Safeguarding Children & Vulnerable Adults
Policy and Guidelines

Policy Statement

The Outlook Trust recognises that all children and vulnerable adults have the right to be protected from harm and live in a safe environment.

The Outlook Trust has a duty of care to safeguard all children and vulnerable adults involved in Outlook Trust activities from harm. All children and vulnerable adults have the right to protection and the needs of children and vulnerable adults from all backgrounds and abilities must be taken into account. This includes children of all ages, ethnicity, social backgrounds, abilities, sexual orientation, religious belief and political persuasion. The Outlook Trust will ensure the safety and protection of all children and vulnerable adults involved in its activities through adherence to its Child Safeguarding Policy and Codes of Practice and Guidelines.

The Outlook Trust will support anyone who, in good faith, reports his or her concerns that a child or vulnerable adult is at risk of, or may actually be, being abused.

Principles

The following principles underpin the Outlook Trust Child Safeguarding Policy:

- To provide children, young people and vulnerable adults with appropriate safety and protection whilst in the care and responsibility of the Outlook Trust.
- All trustees and volunteers should promote a culture that ensures children are listened to and respected as individuals.
- To allow all trustees and volunteers to make informed and confident responses to specific child safeguarding and child protection issues.
- All suspicions of child abuse will be taken seriously and responded to quickly and appropriately.
- A child is defined as an individual under the age of 18 (The Children Act 1989).
- To help and support all individuals involved in providing activities for young people on behalf of the Outlook Trust.
- To give guidance and support, when required, to all organisations and individuals involved in providing activities for young people.
- That all children, regardless of their age, ethnicity, abilities, social background, sexual orientation, religious beliefs, or political persuasion, have the right to live in a safe environment.
- That the welfare of the child is paramount and will underpin all guidance.
- All trustees and volunteers are expected to follow and adhere to these guidelines.

Recognising How Children Can Be Harmed

'Child abuse' is a term used to describe ways in which children are harmed. Abuse may result from action or inaction by a volunteer or paid helper, family member or another young person. The Children Act (1989) states that there are four main types of abuse: Physical, Emotional, Sexual and Neglect. These are outlined below:

Physical Abuse

Where adults physically hurt or injure children. In any outdoor activity situation this might occur if the child is forced to train or perform beyond his or her capabilities. It may also occur if the training disregards the capacities of the child's immature and growing body. In more extreme cases this can take the form of physical attack i.e. hitting, shaking, burning or biting them.

Emotional Abuse

Occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed. It can occur, conversely, if a child is over protected preventing them from socialising. In an outdoor activity context this may be present in the unrealistic expectations of what a child can achieve by parents, instructors or even fellow young people. This can also occur in the undermining of a young person through ridicule. This abuse often manifests itself in the form of bullying.

Sexual Abuse

Occurs when a child knowingly or unknowingly takes part in an activity which meets the sexual needs of the adult person or persons involved. It could range from sexually suggestive comments to physical sexual activities. Exposing young people to pornography is also a form of sexual abuse. In a sporting context this may take the form of photography or videoing for the sexual gratification of the viewer. Instructors and volunteers are often placed in a position of great trust and it is when this trust is abused that sexual abuse can occur.

Neglect

This includes situations in which adults fail to meet a child's basic physical needs (e.g. food, warm clothing). This may involve the lack of medical attention or consistently leaving children alone and unsupervised or monitored. Neglect can also occur if a supervisor fails to ensure children are safe or exposes them to undue cold or risk of injury. This has obvious implications for those taking young people into potentially hostile mountain environments.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated they may follow an individual into adulthood. For example an adult who has been abused may find it difficult to maintain a stable and trusting relationship.

The Outlook Trust will support anyone who in good faith reports his or her concerns that a child is at risk.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, which may include the following people:

- The Outlook Trust Lead Child Safeguarding Officer
- The Trustee Board of the Outlook Trust
- The parents of the child
- The person making the allegation
- Social Services/Police
- The alleged abuser (and parents if the alleged abuser is a child)

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

How to Respond to a Disclosure, Suspicion or Allegation

"If there is a concern about a child's welfare, or the behaviour of an adult the one thing not to do is do nothing" Child Safeguarding (policy and guidelines) Mountaineering Ireland 2003

A child in your care may indicate to you that they are being abused in some way or information may come to you of possible abuse. On receiving this information you should:

- react calmly- do not rush into inappropriate action. What you are told may be very shocking but it is important you give the child some stability;
- reassure the child that they are not to blame and that they did the right thing to tell someone, i.e. you, about the incident;
- take the child seriously and listen carefully to them. Recognise how difficult it was for them to tell you;
- only ask questions which help to clarify the situation. **Do not question any more than is strictly necessary**. The law is very strict when it suspects a child has been led or ideas have been suggested;
- if possible allow only one adult to talk to the child to begin with. It is possible that discrepancies in the account of what has happened can, in the event of the allegation being referred, lead to legal complications later;
- try not to make the child repeat their account unnecessarily;
- do not make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening but that you will endeavour to keep the incident as confidential as possible; and
- make a full record of what has been said, heard or seen as soon as possible.

Do not:

- Take sole responsibility for further action **(see section 'What You Should Do Next'** on Page 13)
- Approach or try to contact the alleged abuser
- Ignore what has happened
- Make promises you cannot keep

Recording information

Information that is passed on to the Outlook Trust, Social Services and the Police must be as helpful as possible. Hence there is a necessity for making as detailed record as possible. This should endeavour to contain:

- the nature of the incident;
- a description of any visible injuries;
- the child's account;
- times, dates or other relevant information;
- a clear distinction between what is fact, hearsay and opinion; and
- a record using the Outlook Trust's safeguarding record

After attaining this information do not hesitate to pass it on to the relevant organisation **(see flow charts in the 'What You Should Do Next' section** on Page 13**).**

Storage, Access to and Retention of Recorded Information

Information passed to the Outlook Trust in accordance with this policy must be kept securely and be retained for 30 years.

Allegations of previous abuse

Allegations of abuse may be made a long time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made the procedures in section **'What You Should Do Next' on Page 13** should be followed and when appropriate Social Services or the Police will be informed. This is important as other children may still be at risk from the accused individual should the allegation be proved to be correct.

What You Should Do Next

Concerns about poor practice and possible abuse during Outlook Trust activities.

Concerns and allegations about child abuse require very careful handling and should be treated with the strictest confidence. Any form of abuse can ultimately result in a criminal conviction. It is important to keep an open mind and that all allegations are kept in the strictest practical confidence. It is important you act on your concerns.

If the concern is clearly about poor practice see the Codes of Practice **"Poor Practice"** section on page 18.

If the concern/allegation is suspected abuse and relates to an Outlook Trust member of staff or volunteer, it should be reported to one of the trustees, who, may in turn, refer it to Social Services or the Police. Concerns over members of the public may be referred directly to Social Services.

In all cases the Outlook Trust Lead Child Safeguarding Officer should be informed. If the allegation is against this person then the report should be given to a Trustee **not** involved.

Following advice from Social Services the parents or carers of the child will be informed by the Outlook Trust Lead Child Safeguarding Officer. Where there is concern for the safety of the child Social Services or the Police will contact the child's parents. Where there is an allegation against a parent, the Police or Social Services will contact the family.

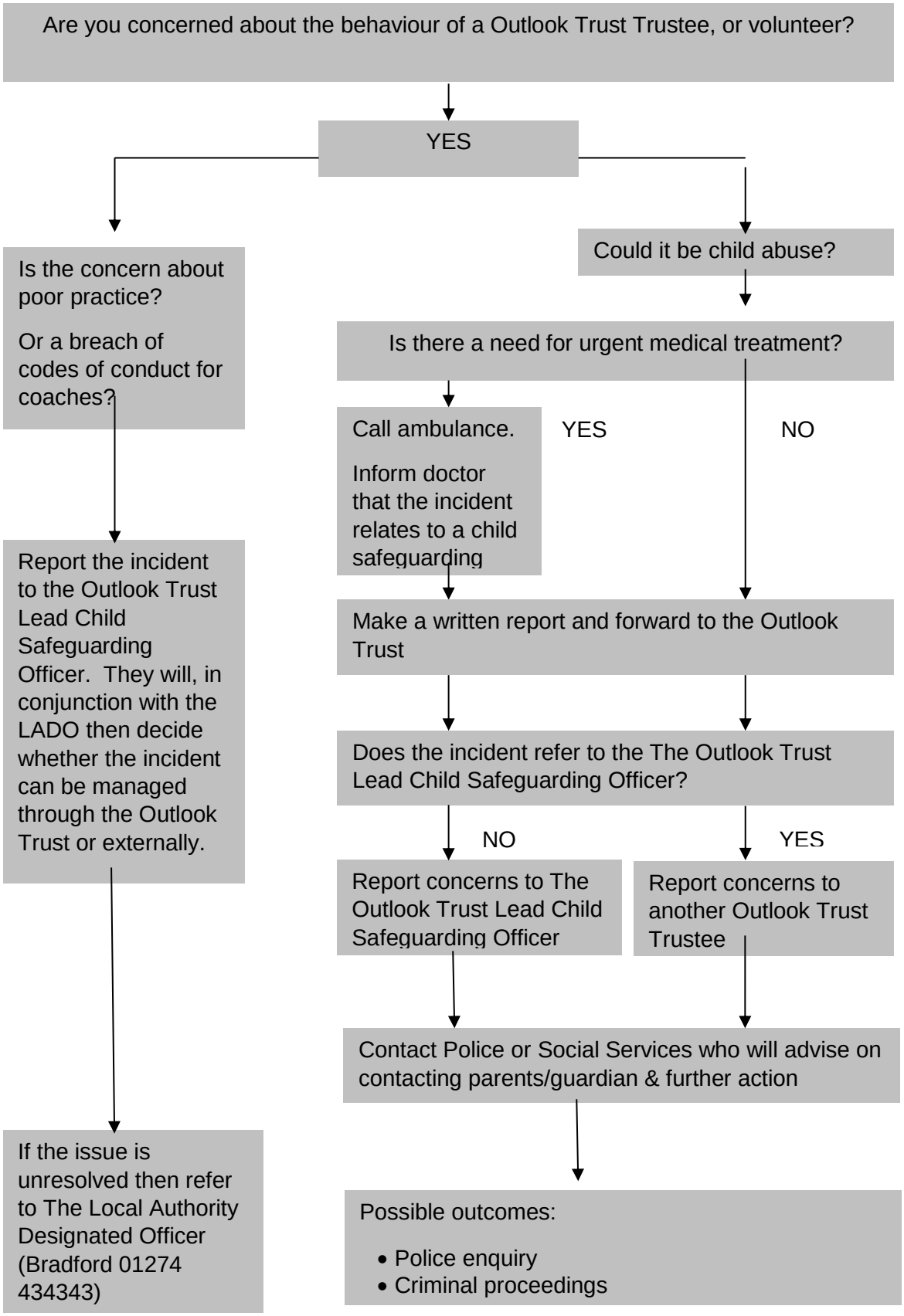
If the concern is about a member of staff or volunteer, they will then be notified that an allegation has been made and where appropriate suspended from his/her duties.

If you are in any doubt or do not feel confident in sharing your concerns with The Outlook Trust Lead Child Safeguarding Officer, you can contact the NSPCC 24hr help line on 0800 800 5000.

You can also seek advice from the Police and Social Services who have staff trained to deal with these sorts of issues.

Depending on the course of action decided upon by the Outlook Trust, and after consulting with professional child care services, the flow chart overleaf sets out what will happen next.

Dealing with concerns, disclosure or allegations about Outlook Trust Trustees, or volunteers



Concerns about abuse outside an Outlook Trust setting

If this happens you should ensure the safety of the young person. If he or she requires immediate attention call an ambulance, inform a doctor of your concerns and ensure that they are aware that this is a child safeguarding issue.

Outlook Trust procedures should then be followed **(please see the flow chart on the next page).** You should refer your concerns to the Outlook Trust Lead Child Safeguarding Officer.

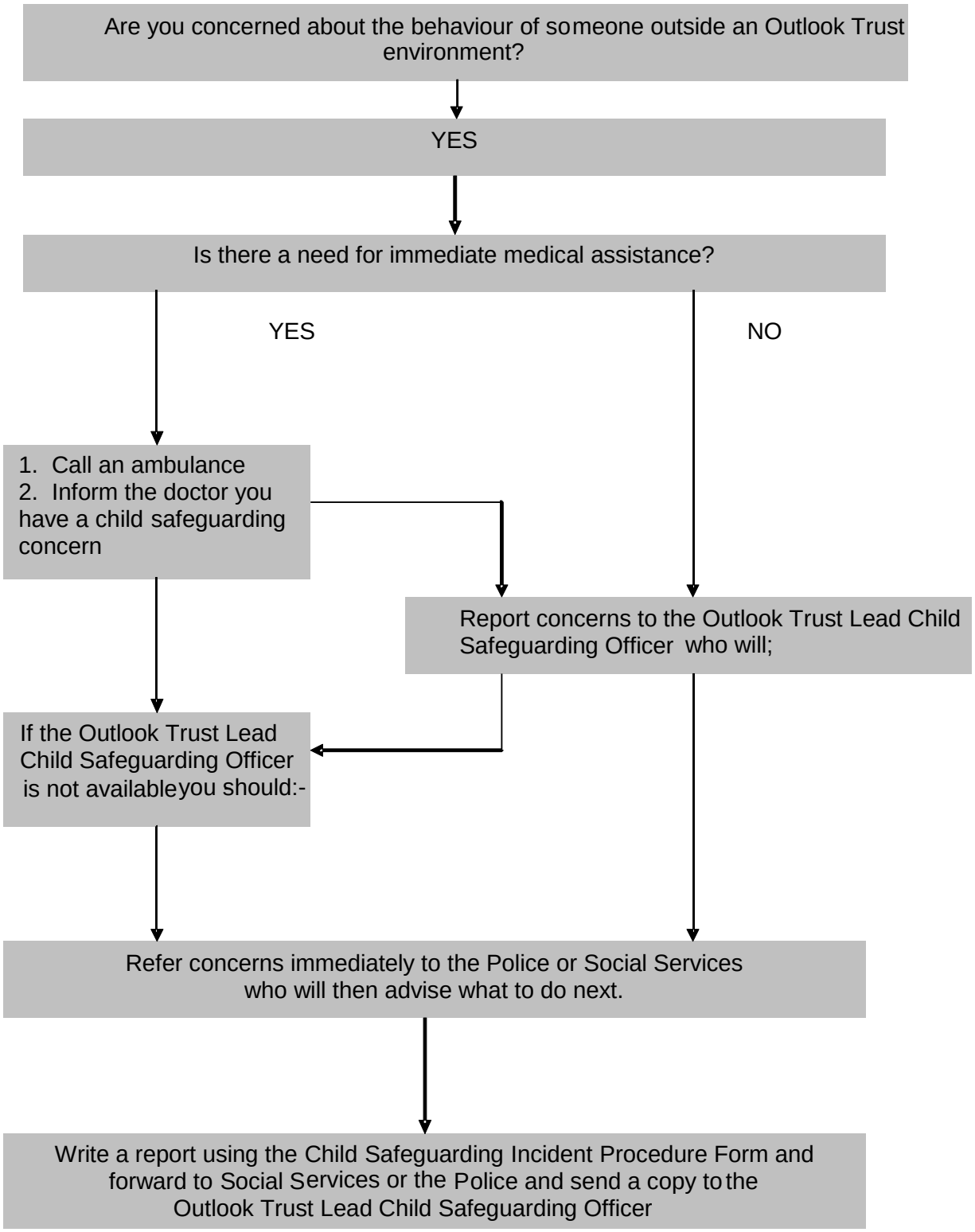
If a formal referral is made make it clear that it is a child safeguarding issue. All the Police forces have a specialised Child Safeguarding Units which deals with allegations of abuse within the family and by people in positions of trust. In a real emergency, or if completely unsure as to what to do, telephone 999.

Parents/carers should only be contacted **after** advice from Social Services.

It can be especially difficult for children from an ethnic minority or who are disabled to disclose abuse to others. Adults should be especially vigilant with these groups and be aware that their own prejudices may block them from believing these groups. It is important to give thought as to how adults respond in these situations.

In all cases it is important that the welfare of the child is paramount and that every effort is made to maintain confidentiality.

Dealing with possible abuse occurring outside an Outlook Trust setting



Codes of Practice and Behaviour

Positions of trust

All adults who work with young people are in a position of trust which has been invested in them by the parents and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role. In outdoor activities most adults recognise that there are certain boundaries in the instructor/client relationship which must not be crossed. The relationship is no different to school teacher and pupil.

Good Practice

The Outlook Trust Trustees and volunteers, particularly those involved in outdoor activities, will be working in an environment where a 'hands on approach' may sometimes be necessary. Ensure that such contact is kept to the safe minimum, done openly, in response to the child's needs, and is within the knowledge and consent of the child and their parent. There may, in extreme circumstances, be situations where reasonable force may be used as restraint i.e. self-defence, preventing risk or injury or damage to property. Please record any such incident and report it to the Outlook Trust Lead Child Safeguarding Officer.

Below are outlined guidelines, ideas and suggestions that help to create a safe environment for children. They should also help in ensuring that a child or others do not misinterpret the behaviour of adults. In the first section the Outlook Trust's responsibilities and the responsibilities of any instructor directly involved with working with young people are outlined.

Instructors also need to read both sections in Appendix 2 in addition to the good practice procedures below.

Good practice procedures

The Outlook Trust is responsible for its Child Safeguarding Policy and implementation. Individual providers who are involved with young people are required to work within this guidance. They are also encouraged to produce their own guidance and ensure that all members are aware of procedures and guidelines for good practice.

The Outlook Trust will publicise its Child Safeguarding Policy to show its commitment to providing a safe environment for young people.

Providers working with the Outlook Trust are advised to follow the Outlook Trust's procedures contained within the Child Safeguarding Policy in the event of an incident.

Parents should be clear what the Outlook Trust or its provider are doing and that the activities are being run in relation to accepted good practice.

All adults who work with young people on a regular basis should be Disclosure and Barring Enhanced Service (DBS) checked.

The Outlook Trust and its providers will ensure that its guidelines on the use of photography are adhered to.

The Outlook Trust and its providers will develop and promote their anti-bullying policy.

The Outlook Trust will monitor its providers and provide them with feedback with respect to good practice guidelines.

Good practice for adults working with young people

- Staff and volunteers must respect the rights, dignity and worth of all. They must also treat everyone with dignity, respect, sensitivity and fairness as well as with equality.

- Staff and volunteers should ensure that the welfare of any young person is paramount and that the activity should be fun.

- They should think about:
  I. Not over-stretching young people.
  II. Young people take part in activities because they enjoy it. Remember excelling at an activity may be only part of that enjoyment.
  III. Motivate young people through positive feed back and constructive criticism.
  IV. Ensure young people take part in outdoor activities in an environment where inherent risk is kept to a minimum and is within accepted guidelines.
  V. Never allow young people to take part in activities when injured.
  VI. Ensure all equipment is appropriate and in good condition.

- It is important when supervising young people to avoid situations where an adult and an individual child are completely unobserved.

- If physical support is required, ensure the individual is aware of what is happening and has consented to this physical help. Some parents /carers are becoming increasingly sensitive about this type of help and their views should be respected at all times.

- When supervising young people in a changing area adults should ideally work in pairs. Always check before entering a changing area that everyone is decent. Ideally parents should take responsibility for their own child in these situations.

- Encourage an open environment, always explain why you are doing something and try to facilitate, as far as is practical, an open and inclusive approach to Outlook Trust activities. People often respond better if they feel they are part of the process.

- When there is a mixed youth meet, event, or trip ensure there is at least one male and one female helper.

The following should only be sanctioned in an emergency situation and then only if a member of the Outlook Trust staff has been consulted and has agreed:

- Taking young people alone on car journeys.

- Spending time alone with a young person who is not a direct relation or guardian.

The following must never be sanctioned:

- Taking young people alone to your home.

- Sharing a room with a young person or young people.
- Allowing young people to engage in the use of inappropriate language.
- Making sexually suggestive comments to a young person even in fun.
- Doing things of a personal nature for a young person they can do themselves.
- Allowing allegations made by a child to go unchallenged, not acted upon or not recorded.
- Allowing young people to consume alcohol or take illegal recreational drugs.
- Allowing any physically rough or sexually provocative, contact or games.

Poor Practice

Poor practice constitutes anything that is contradictory to the Outlook Trust Child Safeguarding Policy document, the Outlook Trust Equity Policy or any of the guidance outlined in supporting Outlook Trust documentation. Poor practice may also be a failure to follow event guidelines, so putting children in danger, or emergency procedures where an accident has occurred or is deemed likely to occur in the future. A combination of minor incidents could also be regarded as poor practice.

If, following consultation with the LADO, the allegation is clearly about poor practice by a volunteer, parent or member of staff, the Outlook Trust Lead Child Safeguarding Officer in conjunction with the LADO will deal with it as a misconduct issue.

If the allegation is about poor practice by the Outlook Trust Lead Child Safeguarding Officer or if the matter has been handled inadequately and concerns remain, it should be reported to one of the other Outlook Trust trustees who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

A Child Safeguarding Incident Form (See Appendix 2) should be completed and a copy sent to the Outlook Trust Lead Child Safeguarding Officer.

Please also refer to the **Outlook Trust Procedures for Dealing with Poor Practice (Appendix 5).**

Internal Enquiries and Suspension

In the event of the Outlook Trust being informed of an allegation of poor practice, bullying or abuse against a person involved in Outlook Trust activities the Outlook Trust Lead Child Safeguarding Officer will arrange a meeting Bradford Social Services LADO. The LADO will decide which of these categories the incident falls within and what action is to be taken. The person accused may be asked to stand down pending the outcome of any investigation by the statutory authorities. It should be made clear to this person that this is only a precautionary measure and will not prejudice any later disciplinary procedure.

Irrespective of the findings of any criminal and child safeguarding or child protection enquiries, the Outlook Trust Trustees assess all individual cases to decide whether a volunteer or member of staff will be reinstated and how this can be handled.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Police. The Trustees will need to base their decision on the facts of the case and the findings of any investigation by the Social Services department and where applicable the outcome of a prosecution by the Police. It is important that the Outlook Trust is seen to provide support to an individual where an accusation of abuse has been shown to be false. In cases where there is insufficient evidence for prosecution the Trustees may consider that on the balance of probability an incident has occurred. Nevertheless the Trustees must attend to the facts as reported by the investigating authority and their reasons for not taking the matter further. The responsibility of the Trustees is to agree the best way forward and to carry out whatever disciplinary measures they consider to be appropriate. In this they will have to regard the welfare of the young person/s above all else.

The Outlook Trust Trustees meeting will include The Outlook Trust Lead Child Safeguarding Officer and an independent outside advisor from Social Services.

What happens if you are accused of an abusive action

In the event of an accusation:

- Make notes of all your actions/contacts with the child in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure that you are no longer working with the child/children making the allegation.
- Follow the procedures laid out in the Child Safeguarding Policy and supporting documents.
- Accept that colleagues may not be in a position to discuss the matter with you while the investigation is underway.
- Accept that you may be suspended from working with any young people.

Such events are difficult for all concerned. The Outlook Trust will do its utmost to remain impartial in all matters relating to an accusation. The main concern with any incident is the child's welfare. For an individual, against whom an allegation has been made this will be a difficult time. It is important that you seek help and support.

Recruitment of Staff and Volunteers

The Outlook Trust highly values all the work its staff and volunteers do with young people. As part of the recruitment process it is important that all those concerned with this work are confident that recruitment procedures are as comprehensive as possible. The vetting of individuals to varying degrees is a necessary part of the recruitment process. This procedure in no way reflects any element of distrust.

The rules governing checking of individuals that work or volunteer with young people changed following the Protection of Freedoms Act 2012. These guidelines have been written to take account of those changes. They are:

1. Supervised access – where no check is required
2. Those requiring a DBS (Disclosure and Barring Service) check, unsupervised access and Regulated Activity

To ensure individuals go through the correct vetting procedures the following guidelines are to be used.

1. Supervised access – where no DBS check is required

Supervision
The new Act is clear that a worker (including a volunteer) who is being supervised when working with children does not need to be DBS checked. This is because, in the terminology of the Act, they are not doing a Regulated Activity.

So what does it mean to say someone is supervised? In terms of outdoor adventure activities, a worker or volunteer is **supervised** when they are in direct sight or hearing of someone who is both over-seeing them and has been enhanced DBS checked.

If no one is overseeing the worker, or if the person overseeing the worker does not have a DBS check, then the worker may need to be DBS checked.

It is important to note that supervision must take place on an on-going basis and so it must not to tail off as time goes by.

All people involved with youth activities must complete an Outlook Trust volunteer self-declaration registration form where it is anticipated that access will be supervised

2. Those requiring a DBS check

Under the 2012 Act, only people undertaking work considered to be a Regulated Activity are to be DBS checked. Regulated Activity is work that a barred person must not do. Organisations can therefore check if a person is on the barred list.

So what is Regulated Activity? These are activities that include the following: Teaching, training, instructing, caring for or supervising children; or providing guidance / advice on well-being; or driving a vehicle only for children, on a frequent basis.

Frequency: Regulated Activities are undertaken at least once a week or more often, or happen intensively on 4 or more days in a 30 day period, or overnight.

Anyone working, which includes volunteering and overseeing those who work or volunteer, with children in any of the above Regulated Activities is to be checked to see that they are not on the barred list – this is done through an enhanced DBS check.

Additionally, the Government guidance, cited above, suggests using the following steps when deciding whether someone will be supervised to such an extent that they are not in Regulated Activity – and so do not required a DBS check:

- Consider whether the worker / volunteer is doing work that, if unsupervised, would be Regulated Activity. If the worker / volunteer is not, then the remaining steps are unnecessary as the worker will not need to be DBS checked.
- Consider whether the worker will be supervised by a person in Regulated Activity who has been enhanced DBS checked, and whether the supervision will be regular and day to day.
- Consider whether the supervision will be reasonable in all the circumstances to ensure the protection of children.

So, those who are considered to have unsupervised access for Regulated Activities must complete the following procedure:

- undergo a DBS check;
- fill in a Outlook Trust volunteer self-declaration form (see Appendix 7) and
- provide 2 written references.

Interview and Induction

All employees and volunteers with direct or indirect access to children will be required to undertake an interview carried out to acceptable protocol. All employees and volunteers with direct or indirect access to children should receive an appropriate level of formal or informal induction during which:

- checks are carried out to ensure application forms are completed in full;
- their qualifications are substantiated;
- two references are taken up;
- the job requirements and responsibilities are clarified; and
- Child Safeguarding Procedures are explained and training needs identified, e.g. basic child protection awareness and/or Time to Listen.

The following checklist is to be used to record what has been done and retained as a record.

The Outlook trust

292 Thornton Road
Thornton Bradford BD13 3AB
www.outlooktrust.org

Tel: 01274 832151
Mob: 07767455534
e-mail: john@outlooktrust.org

Child Safeguarding Induction checklist

Name: …….

Role: …….

Start date: ……...

Outlook Trust staff responsible: ……..

	Completed	**Comments**
Introductions (relevant Outlook Trust staff)		
Given Outlook Trust Parent's Guide		
Given Whistleblowing policy		
Given Outlook Trust Child Safeguarding Policy		
Given Equal opportunities policy		
Attended Safeguarding & Child Protection awareness training		
Attended Time To Listen course		
Self Declaration form completed		
Enhanced DBS check – Date form sent…….		
Reference 1 – Date sent……..		
Reference 2 – Date sent ……		

Outlook Trust Staff signature: …… Date: ……....

Volunteer's signature: ……Date: ……...

Guidelines for the Use of Photography

It is not the intention of this document to prevent the use of video or photography equipment. Video used in an appropriate way is a valuable coaching aid and family photographs of young people are part and parcel of many family lives. Outdoor Adventure Activity photography has done much to promote the sport amongst young people and this is an important part of the The Outlook Trust's work. However there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. It is advisable that all individuals be vigilant with any concerns to be reported to the Outlook Trust representative or responsible person at an event.

Photographers briefing

1. If there are new staff on an activity weekend, it is important to ensure they are clear about your expectations of them in relation to child safeguarding.

2. Ensure all individuals involved are aware of what is appropriate in terms of content and behaviour.

3. The Outlook Trust Lead Child Safeguarding Officer must ensure they are aware of all individuals taking photographs.

4. As part of the weekend information, all participants and parents should be informed that photographs may be taken. Parents should also be given the opportunity to object if they do not wish images of their child to be used.

5. If a photo shoot is arranged at an Outlook Trust event where photographs are to be used within Outlook Trust literature, then the child's parents must be informed by the Outlook Trust.

6. Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the sector. Easy to remember rules of thumb are the following:

    - If the participant is named, avoid using their photograph.
    - If their photograph is used, avoid naming the participant.
    - In situations where it is necessary for participants in photographs or films to be named ensure there is permission from both the participant and parent(s).

7. Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is used to represent the Trust.

8. Ask for the participant's permission to use his or her image. This ensures that they are aware of the way the image of themselves is to be used to represent the Trust.

9. Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to participants.

10. It is important that contact details for the young person with a name or photograph are NOT given.

APPENDIX 1

Support Information

Advice, support and supervision for people receiving a disclosure

If you have personally received a disclosure you may wish to speak to someone confidentially to help you deal with what you have heard. You may also feel the need to be reassured that the issues are being dealt with in the best possible way with the interests of the child or young person being paramount.

In the first instance you will be able to discuss the disclosure with the Outlook Trust Lead Child Safeguarding Officer and they will keep you informed of the case and its progress. However you may also wish to speak to someone outside the Outlook Trust. Please see the 'Useful Contacts' section in this appendix.

Confidentiality is essential and so when seeking support or guidance from a recommended source below you will be expected to keep the personal details confidential.

Advice and support for those who have reported concerns or incidents

Once you have reported a concern to someone within the Outlook Trust it will be reported directly to the Outlook Trust Lead Child Safeguarding Officer. You may find the following information regarding the process of the case and what you can expect useful as a form of support and guidance.

- You will be treated with a fair and transparent process at all times.
- You will be kept informed with the progress of your case.
- You will be provided with a copy of the Outlook Trust Safeguarding Children & Vulnerable Adults Policy & Guidelines.
- In addition to this, some of the contact information given on the next page may be useful in obtaining further advice and support. The NSPCC offers excellent advice as do Childline (where calls are treated confidentially). However, should Childline suspects danger or a threat to life, they will contact Social Services.

Information for those against whom a complaint of poor practice or an allegation of abuse has been made

If you have been notified by the Outlook Trust that there has been a report that causes concern regarding your behaviour towards or with young people you may find the following information regarding the process of the case and what you can expect useful as a form of support and guidance.

- You will be treated with a fair and transparent process at all times.
- You will be kept informed with the progress of your case.
- You will be provided with a copy of the Outlook Trust Child Safeguarding Policy.
- If you are suspended from your role it is important to remember that this is a neutral act. It protects all parties in the case.
- You may find some of the contact information given below useful in obtaining further advice and support.

Useful contact details follow on the next page

Useful Contacts

Outlook Trust Lead Child Safeguarding Officer
John Lee

01274 832151 /
07767455534

The Outlook Trust Trustees

Jeff Davies 07929466707

Brian Harrington 07879840422

Dan Hunt 07711285872

The NSPCC help line: 0808 800 5000

Asian Helpline: 0800 096 7719

Welsh Helpline: 0800 100 2524

www.nspcc.org.uk

Child Protection in Sport Unit

England: 0116 234 7278

Wales: 0844 892 0290

Childline: www.childline.org.uk
Help line: 0800 1111

Careline: 0208 541 1177

Public Concern at Work

020 7404 6609

The Samaritans
08457 90 90 90
www.samaritans.org

Useful Websites

www.gov.uk/government/organisations/disclosure-and-barring-service

Police:

Local Police contact details: 101

In emergency use: 999

Local Safeguarding Children Board:

Contact details office hours : 01274 437500

Out of hours contact details: 01274 431010

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Tel: 01274 832151
Mob: 07767455534
e-mail: john@outlooktrust.org

Useful Child Safeguarding Contact details

Role	Name & Address	Contact details
Outlook Trust Lead Child Safeguarding Officer (OTLCSO)	John Lee 292 Thornton Road, Thornton, Bradford, BD13 3AB	01274 832151 07767455534
Deputy when OTLCSO not available	Jeff Davies 11 Peacock Lane, Hest Bank, Lancaster, LA2 6JA	01524 822764 07929466707
Trustee	Brian Harrington 7 Sunnyside, Heckmondwike, WF16 0LN	01924 410791 07879840422
Trustee	Dan Hunt	07711285872
National Contacts		
NSPCC		0808 800 5000 www.nspcc.org.uk
Childline – UK number		0800 1111 www.childline.org.uk
NSPCC Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester, LE4 1EZ	0116 234 7278 www.thecpsu.org.uk
Local Contacts		
Children's Specialist Services	General Enquiry Number	01274 435600
Local Authority designated Officer (Lado)	Dawn Holt (Office Hours) (Out of Hours)	01274 437500 01274 431010
Local Support		
Local safeguarding Board	(Office Hours) (Out of Hours	01274 437500 01274 431010
Other useful contacts		

APPENDIX 2

The Outlook trust

292 Thornton Road
Thornton Bradford BD13 3AB
www.outlooktrust.org

Tel: 01274 832151
Mob: 07767455534
e-mail: john@outlooktrust.org

OUTLOOK TRUST CHILD SAFEGUARDING INCIDENT FORM

For detailed questions, use a separate sheet if necessary

EVENT DETAILS	
Name of event	
Date of event	
Co-ordinator	
YOUR DETAILS	
Name	
Your position	
Contact tel	
CHILD'S DETAILS	
Name	
Address (inc. post code)	
Tel	
Date of Birth	
PARENTAL/GUARDIAN DETAILS	
Name(s)	
Address (inc. post code)	
Tel (if different to above)	
WITNESS DETAILS	
Name (1)	
Address (inc. post code)	
Tel	
Name (2)	
Address (inc. post code)	
Tel	

INCIDENT DETAILS	
Date and time of incident	
Your observations (i.e. what is the nature of the allegation (including dates, times and any special factors or other relevant information (make clear distinction between what is fact, opinion or hearsay). Describe any visible bruising or other injuries, behavioural signs or indirect signs. Use additional sheets.	
The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred (remember, do not lead the child – record actual details). Use additional sheets if necessary.	
Actions taken so far (including whether anyone else has been contacted and if so who?)	
Has anyone been alleged to be the abuser?	Yes ☐ No ☐
If yes give name:	
OTHER PROFESSIONALS CONTACTED	
Have any external agencies been contacted (i.e. Police, Social Services, NSPCC, BMC). If yes, please provide details below.	Yes ☐ No ☐
Police?	Yes ☐ No ☐
If yes, which?	
Name and contact number	
Details of advice received	
Social Services?	Yes ☐ No ☐
If yes, which?	
Name and contact number	
Details of advice received	
Outlook Trust?	Yes ☐ No ☐
Name	
Details of advice received	
Other (e.g. NSPCC)?	Yes ☐ No ☐
If yes, which?	
Name and contact number	
Details of advice received	

Further information:

YOUR SIGNATURE	
Signed	
Print name	
Date	

REMEMBER to maintain confidentiality on a *need to know* basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

A copy of this form should be sent to: john@outlooktrust.org

Appendix 3

1. Loco Parentis

In Loco Parentis: A parent may give consent to anyone they wish to take their child onOutdoor Adventure Activities. This is an arrangement between the parent and the person taking the child. The person taking the child will be in *loco parentis* and this requires them to exercise a duty of care that would be provided by a reasonably prudent parent.

If an adult is acting in loco parentis, make sure that the parent has nominated them (not the club). Also make sure that it is clear precisely who has the duty of care at any given moment and whether or not that duty of care is handed from one person to another. Whilst it is not a requirement, a consent form is used by many clubs for situations where an under 18 is attending with an adult *in loco parentis*. This is not a requirement, but can prove useful.

When taking another person's child on Outdoor Adventure Activities, it is wise to inform both the parent and child about the nature of the activities to be undertaken and any arrangements, so they can decide whether they are happy with these or decline the offer if they are not. It is important that they are not only informed about the activities, but also understand the nature of them/risks attached, so that they can make an informed decision.

2. Risk and Reasonableness

Charities which allow under 18s with or without parents/carers or an adult in loco parentis should ask themselves two questions that can help to serve as useful guides where considering difficult issues:

- What are the risks to the young people and how can these be managed?
- What is reasonable in these circumstances and how can we take all reasonable steps to ensure the well-being of the young people in our care?

This would include, as examples, common sense actions such as identifying and minimising hazards such as access to toxic cleaning materials, ensuring correct storage of sharp tools at maintenance meets or informing other hut users that children may be or are present.

3. The Outlook Trust Child Safeguarding Policy

As we don't allow under 18s to attend weekends without a parent/carer or adult in loco parentis.

- The Trust will have The Outlook Trust Lead Child Safeguarding Officer (OTLCSO) who is responsible for child safeguarding within the Trust. It is desirable that this person should know how to respond if any allegation or concern is raised and that they should know what to do next.

- On all weekends there will be a designated person responsible for Child Safeguarding issues present at all times. This person should be identified as such to all present – including children. This may, or may not, be the Outlook Trust Lead Child Safeguarding Officer.

- Wherever possible, an adult should not be alone with a child.
- Children should not sleep in the same room as an adult or adults where separate facilities are available.
- There should be separate male and female sleeping areas for children if there are both boys and girls present.
- When both boys and girls are present there should also be male and female supervising adults.
- Those supervising the children and those likely to be on their own with children should be DBS checked. The DBS checking procedure is set out at the back of the **Outlook Trust Child Safeguarding Policy.**

The Outlook Trust
Staff and Volunteers Code of Conduct

The following standards are expected of all staff and volunteers.

RIGHTS

Respect and champion the rights of every individual to participate in activities

The staff and volunteers' Duty:

- Assist in creating an environment in which…
  - Everybody can participate to their desired level
  - Everyone is free of fear of harassment
- Recognise the rights of participants
  - To be treated as individuals
- To promote the concept of a balanced lifestyle, supporting the well-being of those taking part
  - In activities
  - In life

INSTRUCTOR STANDARDS

Instructors have the responsibility to maximise benefits and minimise risks to those they are instructing. They must demonstrate professionalism through qualifications and commit to continued professional development to ensure safe, fun and efficient practice

The Instructors Duty:

- Create a safe, fun and productive environment…
  - Minimise any risk
  - Maximise the benefits
  - Ensure those they are instructing have the optimum opportunity to reach their desired goals
- Adhere to Child Safeguarding standards and guidelines

PERSONAL STANDARDS

All staff, volunteers and instructors have the responsibility to demonstrate high standards of personal behaviour and conduct at all times

They…

- Must be professional in their approach to providing activities by
  - Always arrive early and allow sufficient set-up time to ensure each session is safe and productive
  - Be fully prepared for each session.
- Must demonstrate equity in their support…
  - Be fair, honest and considerate to all involved in their activity
  - Recognise the differences in ability and provide activity to suite both individual and group needs
- Should be a positive role model…
  - Be well presented, in the correct kit for the activity
  - Should not undertake undesirable behaviour in the company of those they are supporting (for example, fighting, aggressive behaviour, animosity, smoking, swearing, drinking alcohol)

RELATIONSHIPS

Staff, Volunteers and Instructors must develop relationships based on openness, honesty, mutual trust and respect

They…

- Must not engage in any type of abuse or bullying behaviour
  - Physical
  - Emotional
  - Sexual
  - Neglect
  - Any combination of abuse
- Should not develop intimate relationships with those they are supporting/working with
  - While supporting them on the weekends/residentials
- Should attempt to
  - Empower those they are supporting to take ownership and responsibility for their own development and progress
- Must
  - Take action if they have a concern about the behaviour of an adult towards a child or vulnerable adult
  - To the best of their ability, recognise their duty of care and protect those in their care
  - Safeguard themselves and their organisation against false accusation by ensuring good practice according to child Safeguarding policy
  - Communicate and cooperate with all those concerned with the best interests of those you are coaching, regardless of any consequence for yourself as a coach

APPENDIX 5

The Outlook Trust Procedures for Dealing with Poor Practice

1. Once an incident has been reported to either the Outlook Trust Lead Child Safeguarding Officer or other Outlook Trust Trustee, he or she will, in turn, pass it onto the Bradford LADO to decide if the incident relates to abuse or bad practice. If the incident is identified as abuse then it will immediately be handed onto the statutory bodies.

2. If it is decided the incident relates to bad practice then after consultation with the Trustees then a decision will be made whether or not to suspend, temporarily the person accused.

3. A disciplinary hearing will be called. The disciplinary committee will consist of:

    - An independent person.
    - A senior officer of the Outlook Trust.
    - Technical experts.

4. The accused will be advised of the receipt of a report.

5. The accused will be invited to a hearing which will be held at a convenient time for them.

6. The accused must be given sufficient advanced warning of a hearing.

7. The accused must be given opportunity to offer their explanation of the incident.

8. Once the panel has made its decision it must relate this to the accused in writing as soon as possible.

9. A copy of the finding should be held by the Outlook Trust.

The powers of the Trustees will include:

1. Temporary suspension.

2. Person may only work with young people when supervised.

3. Person must undergo some form of training.

APPENDIX 6

The Outlook trust

292 Thornton Road
Thornton Bradford BD13 3AB
www.outlooktrust.org

Tel: 01274 832151
Mob: 07767455534
e-mail: john@outlooktrust.org

THE OUTLOOK TRUST VOLUNTEER REGISTRATION AND SELF DECLARATION FORM

This form is in two parts. Everyone fills in sections 1 to 10 inclusive.

To work unsupervised with young people you must also fill in sections 11 and 12 for a DBS check.

You have a right of access to information held on you and other rights under the Data Protection Act

1. DETAILS

First name	**Male** ☐ **Female** ☐ *(Tick as appropriate)*
Surname	
Current Address (including post code)	
Time at current address (years)	
If you have lived less than 3 years at your current address please include your previous address here.	
Telephone (day)	
Telephone (evening)	
Mobile	
Email	
Date of birth	
Current occupation and dates of employment	
Name and address of organisation	
Role	

2. WHAT SORT OF EVENT DO YOU FEEL ABLE TO ASSIST THE OUTLOOK TRUST WITH

3. EXPERIENCE and EXPERTISE

Briefly outline any experience you feel may be relevant. If you have areas of expertise that you feel may be valuable please state these and how you could use these in the service of the Outlook Trust.

4. QUALIFICATIONS (IF ANY) OR PREVIOUS VOLUNTEER EXPERIENCE

a. supervising/instructing young people in outdoor adventure activities, indoors and outdoors: age groups, residential work, any qualifications you may have to assist on events in the UK and abroad, teaching or youth work qualifications, up to date coaching qualifications, First Aid Certificate. (use separate sheet if necessary)

b. Briefly outline your experience in supervising young people in non-outdoor adventure activities, e.g. teaching or youth work

5. TRAINING Please detail any training you may require

6. SECURITY

Are there any reasons such as criminal convictions, cautions or bound over orders that might prevent you working with young people or limit what you can do? **YES** ☐ **NO** ☐ *(Tick as appropriate)*

If YES, please supply details

Are you a person known to any social services department as being an actual or potential risk to children?

YES ☐ **NO** ☐ *(Tick as appropriate)*

If YES, please supply details

Has any Social Services Department or Police Service ever conducted an enquiry or investigation into any allegations or concerns that you may pose an actual or potential risk to children or vulnerable adults?

YES ☐ **NO** ☐ *(Tick as appropriate)*

If YES, please supply details

Have you had a disciplinary sanction (from a sport, or other organisation's governing body) relating to child abuse or have you ever been subject to any disciplinary procedure or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children or vulnerable adults? **YES** ☐ **NO** ☐ *(Tick as appropriate)*

If YES, please supply details

7. HEALTH

Please indicate any health problems for which you are receiving treatment:

8. AVAILABILITY

Please indicate your availability to be a volunteer:

Daytime	☐
Evening	☐
Full weekends	☐
Weekly	☐
Monthly	☐
Occasional	☐
Other	☐

9. DETAILS OF NEXT OF KIN WHO CAN BE CONTACTED IN CASE OF EMERGENCY

Name			
Address (include post code)			
Telephone (day)		Telephone (eve)	

The Outlook Trust Participation Statement: The Outlook Trust recognises that outdoor adventure activities are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement

10. SIGNATURE AND ACKNOWLEDGEMENT OF RISK

I confirm that the above information is correct and that I do not have any criminal convictions or court orders that would prevent me from working with young people. I have read the **Outlook Trust Participation Statement** and I am aware that outdoor adventure activities are activities with a danger of personal injury or death. I understand it is an offence to apply for, offer to do, accept or do any work with children (paid or unpaid) if disqualified from working with children.

Signed _____ Date _____

Completing the remainder of this form is the first step in applying for a Criminal Records Bureau enhanced disclosure check (a DBS check) to work unsupervised with young people. Only continue if you wish to do this.

11. I HAVE READ AND AGREE WITH (please mark the appropriate box(es) below):

If you have not received one or more of the documents listed below copies are available on the Outlook Trust website

The Outlook Trust Child Safeguarding Policy	☐
The BMC Equal Opportunities Policy	☐

12. REFERENCES

Appropriate referees are those who have known you for over 3 years, e.g. someone who has worked with you or looking after young people and a character reference from a past employer. We will follow up references.

Referee 1	
First Name	
Surname	
Address (current) incl. post code	
Telephone (day/eve)	
Email	
Relationship with the above	
Referee 2	
First Name	

Surname		
Address (current) incl. post code		
Telephone (day/eve)		
Email		
Relationship with the above		
Please state which referee you will be giving to the DBS if asked		

I hereby consent to the Outlook Trust undertaking Criminal Records Bureau checks against me and give permission for the Outlook Trust to verify any information that may be revealed by relevant authorities during this process. (Please return to John Lee, The Outlook Trust, 292 Thornton Road, Thornton, Bradford, BD13 3AB. Telephone 01274 832151 / 07767455543)

Signed _____ **Date**_____

APPENDIX 8

The Outlook Trust Anti-Bullying Policy

It is the responsibility of all adults and children to treat one another with dignity, respect, sensitivity and fairness.

Bullying can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical, verbal and emotional, all these forms of bullying include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully.
- An outcome that is painful and distressing to the victim.

Bullying behaviour may include:

- Other forms of violence.
- Tormenting, ridiculing, humiliation.
- Racial abuse.
- Unwanted physical contact or abusive or offensive comments of a physical nature.
- Inappropriate comments on social media sites.

In an outdoor adventure activity context emotional bullying is most likely to be found rather than physical violence. This is often difficult to define or prove, it is important that all those involved in Outlook Trust activities subscribe to and accept this policy. **All involved should be prepared to:**

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, but do not promise that you will not tell anyone else.
- Keep records of what is said (e.g. what happened, by whom, when).
- Report any concerns to the appropriate person in charge and ensure that the Outlook Trust Lead Child SafeguardingOfficer is informed.

Possible actions toward the bullies:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).

- Inform the parents of the bully(ies).

- Insist on the return of any borrowed items and seek to establish how the victim is to be compensated for any damage caused.

- Provide support for the coach of the victim.

- Impose sanctions as necessary.

- All sanctions must be non-violent and must not involve humiliating children or young people.

- Encourage and support the bully(ies) to change behaviour.

- Hold meetings with the families to report on progress.