuries (e.g. bruising, cuts etc.)
- children who are dirty, smelly, poorly clothed or who appear underfed
- children who have lingering illnesses which are not attended to
- deterioration or significant changes in behaviour without explanation
- aggressive behaviour, severe tantrums
- an air of 'detachment' or 'don't care' attitude
- overly compliant behaviour, 'watchful' attitude
- sexually explicit behaviour (e.g. playing games and showing awareness which is inappropriate for the child's age)
- aggressive and inappropriate sex play
- the child who is reluctant to go home with a parent for no apparent reason
- does not join in social activities, has few friends
- tummy pains with no medical reason
- eating problems, including over-eating, loss of appetite
- disturbed sleep, nightmares, bedwetting, constantly tired
- running away from home, self-inflicted wounds
- reverting to younger behaviour, depression, withdrawal
- relationships between the child and adults which are secretive and exclude others

Many forms of abuse, such as emotional and sexual abuse, may not show physical signs at all. We should look for a series of signs and symptoms rather than isolated instances, although some signs on their own can be significant.

PHYSICAL ABUSE may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a child is forced to train beyond his/her capabilities.

SEXUAL ABUSE involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative or non-penetrative acts, involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways.

EMOTIONAL ABUSE is the persistent emotional ill treatment of a child that adversely affects their development. It may involve conveying to a child that they are worthless, unloved, and inadequate, or where inappropriate expectations are put upon them. In a sporting context this may include severe parental or coaching pressure to succeed. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.

NEGLECT is 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, such as failing to provide shelter, food, clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure they are safe or exposing them to harm.

IN ADDITION BULLYING can often account for a high proportion of referrals. The guidance in this document should be followed in any case where bullying has been reported or observed within the club setting.

## **CHILD ABUSE IN SPORT**

Sport can play a major part in the lives of many children and families and for most the experience is a positive one that provides them with many opportunities to have fun, keep fit and even participate at national and international competitions. However, sadly it is known that a small minority of individuals who wish to harm children can access them through sport.

Abuse and poor practice can take place in any environment, including sport. It is often committed by a person well known and trusted to the child. It can also be committed by another young person.

Sibling and peer abuse has been recognised as an ongoing aspect of safeguarding and should be recognised and addressed. Other concerns have involved the use of racist language and racist taunts which should not be tolerated in clubs, nor should bullying by children or adults.

All adults involved in Venture Camps sports activities have a responsibility to report concerns of a child abuse nature appropriately and to act in a manner at all times that keeps children safe from harm.

### **Children with Specific Needs**

Some children may require specialised care and clubs who work with children with physical and learning problems should ensure that:

- The guidelines of Disability Sport England “Protecting Disabled Children and Adults in Sport and Recreation” are followed by clubs, teachers and coaches who work with children with particular needs.
- The views of the child and parent/ carer are always obtained prior to any activity, specifically those requiring any physical handling or of a physical nature, to gain both consent and agreement of all concerned.
- No child is discriminated against by the Venture Camps staff or any peers from taking part in an activity, which it is safe and proper for them to undertake.

Some children will suffer with an illness but show no outward appearance of being a child with specific needs, such as those diagnosed with epilepsy or diabetes. It is essential the Venture Camps co-operate with parents on their child’s needs should they develop an attack during the sports activities. Such children should not be excluded or prevented from taking part in any sporting activity in which all other peers are entitled to take part, as this would be discriminatory. With the correct knowledge and information, and the required parental support, children with such illnesses can train and compete as any other player.



## PROCEDURES

Staff should always remember that they should never withhold or keep private information heard concerning a child who is being abused. The welfare of the child is paramount and this information should be passed on to the CPC for Venture Camps immediately.

Please remember it is not your responsibility to decide whether a child is being abused, but to act in line with this policy regarding concerns. It is your responsibility to ensure the concerns raised are passed on appropriately.

Venture Camps has a Child Protection Co-ordinator (Ian Harris / Meagan Cheek). This person will have the knowledge of the safeguarding policy and procedure to advise anyone with a child welfare concern. They should always be informed of any concern raised within the club activities, unless they are in some way implicated in the concern.

Following this the designated CPC will act accordingly:

- If the child or young person is in immediate danger or has been physically injured, ensure they are safe and contact CCPAS (Venture Camps advising body) or social services or the police.
- The concern will also be made known to **Kent Central Duty Team: 03000 411111**
- If the child is not in immediate danger the CPC will pass the concern on to the Kent Central Duty Team and seek advice from here.
- A Child Protection record must be made using the forms provided by Venture Camps.

PLEASE REMEMBER - it's not your responsibility to decide whether a child is being abused but we are asking you to act on your concerns.

If your concern involves a member of Venture Camps Staff who is the CPC or may have relationship with the CPC that would in some way interfere with this process, and you do not feel it appropriate to speak to the CPC as they may be involved in the allegation then you must contact the Kent Central Duty Team yourself directly.

### **Children with Special Educational Needs**

**Definition of SEN:** A child has special educational needs if he or she has a learning difficulty, which calls for special educational provision to be made for her or him.

Here at Venture Camps, we operate an inclusive programme that aims to include all children for all activities throughout our camps. No child is discriminated against by the

Venture Camps staff or any peers from taking part in an activity, which it is safe and proper for them to undertake.

Our staff always work to ensure activities and programmes are written and undertaken to include all children and we are committed to working with parents to develop the best strategies to help children take part, learn and thrive at our camps, leaving with the same feeling of excitement, self-satisfaction and achievement that we hope all children experience at our camps.

When possible, Venture Camps will allocate trained and experienced staff to support children who might be finding it hard to take part in our activities within a group setting. This designated person will be there to support, communicate with parents to let them know how their child is coping throughout the day and also to offer support to the children without distracting the other members of the group.

We ask parents to share as much detail regarding any pastoral care needed for their child to help us as a team provide the very best support for them throughout the day.

Venture Camps are committed to working with Ofsted, The Out of School Alliance and Kent County Council to ensure we continue to promote an inclusive environment across all our camps and with all our staff.

### **Behaviour Management**

Children will be required to ensure that their behaviour is compatible with the orderly conduct of activities and that minimal disturbance to other visitors is caused and children are required at all times to follow the verbal and/or written instructions of our staff.

Behaviour deemed inappropriate may include but is not limited to:-

- Leaving the site unless accompanied by a member of our staff
- Threatening behaviour including offensive or insulting language to other visitors or our staff
- Suspected involvement with illegal drugs
- Fostering an inappropriate relationship with another visitor
- Wilfully leaving allocated areas without good reason;
- Inappropriate use of mobile phones, cameras or video equipment
- Theft, vandalism or illegal activities
- Inappropriate behaviour

- Bullying (in any form) which adversely affects the enjoyment of other visitors.
- Injury to staff

All children are expected to abide by these rules and conditions. You must arrange for your child to be collected as soon as reasonably possible from when we contacted you. Any additional costs so incurred shall be entirely your responsibility and you shall reimburse any costs reasonably incurred by us in connection with the exclusion of your child (to include costs of arranging alternative care and/ or transportation). A refusal to collect your child at the camps request will result in a notification to the Head of Safeguarding who will follow the safeguarding procedures.

### **Sickness and attendance**

You and your child shall at all times take such precautions as shall be necessary and/or as maybe reasonably required by us to prevent or restrict the spread of infectious or contagious diseases e.g., chicken pox, gastro enteritis.

In particular (and without limitation) you are required to advise us if your child has suffered from or been in contact with other persons or animals suffering from infectious or contagious diseases representing any threat to human health within the period of 4 weeks prior to the arrival date at Camp in which case we shall be entitled to cancel the booking of the child.

We reserve the right to decline to accept or to cancel any booking or exclude any child at any time prior to the arrival date or between the arrival date and the departure date, if in our reasonable opinion the behaviour of that child is or may be disruptive, dangerous, inappropriate or incompatible with the general enjoyment of other visitors. This may include when a child presents with a special educational requirement which was not disclosed prior to arrival. If we exclude a child , the parent will not be entitled to a refund for any unused portion of the holiday.

### **TOILET PROCEDURES**

All coaches should follow the same procedure when children need to use the toilet. For private, closed venues (closed to the public), a 'team' system should be used whereby a group of children (3 or more) should go to the toilet and back. Coaches should ensure children are always in threes AT THE VERY LEAST, and also all children are aware of the location of toilets they can use. Staff should always be within a close distance of the toilet

when children are there. If a larger group needs to go, staff should take all children to the toilet and wait outside.

For public venues such as sports centres, staff should accompany children to the toilet in groups and wait outside. The member of staff should ensure the toilets are empty before allowing children to enter.

Any incidents or behaviour changes in a child that give cause for concern should be recorded on an Incident Sheet. It is important that what is recorded is kept factual and includes reported speech where appropriate. Opinion should not be given unless there is some form of evidence base which can be quoted. The sheet must be signed, dated and timed and given to the CPC immediately. These written notes are particularly important.

## **MOBILE PHONES**

Staff are not to have mobile phones on them during activities.

Phones should only be used for emergency reasons or to contact appointed persons of Venture Camps. Staff should not login or be engaged on social media or forms of instant messaging during time with children.

Only the head coaches and senior staff should access to a mobile phone at camp or during an activity. This person should be appointed and all other persons should not have a phone on them during this time.

## **SUMMARY OF DEALING WITH DISCLOSURES**

Make sure that you stress the following points during discussion:

- It is vital to offer the child time to talk. If this is impossible immediately, then agree on some specified time later.
- It is important for a coach to alert another member of staff if they need support while they hear a disclosure.
- It is crucial to listen to the child without being judgmental or expressing feelings of anger or horror too strongly. The child may well feel shame and guilt at what has happened and may have feelings of love for the abuser.
- It is important to limit any questioning and to be 'open ended' in any questions you may ask. Any probing or leading questions could contaminate evidence which may be needed in the future. Our role is to receive the child's story.
- Do not promise confidentiality which you cannot honour. If a child discloses that they have been abused, you will need to talk to the CPC, and eventually other agencies may need to be contacted. A false promise of confidentiality will betray the trust placed in you. Explain to the child that in order to safeguard her/him you may need to talk to

someone else. Make it clear that the child will know in advance that you are going to do this. Tell the child who you will talk to.

- Make a note as soon as you can of the content of the conversation, with details of date, place, etc. Separate out your verbatim report from any subjective views you may have.
- You are not expected to be an expert in counselling, but to use your listening skills and respond sensitively.
- We should not over react to a situation or to information given to us.

## **THE CHILD PROTECTION REGISTER**

The CPC will inform members of staff who have direct pastoral responsibility for any children on the register. These children should obviously be monitored very carefully and the smallest concern noted and passed to the CPC.

## **CODE OF PRACTICE**

All staff should take precautions not to place themselves in a vulnerable position with relation to safeguarding. It is always expected for work with individual children to be conducted in view of other adults. Newly appointed staff will be required to complete and submit an Enhanced Disclosure Form for the Criminal Record Bureau (CRB). All staff of Venture Camps must have a DBS with no previous convictions that may affect his/her ability to work for the company.

## **SUPERVISION AND SUPPORT**

The CPC is available for all staff and parents to talk to, to give support and is also able to put staff and parents in touch with outside agencies for professional support if they so wish.

All staff should work towards an atmosphere which enables children to feel safe to talk. However staff should never promise a child to keep certain information confidential. It must be explained that you have certain duties to help keep that child safe and that you may need the help of other adults to do this.

**Any member of staff under the age of 18 assisting Venture Camps in the provision of sports coaching must be supervised at all times.**

## **TRAINING**

Training needs are identified at both an overall staff level and at an individual level through staff development and meetings.

- The designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty and is aware of the Channel Programme and how to access it
- Designated person training is refreshed every two years.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Safeguarding policy, understand its contents and are vigilant to sign of abuse, neglect, or radicalisation.
- All staff are aware of their statutory duties with regard to the disclosure or discovery of child, and concerns about radicalisation.
- all staff receive basic safeguard training, and safeguarding is a permanent agenda item at all staff meetings
- all staff receive basic training in the Prevent Duty
- Staff are familiar with the Safeguarding file with is kept in a lock cabinet in the Venture Camps office.
- Venture Camps procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with "What To Do If You're Worried A Child Is Being Abused (2015)".

## **MONITORING AND RECORD KEEPING**

What do we need to consider?

- Ensure the safety and confidentiality of files. Child protection records should be kept securely locked.
- Child protection records can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1984.
- Encourage/train all staff to record information in factual, non-emotive, non-judgemental terms, with notes of the date, time and content.
- In cases of alleged child abuse which come to court, the court may require the child protection records.

Staff and parents share a common responsibility to keep children safe. This is emphasised in the Children Act 1989 which highlights the welfare of the child as paramount.

The person who is the Venture Camps Kent Protection Co-ordinator is Mr Ian P Harris who can be contacted by telephone on 07909814643.

CCPAS (Child Protection Advisory Service) is the umbrella organisation through which Venture Camps Kent receives its advice, disclosures and support for matters relating to Safeguarding. Their address and contact details are;

Kent Central Duty Team - 03000 411111. This number should be called if you do not feel it safe to speak to the CPC regarding your area of concern.

## **Venture Camps KENT EQUAL OPPORTUNITIES POLICY**

“Venture Camps Kent is committed to the principle of equal opportunities in its work with young people, providing a framework for the participation by young people irrespective of ethnic origin, class, age, religion, nationality, sex or disability.”

This Policy is written for all those involved with Venture Camps Kent to ensure understanding and fairness towards all young people who take part in our Sports coaching. It is also clear guidance for all staff on the code of practice that must be followed.

Venture Camps Kent is aware of and complies within the boundaries of the law. Particularly in laws such as : the Sex Discrimination Act, Equal Pay Act, Disabled Persons Act and Race Relations Act. These laws impact the way that we employ all staff and how we behave with the public, young people and other clients. Venture Camps Kent only employs staff who are proven to have: firstly, a high standard of commitment to the young people: secondly, those who have high moral standards; and lastly those who have excellence of character.

We understand that ‘the Coach’ is always a role model : either a good one or a bad one! The responsibility to ensure a high standard of equal opportunities is monitored by the Directors of Venture Camps Kent. This standard will be maintained with integrity during all activities that Venture Camps Kent are involved in and will be a reflection of our main statement.

## **COMPLAINTS AND ALLEGATIONS**

- Any complaints or allegations of any nature are to be reported to the Venture Camps Kent Directors immediately.
- The complaint is to be recorded in the allegations/complaints book, with the date, nature of incident and is to be witnessed by a member of the Venture Camps Kent.
- Venture Camps Kent Directors will then take appropriate action. The action should be recorded also.

This policy is kept on file but is also used in Venture Camps Kent day to day operations. It is a code of practice that permeates into every area of who we are and what we do, from coaching to telephone conversations to dealing with the public or any other activities we are involved in.

The policy is explained in detail to every member of staff in the initial Venture Camps Kent training day.

This policy will next be reviewed in six months time and amended or added to if seen to be necessary Venture Camps Kent Directors.

## **EMERGENCY PROCEDURE**

Guidelines for dealing with an Incident / Accident

1. Stay calm but act swiftly and observe the situation, Is there a danger of injuries?
2. Listen to what the injured person is saying.
3. Alert the first-aider who should take appropriate action for minor injuries
4. In the event of an injury regarding specialist treatment, call the emergency services.
5. GIVE LOTS OF ENCOURAGEMENT TO THE YOUNG PERSON.
6. Deal with the rest of the group and ensure they are adequately supervised. This might require that the activity be stopped.
7. Do not move someone with major injuries. Wait for the emergency medics.
8. Contact the injured person's parent/guardian.
9. Complete the accident report form/book.
10. Call Venture Camps overseeing officer to explain the situation (Ian Harris / Andrew Meston)

All accidents must be recorded at the time of the incident in the accident book.

It is very important to remember that during a coaching session you are to look after the wellbeing of all the children as well as coach sport. This means that the only thing they are allowed to do in your session is play that particular sport or activity.

The safety of the children is your responsibility as the coach.

To re-emphasize this point it means that children are not allowed to swing on the goal posts, climb trees, play with sticks or play on a climbing frame. The reason being that if they get hurt doing something other than playing the sport in which they are being coached



it could be seen as irresponsible by the parents and could even end in a lawsuit. Be watchful, careful and professional at all times.

After teaching session it is the coach's responsibility to ensure that children are picked up with their correct parent or guardian. If the coach is concerned who is picking up the child, ID must be asked for and if the coach is still unsure, they must call the parent/guardian. Children must not be left unattended after activity days/sessions and it is the coach's responsibility to contact parents should such a situation arise.

## **PREVENT RADICALISATION**

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent duty"). Young people can be exposed to extremist influences or prejudiced views, in particular those via the internet and other social media. Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol.

- Examples of the ways in which people can be vulnerable to radicalisation and the indicators that might suggest that an individual might be vulnerable:
- Example indicators that an individual is engaged with an extremist group, cause or ideology include: spending increasing time in the company of other suspected extremists; changing their style of dress or personal appearance to accord with the group; their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause; loss of interest in other friends and activities not associated with the extremist ideology, group or cause; possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups); attempts to recruit others to the group/cause/ideology; or communications with others that suggest identification with a group/cause/ideology.
- Example indicators that an individual has an intention to use violence or other illegal means include: clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills; using insulting or derogatory names or labels for another group; speaking about the imminence of harm from the other group and the importance of action now; expressing attitudes that justify offending on behalf of the group, cause or ideology; condoning or supporting violence or harm towards others; or plotting or conspiring with others.
- Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include: having a history of violence; being criminally versatile and using

criminal networks to support extremist goals; having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction); or having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills).

The examples above are not exhaustive and vulnerability may manifest itself in other ways. There is no single route to terrorism nor is there a simple profile of those who become involved. For this reason, any attempt to derive a 'profile' can be misleading. It must not be assumed that these characteristics and experiences will necessarily lead to individuals becoming terrorists, or that these indicators are the only source of information required to make an appropriate assessment about vulnerability.

We will refer children at risk of harm as a result of involvement or potential involvement in extremist activity to the Kent Safeguarding Team.

### **COMPLAINTS AGAINST Venture Camps**

Parents may wish to make a complaint against Venture Camps. They are welcome to do this firstly by contacting the leading members of staff. However you may also wish to direct your complaint directly to Ofsted. This can be done by emailing [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or calling 0300 123 1231

All records of complaints will be kept for a minimum period of 3 years, confidentially on file. Actions taken from a complaint will be notified to the parent who made the complaint within 28 working days.

## **Staff Social Media Policy**

All staff working for Venture Camps agree to set all social media accounts to a private setting, which restricts anyone not connected to them as a friend to see any status update or photo which they may post.

Staff at Venture Camps should recognise that their actions, including what they post on social media influence young children who look up to them not only as coaches but as role models and could bring the company into disrepute; if those posts were in anyway offensive.

Therefore all staff agree to be cautious in what they post and agree to not post anything of the following:

- Anything that might be deemed offensive, prejudice or discriminate against another person.
- Images or videos that bring the company and the employee into disrepute.
- Venture Camps staff commit to not commenting or being involved in any conversations or comment streams on social media which are related to offensive or rude material.

Venture Camps staff will not accept friend requests or communicate with parents or carers of children on social media in attempt to build personal unprofessional relationships with them. All communication with VentureStaff must be done through the company by email or by calling the office phone.

Any contact made by children or parents on social media will be rejected and reported to the designated lead safeguarding officer.

## **Social Media and Phones on Location**

Staff should not engage, post or have any interaction on social media during the camp day. Phones will be locked away and communication is only with the appointed camp phone in the location. No photos or camera phones are permitted to be used at camps. Any photography will be done by a professional appointed photographer, with consent given by parents for photos to be taken on the particular day, agreed prior to the event taking place.

## **Contact numbers**

Social Care: 0300 041 1111

Social Care Out of Hours contact: 0300 041 9191

LADO (Local Authority Designated Officer): Peter Lewer 0300 041 5648

LSCB (Local Safeguarding Children Board): 0300 042 1126

Local Authority Prevent Co-ordinator: Nick Wilkinson 0300 041 7201

Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231